



CIVIL SERVICE BOARD MEETING AGENDA

Date: January 21, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

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

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

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

PUBLIC PARTICIPATION

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

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/82666908183?pwd=YTJ6TU5VSUN4eGZrRlVJMFQxYlNFdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
Webinar ID: 826 6690 8183 (Note: Password "COOCSB" may be required to connect.)
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799
Webinar ID: 826 6690 8183 Passcode: 492701

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

COMMENT:

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

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

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

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE JANUARY 21, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointments (1)

- Housing & Community Development (1)

b) Approval of Employee Requests for Leave of Absence (3)

- City Auditor’s Office (1)
- Oakland Public Library (1)
- Oakland Fire Department (1)

c) Approval of Revised Classification Specifications (2)

- Senior Center Director
- Inspector General

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of December 17, 2020 Civil Service Board Meeting Minutes | ACTION |
| b) Determination of Schedule of Outstanding Board Items | INFORMATION |
| c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| d) Update on Common Class Study | INFORMATION |
| e) Deputy Director of Workplace and Employment Standards – Follow up discussion from the November 19, 2020 meeting | INFORMATION |

6) NEW BUSINESS:

- | | |
|---|-------------|
| a) City Council Zero Tolerance Policy Legislation | INFORMATION |
| b) Update Regarding Measure Q Hiring Efforts | INFORMATION |
| c) Quarterly Update per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Specifications Revisions Currently Under Review | INFORMATION |

7) OPEN FORUM**8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 18, 2021. All materials related to agenda items must be submitted by Thursday, February 4, 2021. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: January 21, 2021

TO: The Honorable Civil Service Board **FROM:** Christine Doan
Human Resource Analyst

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

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

SUBJECT: Request for Provisional Appointment in Classification of Hearing Officer to be ratified at the Civil Service Board Meeting of January 21, 2021

Attached is a request from the Housing & Community Development Department to make a provisional appointment to a Hearing Officer vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Hearing Officer position plans, organizes and conducts arbitration hearings and renders written decisions regarding tenant and landlord petitions as required by the Oakland Residential Rent Arbitration Ordinance and Oakland Just Cause for Evictions Ordinance; conducts mediation sessions and prepares written mediation agreements; and performs related duties as assigned.

The minimum qualifications for Hearing Officer are: A Juris Doctorate from an accredited school of law and four years of progressively responsible experience as a practicing attorney or other comparable experience.

The selected candidate meets the minimum qualifications of the Hearing Officer position with a Juris Doctorate in from University of California, Berkeley. The candidate also has over six years of work experience as a practicing attorney and a Hearing Officer. Recruitment, Classification & Benefits is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement closed on November 16, 2020.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Hearing Officer position in the Housing & Community Development Department beginning on January 9, 2021 and ending on or before May 9, 2021.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: January 21, 2021

AREA REQUESTED

POSITION: Hearing Officer

DEPARTMENT: Housing & Community Development Department

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: October 4, 2019

DATE PERSONNEL REQUISITION RECEIVED: December 4, 2020

CURRENT STATUS OF EXAMINATION: The job announcement closed on November 16, 2020.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the incumbent to be trained and perform the Hearing Officer duties while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

None.

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

The negative impacts of not having this vacancy filled while an eligibility list is established would affect the Rent Adjustment Program as this position performs critical duties.

Attachments:

- Employment Application: Yes
- Personnel Requisition: Yes
- Resume: Yes

Recruitment, Classification & Benefits Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Non-Oakland Resident*
- Current Employment Status: *A former, ELDE Hearing Officer of City of Oakland Employee*



MEMORANDUM

DATE: January 21, 2021

TO: The Honorable Civil Service Board

FROM: Greg Preece, HRM Manager / Staff to the Board

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

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of three (3) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Dempsey, Alessia	Performance Audit Manager	City Auditor's Office	January 1, 2021- April 20, 2021	CSR 8.07 (c)
Millett, James	Library Aide PPT	Oakland Public Library	January 12, 2021- February 23, 2021	CSR 8.07 (c)
Rolando, Lara	Fire Code Inspector	Oakland Fire Department	January 18, 2021- July 20, 2021	CSR 8.07 (c)

RECOMMENDATION:

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



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 Alessia Dempsey Employee's ID 23918 Today's Date 1/6/2021

Department/Division City Auditor's Office Employee Job Title Performance Audit Manager

Request: 4 mos Days Hours From 1/1/2021 To 4/30/2021
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave this year starting 1/1/2021 - FCL
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	<u>4 mos*</u>	Yes	No	Depends*	<u>Comb. of paid & unpaid leave</u>
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.

Alessia Dempsey 1/6/2021
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] Jan. 07, 2021
 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 James Millett

Employee's ID _____

Today's Date 1/5/2021

Department/Division OPL

Employee Job Title Library Aide PPT

Request: 7
No. of Days or Hours

Days Hours
Select Days or Hours

From 1/12

To 2/23

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
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SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
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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

115121
Date

Civil Service Board Approval

Date

Department Head Approval

1/12/2021
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 ROLANDO LARA Employee's ID 24253 Today's Date 1/12/2021

Department/Division FIRE PREVENTION BUREAU Employee Job Title FIRE CODE INSPECTOR

Request: 183 Days Hours From Jan '18 To JULY 2021
No. of Days or Hours Select Days or Hours Jan 18, 2021 July 20, 2021

Unpaid Leave Taken This Year? Yes No If yes, what type of leave MNP
(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.

[Signature]
Employee's Signature 1/12/2021
Date

Civil Service Board Approval Date

Melinda Drayton
Department Head Approval 1/12/21
Date

City Manager Approval Date

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



CITY OF OAKLAND

MEMORANDUM

DATE: January 21, 2021

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 Senior Center Director

Based upon a classification review at the request of the Human Services Department (HSD), staff has proposed revisions to the **Senior Center Director** classification. The classification specification was established in February 1996 and has not been revised since that time.

A variety of revisions are proposed to modernize the entire description that include:

- Update language and formatting to be consistent with the current classification specification template.
- Provide more details about the assigned duties as represented in the Definition, Distinguishing Characteristics, and Examples of Duties; ensure that the reporting chain is correct and oversight of other positions is defined.
- Amend the Knowledge and Abilities section to properly reflect all necessary skillsets to effectively perform the assigned work; add a safe lifting requirement of up to 20 lbs.
- Add an additional, eligible degree type under Education to broaden the pool of relevant degrees.
- Expand the Experience requirement to include more specific qualifying experience; convert the facility management experience from required to highly desirable; and add one (1) year of required supervisory experience since this position is responsible for overseeing center operations with limited staff on-site in a highly independent manner.

There is one vacancy and three filled positions. The revised classification specification will be used to initiate a recruitment and selection process in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to revise this classification. City and union representatives met in November 2020. In an email dated December 17, 2020, the union conveyed that there were no objections to the proposed revisions. Potential salary concerns will be addressed separately.

Additionally, the Port does not operate any human services programs. Therefore, classifications specifically designed for that program have no corresponding classification at the Port. This classification was not considered as part of the "Common Class" Project.

CIVIL SERVICE BOARD

Subject: Senior Center Director Revised Classification Specification Approval

Date: January 21, 2021

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Staff recommends that the Civil Service Board approve the revised classification specification of **Senior Center Director** as proposed.

Attachment: Proposed revised Senior Center Director classification specification.



SENIOR CENTER DIRECTOR

DRAFT

Class Code: PP143 FTE
SC218 PPT
PP156 PT

Civil Service Classified

DEFINITION

Under direction in the Human Services Department, To performs senior center duties including overseeing classes, social programs, and nutrition services and building facility management at the Oakland Senior Center; to provides staff support to the advisory commission; to schedules room use and building maintenance; performs fundraising and implements the budget; to trains and supervises assigned staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED DISTINGUISHING CHARACTERISTICS

This is a supervisory classification responsible for overseeing staff and daily operations at a senior center. The incumbent inspects the facility for maintenance and provides education, entertainment, and support to seniors.

The incumbent Rreceives direction from the Senior Center Coordinator Human Services Manager or other management staff and Eexercises general supervision over an Administrative Assistant, Information Referral Specialist, and other professional and technical staff assigned to support the facility. The incumbent also provides oversight to security guards from an outside agency and individuals from volunteer and employment programs Senior Aides, a Recreation Director, Custodians, Security Guards, assigned clerical staff and volunteers. May provide direction to on-site Custodian as issues arise.

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

Plan, organize, and supervise programs and food services for seniors at the an Oakland Senior Center.;

Develop and monitor educational, social, and recreational programs and services to support, engage, educate, and entertain for seniors (ages 55 and older).

Serve as liaison to staff from other City departments regarding facility needs including Oakland Public Works Agency and the Information Technology Department.

Provide staff support to the advisory council ~~commission~~;

~~oversee room scheduling and maintenance.~~ Oversee hiring, training, and supervision of senior employees from job training programs.

Oversee volunteers including job assignments and recognition.

Inspect the facility, equipment, and supplies for maintenance needs and safety standards; purchase supplies and equipment; submit and track maintenance requests through the online system.

Rent the facility to third parties; prepare rooms for occupancy; collect fees; provide information to groups.

Prepare work schedules ~~and approve payments for Custodians and s~~ Security gGuards and individuals

from volunteer and employment programs.

~~Create/~~compose and; edit; ~~and type~~ a monthly senior newsletter with input from members for seniors that is distributed in electronic and hard copy formats.

~~Work with~~Identify providers of senior services to make those services available for members.;

Develop a robust, on-going assist in fund raising strategy to augment limited City revenue sources.

Provide support, education, and entertainment for seniors.

Implement the Senior Center budget; monitor revenues and expenditures; report financial information to senior center members and city staff. .; ~~including budget change requests, journal vouchers and transfers, and work orders.~~

Manage various City accounts using City revenue handling and purchasing procedures including bidding, requisitions, purchase orders, and a purchasing card.

Supervise, t~~rain, supervise,~~ and evaluate performance of assigned staff ~~at the Center.~~

Operate a motor vehicle in the performance of assigned duties.

~~Perform related duties as assigned.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Older Adult programs (age 55+) ~~Geriatric programs~~ in a multi-cultural environment including federal and global health initiatives.
- Principles of supervision, training, and development.
- Recreational and cultural program planning and implementation.
- Public and community relations skillstechniques.
- Computer systems and software applications including the Microsoft Office Suite and financial management systems such as Oracle.
- Building-Facility management and maintenance.
- Meeting facilitation.
- Emergency mitigation procedures.

Ability to:

- Plan, organize, implement, and supervise programs for seniors.
- Remain calm in stressful or emergency situations and provide clear direction.
- Communicate in an effective and culturally appropriate ~~ly~~ manner orally and in writing ~~and orally.~~
- Identify and solve problems on a timely basis.
- Maintain accurate and up-to-date records.
- Prepare written reports and letters.
- Utilize computer systems and software applications including the Microsoft Office Suite and financial management systems such as Oracle; navigate online system portals and platforms.
- Supervise, evaluate, and train ~~subordinates~~ assigned staff.
- Use proper techniques to safely lift up to 20 lbs., move furniture, and place or retrieve an item from overhead storage; perform emergency cleaning as needed.
- Establish and maintain effective working relationships with those contacted in the

performance of required duties.

EDUCATION AND EXPERIENCE MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in the social sciences, gerontology, recreation, public administration or a related fields.

Experience:

Three (3) years of progressively responsible experience in the planning, and the development, and implementation of programs and services for seniors ~~and in building maintenance~~; including at least one (1) year of supervisory experience. Previous community center/facility oversight and management experience is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	02/22/1996	CSB Resolution #:	44352
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	Salary Ordinance #:
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



CITY OF OAKLAND

MEMORANDUM

DATE: January 21, 2021

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 Inspector General

Based upon a classification review at the request of the Community Police Review Agency (CPRA), revisions have been proposed to the **Inspector General** classification. The classification specification was established in April 2013 and was revised in May 2019.

A resolution (88237 CMS) was approved by the Oakland City Council on July 23, 2020 to amend the City of Oakland Charter Section 604 that governs the Police Commission. The updated legislation modified the powers, duties, and staffing of the Oakland Police Commission and the CPRA, including creating an Office of Inspector General.

The Police Commission has proposed changes to the Inspector General classification, which are before the Civil Service Board for approval. The description has been edited to better align with the position's role and responsibilities as updated in the legislation.

This classification is deemed exempt by the City Charter. Title IX Personnel Administration, Section 902, sets forth the conditions under which positions may be exempt from Civil Service. Certain offices are expressly listed, and section 9.02(b) provides that "the heads of other such departments" may be exempted under this section. The Inspector General serves as a department head.

Further, this classification will be re-designated from the U31 bargaining unit of the Confidential Management Employees Association (CMEA) pursuant to Section 13 Appropriate Unit, of the City of Oakland Employer-Employee Relations Resolution (EERR #55881). The classification of Inspector General will be transferred out of U31 and into the unrepresented bargaining unit UK1.

This EERR section states, "Representation units shall be designated by the Employee Relations Officer from time to time." In making such designations and in allocating new and existing classes, the City shall consider a number of factors, including but not limited to, principal interest, whether or not there is a community of interest among the employees comprising the proposed unit.

U31 contains both high-level policymaking employees and non-policymaking employees, who in some cases report to policymaking employees, but none of which are department heads. To ensure that the appropriate community of interest exists among confidential employees, it is necessary to re-designate the Inspector General classification to the representation unit UK1. Unit UK1 is only comprised of director level classifications that are not represented by a union or employee

CIVIL SERVICE BOARD

Subject: Inspector General – Revised Classification Specification Approval

Date: January 21, 2021

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association due to the nature of the work being performed and their role in the organization. The duties more appropriately align with classifications in the UK1 bargaining unit due to a shared community of interest including scope and breadth of authority, supervisory/reporting relationships, wages, hours, and working conditions. This position plays a significant role from a management and community relations perspective and involves sensitive and confidential employee performance and disciplinary information in addition to high profile corrective and compliance initiatives with potential for great consequence of error; therefore, it is necessary for this position to be grouped with other similarly situated executive management positions that are subject to substantial independent/external review and accountability measures.

CMEA was notified of the intent to re-designate the representation unit in January 2021. The City was notified by email on January 13, 2021 that there were no objections to the proposed change.

The salary ordinance amendment to adjust the bargaining unit assignment from U31 to UK1 and modify the salary rate is currently being drafted. It is expected to be routed through City Council for approval in February/March 2021.

There is one vacancy. The approved classification specification will be used to initiate the exempt job posting and appointment process in the near future.

Staff recommends that the Civil Service Board approve the revised classification specification of **Inspector General** as proposed.

- Attachment:**
- A. Proposed Revised Inspector General classification specification
 - B. City of Oakland resolution (88237 CMS) approved on July 23, 2020



INSPECTOR GENERAL

Class Code: EM27042 FTE

Exempt

DEFINITION

Under the supervision and direction of the Oakland Police Commission, the Inspector General shall conduct any audit or review of the Oakland Police Department (OPD) necessary to assess the Oakland Police Department's performance and adherence to constitutional policing practices. The Inspector General and shall also include conducting any audit or review of the Oakland Police Department's policies and procedures, including any pattern of non-compliance with the foregoing, as necessary or helpful for the Police Commission to fulfill its duties under the City Charter Section 604(B)(4), (5) and (6). The incumbent Inspector General shall be responsible for the day-to-day operations of the Office of the Inspector General (OIG), including but not limited to the supervision and direction of all OIG staff.

DISTINGUISHING CHARACTERISTICS

Under the supervision of the Oakland Police Commission, the Inspector General is responsible for review, analysis, and reporting that addresses policies and practices adopted by OPD and the Community Police Review Agency (CPRA). To exercise this audit authority, the Inspector General is authorized to observe Oakland Police Review Boards and to access all files, including personnel records and confidential files, as permitted by the City Charter and applicable laws.

The Inspector General shall serve and report to the Commission full time and may only be appointed, disciplined or removed by the Oakland Police Commission. By an affirmative vote of at least five (5) Commissioners, the Commission may terminate the Inspector General. The Commission may remove the Inspector General only after adopting a finding or findings of cause, which may be defined by City Ordinance.

~~Inspector General is a management level civilian classification that is hired by the City Administrator. The Police Commission prioritizes the functions and duties of the OIG. The Inspector General is responsible for the day-to-day operations of the OIG. The Inspector General is authorized to observe Executive Force Review Boards, Force Review Boards, and Skelly hearings necessary to fulfill the duties of the position.~~

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

- The Inspector General shall be responsible for the day-to-day operations of the OIG, including but not limited to the supervision and direction of all OIG staff.
- ~~— Conduct program and performance audits of all Oakland Police Department functions, including the internal disciplinary system, to identify trends, problems, and solutions; audit Internal Affairs Division investigations to ensure thorough and unbiased adjudication and consistent disciplinary action.~~
- ~~Conduct and analyze audits on, but not limited to, accuracy of inspections, policy and procedure compliance, police operations, adequacy of procedure/directive/policy/order, and departmental strategies and effects.~~
- The Inspector General shall be permitted to attend, as an observer, Executive Force Oakland

~~Police~~ Review Boards, ~~Force Review Board~~, and, to the extent permitted by law, ~~Skelly~~ hearings if he or she chooses to do so as permitted by the City Charter and applicable laws. The Inspector General shall not have any decision-making authority regarding the specific cases being heard, and shall maintain the confidentiality of the hearings as required by law. The Inspector General shall not be permitted to attend any ~~Executive Force-Oakland Police~~ Review Board, ~~Force Review Board~~, or ~~Skelly hearing~~ until he or she has completed ~~all necessary~~ the trainings identified in Municipal Code Section 2.45.190(C).

- The Inspector General shall audit OPD’s compliance with the tasks described in the Negotiated Settlement Agreement in the Delphine Allen matter, and will make recommendations to OPD, the Commission and the City Council based on its audits.
- Preparing an annual report, summarizing the results of the annual reviews of:
 - ~~The Oakland Police Department~~OPD's processes and procedures for investigating alleged misconduct;
 - ~~The Oakland Police Department~~OPD's processes and procedures for determining the appropriate level of discipline for sustained findings of misconduct;
 - ~~The Community Police Review Agency~~CPRA's processes and procedures for investigating alleged misconduct;
 - ~~The Community Police Review Agency~~CPRA's processes and procedures for determining the appropriate level of discipline for sustained findings of misconduct;
 - Trends and patterns regarding ~~Oakland Police Department~~OPD training and education, and ~~the Oakland Police Department~~OPD's use of any early warning system(s);
 - Training and/or policy issues that arise during the investigations of complaints; and
 - Trends and patterns regarding use of force and ~~Oakland Police Department~~OPD sworn employee-involved shootings.

This annual report shall be presented to the ~~Police~~ Commission, the Mayor, the City ~~Council~~'s Public Safety Committee, the City Council and to the Chief of Police and shall include, where appropriate, recommendations for changes in the processes and procedures that were reviewed.

- Monitoring and evaluatinge, on at least an annual basis, the number and percentage of sworn officers who have received in-service training on profiling and implicit bias, procedural justice, de-escalation, diplomacy, situational problem-solving, and work-related stress management, and make recommendations, as appropriate, to the ~~Police~~ Commission regarding changes to ~~the Oakland Police Department~~OPD's

training programs.

- Developing and presenting a plan to the Police Commission to measure the performance of each element of the Oakland Police Department's discipline process for sworn employees.
- At the discretion of the Police Commission, the Commission may direct the Inspector General to review and comment on all other policies, procedures, customs, and General Orders of ~~OPD~~the Oakland Police Department.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public policy formulation.
- Police Department administration and department organization.
- Data collection and statistical analysis methods ~~including qualitative and quantitative analysis.~~
- Public relations principles including public speaking and public presentations.
- Advanced ~~personal~~ computer applications particularly spreadsheet and database software.
- Policies and practices of civilian oversight of law enforcement agencies.
- Role of local Boards and Commissions.
- ~~Principles and practices of performance auditing.~~
- ~~Performance measurement systems and metrics.~~
- ~~Legal and government auditing practices regarding conducting audits.~~

Ability to:

- ~~Manage and complete complex audit and/or investigations involving allegations of fraud, theft, deception and conspiracy.~~
- ~~Conduct impartial, objective performance audits; reduce complex issues to their most basic form; formulate reasonable and achievable recommendations with available resources.~~
- Maintain accurate records and files.
- ~~Design, M~~manage ~~and troubleshoot~~ databases.
- Interpret rules, laws and regulations pertaining to police conduct.
- Analyze and compile data.
- Prepare well-written analytical reports based on findings.
- Communicate effectively orally and in writing.
- Make oral presentation to both large and small groups.
- Maintain confidentiality and handle sensitive situations with tact and diplomacy.
- Work effectively with employees, elected officials, boards and commissions and the general public.
- Apply strong analytical skills to use data to identify patterns and trends.
- Supervise ~~staff subordinate employees engaged in technical research and analytical activities.~~

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in

filling positions in this classification.

~~Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable. Note: Experience may be substituted for education on a year-for-year basis to allow for less typical patterns of qualification.~~

Education:

A Master's degree or Juris Doctorate (J.D.) in public administration, public policy, criminal justice, or a related field from an accredited college or university.

Experience:

Three (3) years of ~~progressively responsible~~ professional experience in investigative, auditing, and public policy work in a ~~related~~ field that includes experience with statistics and data collection in a public sector entity. Legal experience and ~~a~~ background in law enforcement policy and practice is 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.

OTHER REQUIREMENTS

Must pass a thorough background investigation.

Within ninety (90) days of his or her appointment, the Inspector General shall, at a minimum, receive training described in ~~the~~ City Charter section 604(C)(9) and in Municipal Code Section 2.45.190(A) through (F) ~~and other related legislation~~. The ~~Police~~ Commission may propose any additional training it deems necessary for the Inspector General to perform the functions and duties of the OIG.

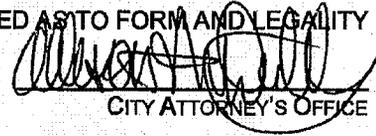
DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 04/11/2013 CSB Resolution #: 44622 Salary Ordinance #:
Exempted: Y N Exemption Resolution #: 902(b)

Revision Date: 05/16/2019 CSB Resolution #: 44933
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)

APPROVED AS TO FORM AND LEGALITY



CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL
RESOLUTION NO. 88237 C.M.S.

INTRODUCED BY COUNCIL PRESIDENT KAPLAN, COUNCIL PRESIDENT
PRO TEMPORE KALB, COUNCILMEMBER GALLO, AND COUNCILMEMBER
TAYLOR

**RESOLUTION ON THE CITY COUNCIL'S OWN MOTION
SUBMITTING TO THE VOTERS FOR THE NOVEMBER 3, 2020
STATEWIDE GENERAL ELECTION PROPOSED AMENDMENTS
TO CITY CHARTER SECTION 604 TO STRENGTHEN THE
INDEPENDENCE OF THE OAKLAND POLICE COMMISSION
BY MODIFYING THE POWERS, DUTIES, AND STAFFING OF
THE OAKLAND POLICE COMMISSION AND THE COMMUNITY
POLICE REVIEW AGENCY, AND CREATING AN OFFICE OF
INSPECTOR GENERAL; AND DIRECTING THE CITY CLERK
TO FIX THE DATE FOR SUBMISSION OF ARGUMENTS AND
PROVIDE FOR NOTICE AND PUBLICATION, AND TO TAKE
ANY AND ALL OTHER ACTIONS NECESSARY UNDER LAW TO
PREPARE FOR AND CONDUCT THE NOVEMBER 3, 2020
GENERAL MUNICIPAL ELECTION**

WHEREAS, on April 15, 1980, the City Council established the Citizens' Police Review Board (hereinafter, Board) with jurisdiction to review certain complaints alleging Oakland Police Department officer misconduct, to conduct fact-finding investigations, and to make advisory reports to the City Administrator; and

WHEREAS, on July 30, 1996, the City Council expanded the Board's jurisdiction to include complaints involving the excessive use of force, and bias based on an individual's legally protected status (race, gender, national origin, religion, sexual orientation or disability); and

WHEREAS, on November 12, 2002, the City Council passed Ordinance No. 12454 C.M.S., which further refined the Board's powers to include making recommendations to the City Administrator regarding litigated cases, and enlarged the amount of time for the Board to complete its investigations. The Board, however, was not empowered to oversee Department policy, impose discipline or adjudicate disciplinary appeals; and

WHEREAS, in 2003, *Delphine Allen, et al. v. City of Oakland* (the Riders case) where multiple Police Department officers violated plaintiffs' civil rights and were found to have planted evidence and used excessive force which resulted in the Negotiated Settlement Agreement ("NSA"); and

WHEREAS, the voters of the City of Oakland overwhelmingly voted yes (83.19%) for Measure LL on November 8, 2016, that established an independent Police Commission; and

WHEREAS, on July 10, 2018, the City Council approved for final passage an enabling Ordinance No. 13498 C.M.S. to create the Oakland Police Commission and the Community Police Review Agency; and

WHEREAS, at the October 11, 2018 Police Commission meeting, a job description for Inspector General was adopted by a 5-0 vote but to date has not been implemented by the City Administrator; and

WHEREAS, on April 30, 2019, the City Council passed a Resolution No. 87635 C.M.S. requesting that the City Administrator expedite the process to obtain civil service board approval of and post the job description for the position of Inspector General to support the Police Commission of which the City Administration has refused to act upon; and

WHEREAS, on July 16, 2019, the Oakland City Council passed Ordinance No. 13555 C.M.S. to allow the Police Commission the authority to bind the City by written contract, for professional services, again reflecting the need for independence; and

WHEREAS, a report by the Oakland Police Department's Inspector General released in July 2019, found that officers failed to report using force against a suspect in over a third of cases from July to September 2018, disproportionately impacting Black Oakland residents; and

WHEREAS, on August 19, 2019, the 63rd Report of the Independent Monitor for the Oakland Police Department was released indicating that the City was slipping in its compliance with the Negotiated Settlement Agreement ("NSA") and stated that "the City and OPD leadership continue to struggle with using the specific stipulations of the NSA to increase the Department's capacity to identify problems-and, most importantly, to implement effective solutions;" and

WHEREAS, public perception persists that the Department and the City do not adequately hold its officers accountable for misconduct; and

WHEREAS, maintaining public trust and confidence in the Police Department is essential for the Department to be able to provide the highest level of service to the community; and

WHEREAS, ensuring the independence of the Police Commission from the affairs of the City Administration promotes the public trust, police accountability, and ensures that the Department complies with the requirements of the NSA; now, therefore, be it

RESOLVED: That the City Council hereby authorizes and directs the City Clerk, at least 88 days prior to the next general municipal election date, to file with the Alameda County Board of Supervisors and the Registrar of Voters certified copies of this resolution; and be it

FURTHER RESOLVED: That the City Council hereby proposes to amend Charter section 604 to add, delete, or modify sections as set forth below (section numbers and titles are indicated in capitalized **bold type**; additions are indicated by underscoring, deletions are indicated by ~~strike-through type~~; portions of the provisions not cited or not shown in underscoring or strike-through type are not changed).

The people of the City of Oakland do ordain as follows:

Section 1. Amendments to Section 604 of the Charter of the City of Oakland.

SECTION 604 – POLICE COMMISSION

(a) Creation and Role.

1. There hereby is established the Oakland Police Commission (hereinafter, Commission), which shall oversee the Oakland Police Department (hereinafter, Department) in order to ensure that its policies, practices, and customs conform to national standards of constitutional policing. The Commission shall have the functions and duties enumerated in this Charter Section 604, as well as those assigned to the Commission by Ordinance.

2. There hereby ~~is~~ are established a Community Police Review Agency (hereinafter, Agency) and an Office of Inspector General (hereinafter, OIG), which shall have the functions and duties enumerated in this Charter Section 604, as well as those assigned to ~~the Agency~~ them by Ordinance.

3. Nothing herein shall prohibit the Chief of Police or a commanding officer from investigating the conduct of a Department sworn employee under his or her command, nor shall anything herein prohibit the Chief of Police from taking disciplinary or corrective action with respect to complaints investigated solely by the Department.

4. No later than two (2) years after the City Council has confirmed the first set of Regular Commissioners and Alternates Commissioners (collectively,

Commissioners), the City Auditor shall conduct a performance audit and a financial audit of the Commission and the Agency. Performance audits shall be conducted at least once every three (3) years thereafter. Nothing herein shall limit the City Auditor's authority to conduct future performance and financial audits of the Commission and the Agency which may be conducted by an independent contractor selected by the Inspector General, in consultation with the City Auditor, in compliance with the City's contracting processes and procedures.

5. The City Administration shall not exercise any managerial authority over Commissioners, the Agency Director or the Inspector General, and shall not initiate an investigation for the purpose of removing a Commissioner. City employees maintain the right to file, and appropriate City officials and/or staff maintain authority to investigate, complaints alleging violations of applicable Civil Service Rules, City policies, including Administrative Instructions, Memoranda of Understandings (MOUs), and employment laws and regulations.

(b) Powers and Duties.

The powers and duties of the Commission are as follows:

1. Organize, reorganize and oversee the work of the Agency and the OIG, and contract with professional service providers as authorized by Ordinance.
2. Conduct public hearings at least once a year on Department policies, rules, practices, customs, and General Orders. The Commission shall determine which Department policies, rules, practices, customs, or General Orders shall be the subject of the hearing.
3. Consistent with state law and in accordance with Section 1207 of the City Charter, entitled "Oaths and Subpoenas," issue subpoenas to compel the production of books, papers and documents and take testimony on any matter pending before it except that the Commission shall not have any authority to issue subpoenas for the purpose of investigating any City employee, including an Agency employee, who is not a police officer. If any person subpoenaed fails or refuses to appear or to produce required documents or to testify, the majority of the members of the Commission may find him in contempt, and shall have power to take proceedings in that behalf provided by the general law of the State.
4. Propose changes at its discretion or upon direction, by adoption of a resolution, of the City Council, including modifications to the Department's proposed changes, to any policy, procedure, custom, or General Order of the Department which governs use of force, use of force review boards, profiling based on any of the protected characteristics identified by federal, state, or local law, or First Amendment assemblies, or which contains elements expressly listed in federal court orders or federal court settlements which pertain to the Department and are in effect at the time this Charter Section 604 takes effect ~~for so long as such federal court orders and settlements remain in effect.~~ All such proposed

changes and modifications shall be submitted by the Commission Chair or her or his designee to the City Council for review, approval or rejection. ~~If the City Council does not approve, modify and approve, or reject shall consider the Commission's proposed changes or modifications within one hundred and twenty (120) days of the Commission's vote on the proposed changes, and may approve, modify and approve, or reject the changes. If the Council does not approve, modify and approve, or reject the Commission's proposed changes or modifications, the changes or modifications will become final.~~

5. Approve or reject the Department's proposed changes to all policies, procedures, customs, and General Orders of the Department which govern use of force, use of force review boards, profiling based on any of the protected characteristics identified by federal, state, or local law, or First Amendment assemblies, or which contains elements expressly listed in federal court orders or federal court settlements which pertain to the Department and are in effect at the time this Charter Section 604 takes effect ~~for so long as such federal court orders and settlement remain in effect.~~ If the Commission does not approve or reject the Department's proposed changes within one hundred and twenty (120) days of the Department's submission of the proposed changes to the Commission, the Department's proposed changes will become final. If the Commission rejects the Department's proposed changes, notice of the Commission's rejection, together with the Department's proposed changes, shall be submitted by the Commission Chair or her or his designee to the City Council for review. ~~If the City Council does not approve or reject shall consider the Commission's decision within one hundred and twenty (120) days of the Commission's vote on the Department's proposed changes, and may approve or reject the decision. If the Council does not approve or reject the Commission's decision, the Commission's decision will become final.~~

6. Review and comment on, at its discretion, ~~on all any~~ other policies, procedures, customs, and General Orders of the Department. All such comments shall be submitted to the Chief of Police, ~~who~~ The Chief of Police shall provide a written response to the Commission upon the Commission's request.

7. Review the Mayor's proposed budget to determine whether budgetary allocations for the Department are aligned with the Department's policies, procedures, customs, and General Orders. The Commission shall conduct at least one public hearing on the Department budget per budget cycle and shall forward to the City Council any recommendations for change.

8. Require the Chief of Police or his or her designee to attend Commission meetings and require the Chief of Police to submit an annual report to the Commission regarding such matters as the Commission shall require, including but not limited to a description of Department expenditures on community priorities as identified by the Commission. The Chief of Police or her or his designee shall also respond to requests made by the Commission, through the Chairperson, by a majority vote of those present. The Chief of Police or her or his designee shall

provide to the Commission Chair an estimate of the time required to respond to the Commission's requests.

9. Report at least once a year to the Mayor, the City Council, and to the public to the extent permissible by law, the information contained in the Chief's report in addition to such other matters as are relevant to the functions and duties of the Commission.

10. Acting Notwithstanding any other provision of this Charter or any provision of the Oakland Municipal Code, and acting separately or jointly with the Mayor, remove the Chief of Police by a vote of not less no fewer than five (5) affirmative votes. If acting separately, the Commission may remove the Chief of Police only after adopting a finding or findings of cause, which shall be defined by City ordinance. The Commission must make its finding of just cause by not less no fewer than five (5) affirmative votes and must follow a process for notification, substantiation and documentation which shall be defined by ordinance. Upon removal, by the Commission, by the Mayor, or by the Mayor and the Commission acting jointly, or upon the notice of vacancy of the position of Chief of Police, the Mayor, in consultation with the Chair of the Commission, shall immediately appoint an Interim Chief of Police. No person appointed to the position of Interim Chief of Police shall simultaneously hold additional non-sworn employment with the City, or simultaneously serve as an elected official or officer of the City. Such appointment shall not exceed six (6) months in duration unless an extension to a date certain is approved by a majority vote of the Commission. The Commission, with the assistance of the City Administrator, shall prepare and distribute a job announcement, and prepare a list of at least ~~four~~ three (3) candidates and transmit the names and relevant background materials to the Mayor. The Mayor shall appoint one person from this list, or reject the list in its entirety and request a new list from the Commission. ~~This provision shall not apply to any recruitment for the position of Chief of Police that is pending at the time of the Commission's first meeting.~~

11. ~~Send the Chairperson of the Commission or another Commissioner appointed by the Chairperson, the Agency Director, and/or the Inspector General or their designees to serve as a non-voting members of any level one Oakland Police Force Review Board, as permitted by law.~~

12. Hire and/or contract for, by an affirmative vote of at least five (5) members, one or more attorneys to provide legal advice to the Commission related to and within the scope of any of its powers or duties, in accordance with Section 604(i) of this Charter. When considering a candidate for an attorney position, the Commission shall consider the candidate's familiarity with laws applicable to public entities, public meetings, employee privacy, labor relations and law enforcement.

~~1213.~~ Perform such other functions and duties as may be prescribed by this Charter or by City ordinance.

(c) **Appointment, Terms, Vacancies, Removal.**

1. The Commission shall consist of seven (7) regular members and two (2) alternate members, all of whom shall be Oakland residents of at least eighteen (18) years of age. Alternate Commissioners shall be eligible to serve on any Commission standing or ad hoc committee, including any Discipline Committee. To the extent practicable, appointments shall be broadly representative of Oakland's diversity and shall include members with knowledge and/or experience in the fields of human resources practices, management, policy development, auditing, law, investigations, law enforcement, youth representation, civil rights and civil liberties, as well as representation from communities experiencing the most frequent contact with the Department. The City Council may require, by ordinance, that some or all of the Commissioners have expertise in a specified subject matter. Background checks shall be required for all Commissioners. ~~members and alternates.~~ Such background checks shall not be performed by the Department. Commissioners shall be issued identification cards, but shall not be issued and shall not display, wear, or carry badges that so resemble a peace officer's badge that an ordinary reasonable person would believe that Commissioners have the authority of a peace officer. The following shall not be eligible to serve as a Commissioner:

- a. current sworn police officer;
- b. current City employee;
- c. former Department sworn employee; or
- d. current or former employee, official or representative of an employee association representing sworn police officers.

2. Within two hundred and ten (210) days of the enactment of this Section, the Mayor shall appoint three (3) Oakland residents as Regular Commissioners, at least one of whom shall be a retired judge or lawyer with trial experience in criminal law or police misconduct, and one (1) Oakland resident as an Alternate Commissioner, and submit the names of these appointees to the Council for confirmation. The Council shall have sixty (60) days after the completion of the background checks and from the date of receipt of the Mayor's submission to accept or reject each of the Mayor's appointees as Commissioners. The Mayor shall appoint an Oakland resident to fill any Commission vacancies that were previously filled by a Mayor's appointee. If the City Council does not accept or reject the Mayor's appointee within sixty (60) days after the completion of the background check and receipt of the Mayor's submission, the appointee shall be deemed appointed.

3. All other Commissioners ~~and the other alternates~~ shall be appointed as follows:

a. There is hereby established a nine (9) member Selection Panel. Within ninety (90) days of the enactment of this Section, each City Council member shall appoint one (1) person, and the Mayor shall appoint one (1) person, to the Selection Panel. ~~No current Department employee is eligible to be a member of the Selection Panel.~~ The City Council shall, by ordinance, specify qualifications and/or disqualifying characteristics for Selection Panel members. The Selection Panel, with the assistance of the City Administrator, will solicit applications from those willing to serve on the Commission. The Selection Panel will review the applications, and interview applicants to serve as members of the Commission.

b. Within one hundred and twenty days (120) of its formation, the Selection Panel, by a two-thirds (2/3) vote, shall submit a slate of four (4) regular members and one (1) alternate member to the City Council. The City Council may require the nominees to appear before the Council or a Committee of the Council. If the City Council does not accept or reject the slate in its entirety within sixty (60) days after the completion of the background checks and submission by the Selection Panel, the four (4) regular members and one (1) alternate member shall be deemed appointed.

c. Each year the Selection Panel shall re-convene, as needed, to designate replacements for the five (5) Commissioner (four (4) regular members and one (1) alternate) vacancies initially filled by the Selection Panel, ~~and shall~~ The Selection Panel shall, by a two-thirds (2/3) vote of the members present but by a vote of no fewer than five (5) members, submit a slate of names of such designated persons to the City Council for acceptance or rejection. If the City Council does not accept or reject the entire slate within sixty (60) days after the completion of the background checks and submission by the Selection Panel, all designated replacements shall be deemed appointed.

d. Each year the Mayor and each Councilmember may replace her or his assigned person on the Selection Panel. Selection Panel members may serve up to five (5) years. Upon a vacancy on the Selection Panel, the Councilmember who appointed the Selection Panel member (hereinafter referred to as the Appointing Authority) shall appoint a replacement. If the Appointing Authority does not appoint the replacement within one hundred and twenty (120) days of the date of resignation, removal or expiration of the Selection Panel member's term, the Selection Panel, by a two-thirds vote of those present but by a vote of no fewer than five (5) Selection Panel members, shall choose a replacement for the vacancy. All such replacements must be confirmed by the City Council.

4. With the exception of the first group of Commissioners which shall serve staggered terms, the term for each Regular and Alternate Commissioner shall be three (3) years.

5. ~~Commissioners members~~ are limited to no more than two (2) consecutive terms, except that a Commissioner serving a term of ~~no more~~ less than one (1) year shall be allowed to serve two (2) additional consecutive terms.

6. To effect a staggering of terms among the Commissioners, the duration of the first group of Commissioners shall be determined by the Selection Panel as follows: Three (3) regular members, including one (1) of the mayoral appointees, shall have an initial term of three (3) years; two (2) regular members, including one (1) of the mayoral appointees, shall have an initial term of two (2) years; two (2) regular members, including one (1) of the mayoral appointees, shall have an initial term of four (4) years. The alternate member appointed by the Selection Panel shall have an initial term of two (2) years and the alternate member appointed by the Mayor shall have an initial term of three (3) years.

7. A vacancy on the Commission shall exist whenever a member dies, resigns, ceases to be a resident of the City, is convicted of a felony, or is removed.

8. For vacancies occurring for reasons other than the expiration of a regular member's term, the Commission shall select one of the Alternates Commissioners to replace the regular member for that regular member's remaining term of office. If the Alternate Commissioner chosen to replace the regular member was appointed by the Selection Panel, the Selection Panel shall appoint another Alternate Commissioner. If the alternate chosen to replace the regular member was appointed by the Mayor, the Mayor shall appoint another Alternate Commissioner.

9. All ~~Commissioners members~~ shall receive orientation and training as required by ordinance, including but not limited to orientation and training in the areas of regarding Department operations, policies and procedures, including ~~but not limited to~~ discipline procedures for police officer misconduct and failure to act. ~~All Commission members shall receive training regarding~~ Procedural Justice, conflict resolution, national standards of constitutional policing, best practices for conducting investigations, and labor rights and laws. ~~and other subject matter areas which are specified by City ordinance.~~

10. The City Council may remove ~~members of the~~ any Commissioner for cause as provided in Section 601 of the Charter. After a hearing, the City Council may also suspend any Commissioner for cause by an affirmative vote of at least six (6) members of the Council, or rescind such a suspension by the affirmative vote of at least five (5) members of the Council. A Commissioner who is suspended shall be ineligible to conduct Commission business, and the Commission shall select one of the Alternates Commissioners to replace the suspended Commissioner for the duration of the suspension. ~~or members of the~~ Any Commissioner may also be removed by a majority vote of the Commission only for conviction of a felony, conviction of a misdemeanor involving moral turpitude, a material act of dishonesty, fraud, or other act of moral turpitude, substantial neglect of duty, gross

misconduct in office, inability to discharge the powers and duties of office, absence from three consecutive regular Commission meetings or five regular meetings in a calendar year except on account of illness or when absent by permission. The Public Ethics Commission shall have the authority to investigate all allegations which, if true, could be cause for removal of a Commissioner under Section 601 of the Charter and to refer the findings to the City Council.

(d) Meetings, Rules and Procedures.

1. The Commission shall meet at least twice each month unless it determines that one meeting is sufficient in a particular month. The Commission shall notify the public of the time and place of the meeting and provide time for public comment at each meeting. The Commission shall meet at least twice each year in locations other than City Hall.

2. The Commission shall establish rules and procedures for the conduct and operations of its business. Such rules shall be made available to the public.

3. Five (5) members shall constitute a quorum. If a quorum is not established by the regular members in attendance, the Chairperson of the Commission may designate one or more ~~Alternate members-Commissioners~~ Commissioners to establish a quorum and cast votes. Motions on all matters may be approved by a majority of those Commissioners ~~members~~ present unless otherwise specified in this Charter Section 604.

(e) Budget and Staffing.

1. The City shall allocate a sufficient budget for the Commission, including the Agency and the OIG, to perform its functions and duties as set forth in this Charter section 604, including budgeting ~~at least one full-time equivalent non-City Attorney legal advisor that is specifically charged with providing legal services to the Agency related to investigations and recommended discipline. The one full-time equivalent non-City Attorney legal advisor shall be assigned by the City Attorney after consultation with the Chair of the Commission. The non-City Attorney legal advisor shall not in the regular course of his or her legal practice defend law enforcement officers and shall not participate in, nor serve as counsel to the City or any of its Council members or employees in defense of any lawsuit arising from any incident involving an Oakland police officer.~~ for no fewer than two full-time legal advisors for the Agency (hereinafter Agency Attorneys). The budget set-aside for one of the Agency Attorneys may be suspended for a fiscal year or two-year budget cycle upon a finding in the budget resolution that the City is facing an extreme fiscal necessity, as defined by City Council resolution. The Agency Director shall have authority to hire and/or contract with legal advisors subject to said budget. The Agency, including the Agency Staff Attorneys, may consult with the City Attorney on police-officer investigations and discipline, including related hearings, provided there is no conflict of interest.

2. Within sixty (60) days of the City Council's confirmation of the first group of Commissioners ~~and alternates~~, the Oakland Citizens' Police Review Board (hereinafter Board) shall be disbanded and its pending business transferred to the Commission and to the Agency. The Executive Director of the Board shall become the Interim Director of the Agency, and all other staff will be transferred to the Agency.

3. After the effective date of this Charter section 604, the ~~Commission~~ Agency Director and the Inspector General may identify special qualifications and experience that candidates for Agency and OIG staff positions, respectively, must have. Candidates for future vacancies may be selectively certified in accordance with the Civil Service Personnel Manual, as may be amended from time to time; said selective certification shall be subject to discretionary approval by the appointing authority and the Personnel Director ~~City Administrator or his or her designee~~.

4. The staff of the Agency shall consist of no fewer than one line investigator for every one hundred (100) sworn officers in the Department, rounded up or down to the nearest one hundred (100). The number of investigators shall be determined at the beginning of each budget cycle based on the number of sworn officers employed by the Department the previous June 1. At least one investigator shall be a licensed attorney. The budget set-aside for such minimum staffing may be suspended for a fiscal year or two-year budget cycle upon a finding in the budget resolution that the City is facing an extreme fiscal necessity, as defined by City Council resolution.

5. The City Administrator ~~shall~~ may assign a staff member to act as liaison to the Commission. The City shall allocate a sufficient budget for one full-time civil service employee who shall report to the Agency Director and whose duties shall include and to provide administrative support to the Commission, and attending Commission meetings.

6. Upon a vacancy, the Agency Director of the Agency and the Inspector General shall be hired by the ~~City Administrator~~ from among two (2) or three (3) candidates submitted by the Commission. By an affirmative vote of at least five (5) members, ~~or by an affirmative vote of four (4) members with the approval of the City Administrator~~, the Commission may terminate the Agency Director of the Agency or the Inspector General. The Commission may remove the Inspector General only after adopting a finding or findings of cause, which may be defined by City Ordinance. The Commission shall periodically conduct a performance review of the Agency Director and Inspector General. The Agency Director and Inspector General shall be classified as a Department heads, and shall have the authority to hire and fire Agency staff and OIG staff, respectively, including Agency Attorneys, in consultation with the City Administrator subject to section 604(e)(7) of the City Charter and consistent with state law, City Civil Service Rules and any applicable collective bargaining agreement. The Agency Director and Inspector

General, in consultation with the City Administrator, shall have the authority to organize and reorganize the Agency and the OIG, respectively, subject to section 604(e)(7) of the City Charter.

7. The staff of the Agency, OIG and Commission staff, with the exception of the Agency Director and Inspector General themselves, shall be civil service employees in accordance with Article IX of the City Charter. Civil service staff of the Agency, OIG or Commission may not be separated from employment unless such separation is approved by the City Administrator. Background checks shall be required for all Agency investigator applicants before they are hired by the Agency. Such background checks shall not be performed by the Department. Staff of the Board who are transferred to the Agency as discussed in section (e)(2) above shall not be subject to background checks.

8. No current or former sworn employee of the Department, or current official, employee or representative of an employee association representing sworn police officers, is eligible for any staff position in the Agency, or the Commission.

(f) Investigations.

1. Beginning sixty (60) days after the City Council's confirmation of the first group of Commissioners and alternates, the Agency shall receive, review and prioritize all public complaints concerning the alleged misconduct or failure to act of all Department sworn employees, including complaints from Department non-sworn employees. The Agency shall not be required to investigate each public complaint it receives, beyond the initial intake procedure, but shall investigate public complaints involving uses of force, in-custody deaths, profiling based on any of the protected characteristics identified by federal, state, or local law, untruthfulness, and First Amendment assemblies. The Agency shall also investigate any other possible misconduct or failure to act of a Department sworn employee, whether or not the subject of a public complaint, as directed by the Commission. The Agency shall forward a copy of each complaint received it receives to the Internal Affairs Division of the Oakland Police Department within one business day of receipt, and the Department shall forward a copy of each complaint it receives to the Agency within one business day of receipt. The Agency Director may report to the Commission on the status of written complaints filed with the Chief of Police asserting that Department employees have resisted attempts by the Agency to conduct reasonable investigative tasks. The Agency Director shall submit to the Commission each month a list of all investigations it is conducting and shall, as permitted by law, answer any questions raised by any Commissioner regarding such investigations at a Commission meeting.

2. Subject to applicable law and provisions of this Charter Section 604, the Commission, OIG, and Agency shall have the same access to all Department files and records, including the Department's Internal Affairs Division (hereinafter, IAD) files and records, related to sworn employees of the Department with the exception

of personnel records, in addition to all files and records of other City departments and agencies related to sworn employees of the Department, as the Department's Internal Affairs Division (IAD) IAD, including but not limited to the same access to electronic data bases as IAD as permitted by law. Requests for access to such files and records shall be made by a majority vote of the Commission, by the Agency Director, or by the Inspector General. By majority vote, the Commission shall have the authority to request information from the Department, and the Chief of Police or her or his designee shall respond to such requests, as permitted by law. Commission requests for personnel records shall have, and the Commission's vote shall articulate, a reasonable nexus to one or more of the Commission's powers and duties enumerated in subsection (b) of this Charter Section 604. Access to personnel records shall be limited to the Agency Director who All those who have access to confidential information shall maintain confidentiality as required by law. The Department and other City departments and agencies shall make every reasonable effort to respond to the Commission's, OIG's, or Agency's requests for files and records within ten (10) days, including but not limited to: (1) records relevant to Police Department policies or practices, and (2) personnel and disciplinary records of Police Department sworn employees, as permitted by law.

3. The Agency shall make every reasonable effort to complete its investigations within one hundred and eighty (180) days of the filing of the complaint with the Agency. The Agency shall complete its investigations within two hundred and fifty (250) days of the filing of the complaint with the Agency unless the Agency Director, in his or her discretion, makes a written finding that exceptional circumstances exist in a particular case that are beyond the Agency's control. Within thirty (30) days of completion of the investigation, the Agency Director of the Agency shall issue written findings and proposed discipline regarding the allegations stated in the complaint to the Chair of the Commission and the Chief of Police. The Agency Director shall issue written findings and proposed discipline within forty-eight (48) hours of completion of any investigation of Level 1 use of force (as defined by Department policy), sexual misconduct or untruthfulness. The City Administrator shall not have the authority to reject or modify the Agency's findings and proposed discipline.

4. To the extent allowed by law and after consultation with the Commission, the Agency shall forward information to other enforcement agencies, including but not limited to the Alameda County District Attorney, when such information establishes a reasonable basis for believing that a crime may have been committed by a sworn Department employee.

5. The OIG shall audit the Department's compliance with the fifty-two (52) tasks described in the Settlement Agreement in United States District Court case number C00-4599, Delphine Allen, et al., v. City of Oakland, et al., and make recommendations to the Department, the Commission, and the City Council based on its audit(s), even after the Settlement Agreement expires. The OIG may review legal claims, lawsuits, settlements, complaints, and investigations, by, against, or

involving the Department and the Agency, to ensure that all allegations of police officer misconduct are thoroughly investigated, and to identify any systemic issues regarding Department and Agency practices and policies. The OIG shall have access and authority to review Department data, investigative records, personnel records, and staffing information, as permitted by law, for the purpose of conducting audits of the Department. The OIG shall have access and authority to review Agency data, investigative records, personnel records, and staffing information for the purpose of conducting audits of the Agency. The OIG's access to personnel records for non-sworn employees shall be limited to training records. OIG shall provide written reports of the results of its audits to the Commission and the City Council, and, upon request, shall publicly report on the results of any audits to the Commission and/or the City Council in a manner consistent with all applicable confidentiality requirements. The Inspector General shall receive orientation and training as required by Ordinance, including but not limited to orientation and training in the areas of Department operations, policies and procedures, including discipline procedures for police officer misconduct and failure to act, Procedural Justice, conflict resolution, national standards of constitutional policing, best practices for conducting investigations, and labor rights and laws.

6. Upon the occurrence of a Serious Incident, as defined by Ordinance, the Chief of Police or her or his designee shall immediately notify the Agency Director.

(g) Adjudication.

1. If the Chief of Police agrees with the Agency's findings and proposed discipline, he or she shall notify the Agency Director who shall notify the Chair of the Commission of the agreed-upon findings and proposed discipline. The Chief shall send to the subject officer notification of the agreed-upon findings and intent to impose discipline. The Chief of Police may send such notification to the subject officer before IAD has begun or completed its investigation.

2. If the Chief of Police disagrees with the Agency's findings and/or proposed discipline, the Chief of Police shall ~~prepare-notify the Agency Director of his or her own findings and/or proposed discipline which shall be submitted to.~~ The Agency Director shall submit the Chief's findings and proposed discipline in addition to the Agency's findings and proposed discipline to the Chair of the Commission. The Chair of the Commission shall appoint a Discipline Committee comprised of three Commissioners. The City Administrator shall not have authority to reject or modify the Chief of Police's findings and proposed discipline. The Agency's findings and proposed discipline shall also be submitted to the Discipline Committee which shall After reviewing the Agency's submission and after consulting with the Agency Director about the time available under applicable statutory deadlines, the Discipline Committee may require the Agency to further investigate the complaint by notifying the Agency Director, in writing, of the specific issues that need further investigation. After reviewing both submissions, the Discipline Committee shall and resolve any dispute between the Agency and the Chief of Police. Based solely

on the record presented by the Agency and the Chief of Police, the Discipline Committee shall submit its final decision regarding the appropriate findings and proposed discipline to the Chief of Police who shall notify the subject officer. The City Administrator shall not have the authority to reject or modify the Discipline Committee's final decision regarding the appropriate findings and level of discipline. The Discipline Committee shall not have the authority to conduct its own investigation.

3. If the Chief of Police prepares his or her own findings and proposed discipline and provides it to the Agency before the Agency's investigation is initiated or completed, the Agency may close its investigation or may choose not to conduct its own investigation in order to allow final discipline to proceed as proposed by the Chief, except that if the Agency is required to conduct an investigation by subsection (f) above in investigations of Level 1 uses of force, sexual misconduct or untruthfulness, the Commission must approve the Agency's decision by a majority vote. If the Agency chooses not to close its investigation, imposition of final discipline shall be delayed until the Agency's investigation is completed and the Agency makes its findings and recommendations for discipline. The Agency shall notify the Chief of its final decision regarding how and whether it will proceed within five (5) business seven (7) days of the Chief's notice of completion of his or her investigation.

4. All employees are afforded their due process and statutory rights including *Skelly* rights. After the findings and imposition of discipline have become final, the subject officer shall have the right to grieve/appeal the findings and imposition of discipline if such rights are prescribed in a collective bargaining agreement. Whenever the discipline determination of a Discipline Committee is the subject of a hearing before the Civil Service Board or a labor arbitrator, the Agency Director, in consultation with the City Attorney, shall decide whether an Agency Attorney or the Office of the City Attorney shall represent the City. The Agency Director shall notify the subject officer of the Agency Director's decision no more than fourteen (14) calendar days after the date that the subject officer invokes the right to a hearing.

5. On its own motion and by no fewer than five (5) affirmative votes, the Commission may convene a Discipline Committee for cases involving allegations of Level 1 use of force, sexual misconduct and untruthfulness when either the Agency or the Department have not completed an investigation within two hundred and fifty (250) days of the filing of a complaint or when the evidence upon which either the Department or the Agency bases its findings does not include available body-worn camera footage of the incident under investigation, or when body-worn camera footage of the incident was required under Department policy but such footage was not recorded or was otherwise unavailable. The Discipline Committee may require the Agency to further investigate the complaint by notifying the Agency Director, in writing, of the specific issues that need further investigation.

(h) **Enabling Legislation.**

The Commission may make recommendations to the City Council for enacting legislation or regulations that will further the goals and purposes of this Charter section 604. The City Council may, on its own initiative, enact legislation or regulations that will further the goals and purposes of this Charter section 604. Once the Commission is seated, subsequent legislation or regulations shall be submitted to the Commission for review and comment. The Commission shall have forty-five (45) days to submit its comments to the City Council, such time to be extended only by agreement of the City Council.

(i) Legal Counsel to the Commission

1. The dollar amount for all employees hired and/or contracts approved according to section 604(b)(12) of this Charter (hereinafter, Commission Attorneys), in aggregate, in a single fiscal year shall not exceed the amount budgeted by the City Council for such fiscal year; and such contracts shall be in the form established by the City for professional legal services contracts. By an affirmative vote of at least five (5) members, the Commission may terminate such contracts or, subject to any applicable personnel rules or collective bargaining agreements, terminate such employment.

2. Commission Attorneys shall represent the City as an organization and shall not commence any claim or other legal proceeding against the City on behalf of the Commission. Commission Attorneys shall respond to any petition or application for a writ of mandate, restraining order or injunction brought against the Commission or against Commissioners in its or their official capacity unless the Commission votes to refer the matter to the City Attorney for response. The City Attorney shall act as legal counsel on behalf of the Commission and Commissioners in all other litigation involving it or them in their official capacity in accord with section 401(6) of this Charter.

3. In accord with their role, Commission Attorneys shall not disclose the confidences of the Commission on any legal matter to any other officer of the City unless:

a. The Commission, either as a body or through its Chair, or the Vice Chair if the Chair is unavailable and the matter is time sensitive, gives Commission Attorney informed consent in writing;

b. The Commission, either as a body or through its Chair, or Vice Chair if the Chair is unavailable and the matter is time sensitive, refers the same legal matter to the City Attorney pursuant to section 401(6) of this Charter:

c. Commission Attorney, in her/his professional discretion, determines it is in the best interests of the Commission to consult with the City Attorney;

d. Commission Attorney, in her/his professional discretion, determines that the Rules of Professional Conduct require referral of the matter to one of the following

City officers: City Administrator, Mayor, City Attorney, Council president, Vice Mayor; or

e. The legal matter becomes, in whole or in part, the subject of litigation involving the City or any City officer, board, commission, including the Police Commission, or other agency in their official capacity.

Section 2. Severability. If any section, subsection, sentence, clause or phrase of this Measure is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Measure. The voters hereby declare that they would have passed this Measure and each section, subsection, clause or phrase thereof irrespective of the fact that one or more other sections, subsections, clauses or phrases may be declared invalid or unconstitutional.

and be it

FURTHER RESOLVED: That the City Council of the City of Oakland requests that the Board of Supervisors of Alameda County order the consolidation of the Oakland municipal elections with the statewide general election of November 3, 2020, consistent with the provisions of state law; and be it

FURTHER RESOLVED: That the City Council hereby authorizes and directs the City Clerk, at least 88 days prior to the November 3, 2020 general municipal election, to file with the Alameda County Board of Supervisors and the Registrar of Voters certified copies of this resolution; and be it

FURTHER RESOLVED: That each ballot used at said municipal election shall have printed therein, in addition to any other matter required by law the following:

PROPOSED CHARTER AMENDMENT

MEASURE ____

Measure _____. Shall Oakland's City Charter be amended to: (1) modify the powers, duties and staffing of the Police Commission and the Community Police Review Agency ("CPRA"), including empowering the Police Commission to hire and/or contract for one or more attorney advisors and empowering the CPRA's Director to hire staff attorneys; and (2) create an Office of Inspector General to review and report on the policies and practices of the Police Department and CPRA?	Yes	
	No	

[FINAL BALLOT QUESTION SUBJECT TO CITY ATTORNEY APPROVAL]

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and be it

FURTHER RESOLVED: That in accordance with the Elections Code and Chapter 3.08 of the Oakland Municipal Code, the City Clerk shall fix and determine a date for submission of arguments for or against said proposed Charter amendment, and said date shall be posted by Office of the City Clerk; and be it

FURTHER RESOLVED: That in accordance with the Elections Code and Chapter 3.08 of the Oakland Municipal Code, the City Clerk shall provide for notice, publication and printing of notices as to said proposed Charter amendment in the manner provided for by law; and be it

FURTHER RESOLVED: That the City Council requests that the Board of Supervisors of Alameda County include in the ballots and sample ballot recitals and measure language to be voted on by the voters of the City of Oakland; and be it

FURTHER RESOLVED: That the City Council requests that the Registrar of Alameda County perform necessary services in connection with the November 3, 2020 general municipal elections; and be it

FURTHER RESOLVED: That in accordance with CEQA Guidelines Section 15061, subd. (b)(3), the City finds that there is no possibility that the activity authorized by this Ordinance may have a significant effect on the environment; and be it

FURTHER RESOLVED: That the City Clerk and City Administrator hereby are authorized and directed to take any and all actions necessary under law to prepare for and conduct the 2020 state general election and appropriate all monies necessary for the City Administrator and City Clerk to prepare for and conduct the November 3, 2020 general municipal election, consistent with law; and be it .

FURTHER RESOLVED: That this resolution shall be effective immediately upon approval by five members of the City Council.

IN COUNCIL, OAKLAND, CALIFORNIA,

JUL 23 2020

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID,
TAYLOR, THAO AND PRESIDENT KAPLAN — 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST:



ASHA REED
Acting City Clerk and Clerk of
the Council of the City of
Oakland, California



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: December 17, 2020

Open Session: 5:30 p.m.

Location: Via Zoom

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

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

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

PUBLIC PARTICIPATION

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

OBSERVE:

- To observe the meeting by video conference, please click on this link:
<https://us02web.zoom.us/j/87006777818?pwd=SUR5dUsvRnKxajZ2OVJRS2s4UDFkUT09>
at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
Webinar ID: 870 0677 7818 (Note: Password "COOCSB" may be required to connect.)
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time:
Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 870 0677 7818 Passcode: 884441

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

COMMENT:

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

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

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

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE DECEMBER 17, 2020 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45023 A motion was made by Board Member Williams and seconded by Board Member Baranco to approve the December 17, 2020 Civil Service Board Meeting Agenda as presented. The motion passed.

Votes: Board Member Ayes: 5 –Johnson, Williams, Levin, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Gourdine, Hudson-Harmon

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

- a) Approval of Provisional Appointments (0)

- There are no requests for provisional appointments.
- b) Approval of Employee Requests for Leave of Absence (2)
- Oakland Police Department (2)
- c) Approval of Revised Classification Specifications (1)
- Human Resource Systems Analyst, Supervising

45024 A motion was made by Board Member Levin and seconded by Board Member Williams to approve the December 17, 2020 Civil Service Board Meeting Consent Calendar as presented. The motion passed.

Votes: Board Member Ayes: 5 –Johnson, Williams, Levin, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Gourdine, Hudson-Harmon

5) OLD BUSINESS:

- a) Approval of November 19, 2020 Special Civil Service Board Meeting Minutes ACTION

45025 A motion was made by Board Member Levin and seconded by Board Member Williams to approve the November 19, 2020 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 5 –Johnson, Williams, Levin, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Gourdine, Hudson-Harmon

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

- e) Deputy Director of Workplace and Employment Standards – Follow up discussion from the November 19, 2020 meeting INFORMATION

6) NEW BUSINESS:

- a) City Council Zero Tolerance Policy Legislation INFORMATION
- b) Update Regarding Measure Q Hiring Efforts INFORMATION
- c) Approval of New Classification Specification for Safety and Business Continuity Officer (Port of Oakland) ACTION

45026 A motion was made by Board Member Martinez and seconded by Board Member Baranco to approve the New Class Spec for Safety and Business Continuity Officer (Port of Oakland). The motion passed.

Votes: Board Member Ayes: 5 –Johnson, Williams, Levin, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Gourdine, Hudson-Harmon

7) OPEN FORUM

8) ADJOURNMENT

45027 A motion was made by Vice-Chair Johnson and seconded by Board Member Williams to adjourn the meeting. The motion passed and the meeting was adjourned at 6:50pm.

Votes: Board Member Ayes: 5 –Johnson, Williams, Levin, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Gourdine, Hudson-Harmon

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 21, 2021. All materials related to agenda items must be submitted by Thursday, January 7, 2021. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
 PENDING LIST – JANUARY 21, 2021**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
OPD-2020-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Appellant has requested an outside hearing officer.

2. OTHER PENDING ITEMS

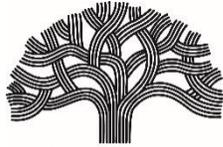
Date Requested	Subject	Report From	Date Due

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: January 21, 2021

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Human Resources Manager & Staff to the Board

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

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the December 17, 2020 meeting. 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.

A total of fifty-eight (58) employees were in the TCSE (16), TCSE/Annuitant (25), and ELDE (17) categories as of pay period ending December 25, 2020. Of the those, two (2) assignments are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the fifty-eight (58) temporary assignments, we are reporting two (2) in this period as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: January 21, 2020

Page 2

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 Human Resources Manager Greg Preece at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending December 25, 2020
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD
JANUARY 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

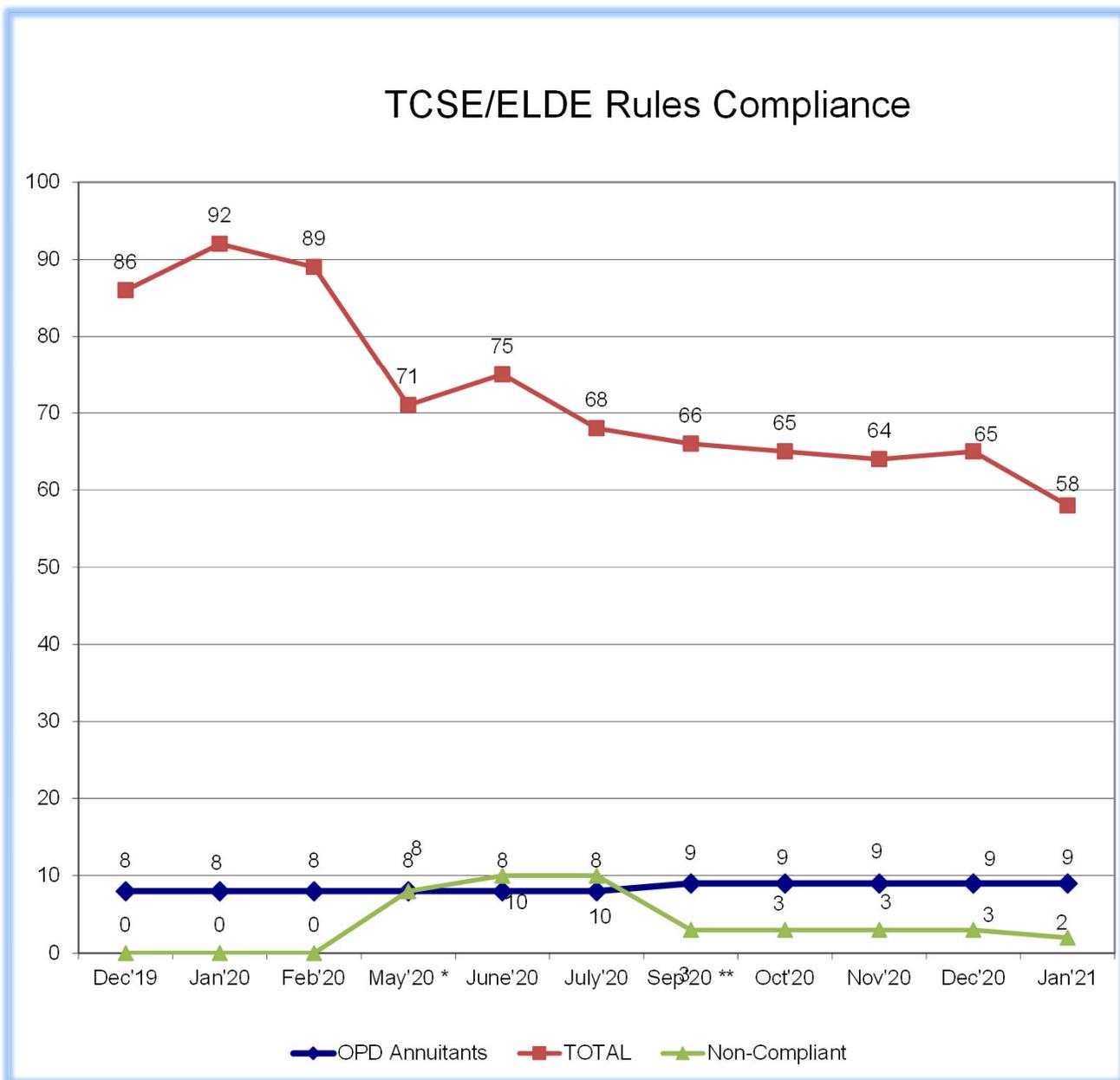
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (8)								
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	8/8/2020	TCSE/ Annuitant	312.50	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	298.00	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	Umaphy	Kiran	02112 - Communications & Media	6/26/2019	TCSE	0	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
FIRE	Fairley Summers	Helen	20241 - Fire Communications Unit	5/2/2020	TCSE/ Annuitant	152	Temporary assistance in the Fire Communications Center	COMPLIANT
PLANNING & BUILDING	Moriarty	William	84454 - Inspections: Neighborhood Preservati	12/28/2019	TCSE/ Annuitant	0	Temporary assistance in the Inspection Division	COMPLIANT
PLANNING & BUILDING	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/2019	TCSE/ Annuitant	0	Temporary assistance with back-log of inspections.	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	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.	NON-COMPLIANT
NEW THIS PERIOD (1)								
DEPT. OF TRANSPORTATION	Kelley	Fred	35213 - Complete Streets Pavement &	1/10/2021	ELDE		Transition from retiring Assistant Director to new Assistant Director	COMPLIANT
COMPLIANT (55)								
CITY ADMINISTRATOR	Neditch	Nicole	02112 - Communications & Media	3/21/2020	ELDE		Support in Citywide Communications Unit	COMPLIANT
CITY ADMINISTRATOR	Park	Lauren	02491- Oakland Animal Services	7/25/2020	TCSE	395.00	Additional Veterinarian Assistance	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	812.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/2019	TCSE/ Annuitant	0	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT
CITY ATTORNEY	Hugo	Scott	04111 - City Attorney Administration	12/9/2019	ELDE		Legal Support in City Attorney Admin Unit	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	210	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	664.50	Temporary Reception Coverage/Assistance	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	0	Filling in for Council staff out on leave	COMPLIANT
CPRA	Caro	Frida	662111 - Community Police Review Agency	9/8/2020	TCSE	547.50	Short-term staffing relief for assignments	COMPLIANT
CPRA	Carroll	Diane	66211 - Community Police Review Agency	10/3/2020	TCSE	420	Temporary assistance to cover while employees are on approved leave	COMPLIANT
CPRA	Wechter	Jason	66211 - Community Police Review Agency	9/19/2020	TCSE	400.00	Assistance in unit with increase in workload.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	426.00	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	De La Torre	Juan	35224 - Great Streets Maintenance	2/22/2020	ELDE		Project Assistance in Street Maintenance Unit	COMPLIANT
DEPT. OF TRANSPORTATION	Jacob	Elisa	35121 - DOT Fiscal Services	8/22/2020	TCSE	112.5	Temporary Fiscal Assistance	COMPLIANT
DEPT. OF TRANSPORTATION	Martinez	Victorino	35224 - Great Streets Maintenance	2/22/2020	ELDE		Project Assistance in Street Maintenance Unit	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Doug	35247 - Mobility Management	2/5/2020	TCSE	958	Temporary Assistance in the Off-Street Parking Program	COMPLIANT

**CIVIL SERVICE BOARD
JANUARY 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	163.00	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	350	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	605.00	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Hatcher, Jr.	Lucius	08222 - General Ledger	12/14/2019	TCSE/ Annuitant	52.5	Temporary assistance with special projects and essential functions in Finance Department.	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	535.50	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	9/6/2019	TCSE/ Annuitant	697.00	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT
FIRE	Crowe	Olga	20711 - Emergency Services Program Unit	5/16/2020	ELDE		Critical Assistance in the Fire Emergency Operations Center and Planning Unit	COMPLIANT
FIRE	Gloria	Myra Eya	20110 - Fire Chief Unit	8/24/2020	ELDE		Temporary Assistance to cover for employee vacancy	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	133.00	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
HOUSING & COMMUNITY DEV.	Fa-Kaji	Marguerita	89969 - Residential Rent Arbitration	12/14/2019	ELDE		Temporary Assistance as a Hearing Officer in the Rent Control Board	COMPLIANT
HOUSING & COMMUNITY DEV.	Perez-Pacheco	Guadalupe	89939 - Municipal Lending	1/11/2020	ELDE		Assistance in the Housing Resource Center	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	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 - HS Classroom & Seasonal	1/13/2018	TCSE/ Annuitant	0	Temporary Assistance as Head Start Substitute Teacher	COMPLIANT
HUMAN SERVICES	Miller	Tamika	78411 - Community Housing Services	3/7/2020	ELDE		Temporary project planning - Homelessness	COMPLIANT
HUMAN SERVICES	Nguyen	Hang Thi Ngol	75231 - Multipurpose Sr. Svc. Program Unit	5/16/2020	TCSE	0	Temporary Assistance in the Senior Services Unit	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	888	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	0	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
HUMAN SERVICES	Taylor	Shelley	78235 - HS Central Office Administration	11/28/2020	ELDE		ensuring all staff are in compliance with HS regs	COMPLIANT
HUMAN SERVICES	Williams	Patanisha	78311 - Policy & Planning	4/6/2020	TCSE	0	Temporary Assistance to cover for employee on approved leave.	COMPLIANT
HUMAN SERVICES	Zarate	Laura	78231 - HS Classroom & Seasonal	7/11/2020	ELDE		Temporary Assistance in Head Start Program	COMPLIANT
INFORMATION TECHNOLOGY	Fong	Kevin	46531 - Public Safety Applications	10/31/2020	TCSE	127.5	Temporary assistance supervising public safety and GIS applications.	COMPLIANT
INFORMATION TECHNOLOGY	Huff	VaShone	46321 - Systems & Database Administration	11/16/2020	TCSE	202.50	Support Oak WiFi and Cares Act Funding	COMPLIANT
PLANNING & BUILDING	Chan	Mei	84111 - Admin: Planning & Building	2/8/2020	ELDE		Project Planning Assistance in the PBD Admin Unit	COMPLIANT
POLICE	Birch	Tim	103110 - Bureau of Services - Admin Unit	10/31/2020	ELDE		Working with external vendors to bring OPD policies up to date.	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT

**CIVIL SERVICE BOARD
JANUARY 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	96	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	351	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	434	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Manheimer	Susan	101110 - Office of Chief - Administration	4/4/2020	TCSE/ Annuitant	992	Interim Police Chief placement while recruitment is underway	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	308.5	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
PUBLIC ETHICS	Ma	Vickie	65111 - Public Ethics Commission	11/30/2020	TCSE	136.50	Temporary Office Assistance with complaint handling.	COMPLIANT
PUBLIC WORKS	Makous	Danielle	30689 - Env Svcs Energy Group	8/22/2020	ELDE		Assistance in the Climate Group	COMPLIANT
PUBLIC WORKS	Sanchez Roto	Victor	30551 - Facilities Administration	3/7/2020	ELDE		Temporary Assistance in Facilities Administration	COMPLIANT
PUBLIC WORKS	Vargas	Abel	30542 - Equipment Services	7/1/2019	TCSE/ Annuitant	648	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	366	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
WORKPLACE & EMP SVCS	Sikes II	Spencer	67111 - Administrative Support	10/3/2020	TCSE	450	Assistance in the implementation of the Workers' Right to Recall Ordinance	COMPLIANT
NON-COMPLIANT (2)								
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/2019	ELDE		Sole employee managing the back-end of the city's website and maintaining website functionality. This remains a critical role since so many services are now being delivered online while employees are working remotely. Traffic to the website has increased significantly (32%) since the SIP Order in March.	NON-COMPLIANT
PUBLIC WORKS	Lai	Jimmy	30541 - Equipment Services	7/25/2020	TCSE	1493	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	NON-COMPLIANT



* The March 2020 and April 2020 meetings were canceled due to COVID-19 shelter orders and no report was prepared.

**There was also no report at the August 2020 meeting.



DEPUTY DIRECTOR OF WORKPLACE AND EMPLOYMENT STANDARDS

DRAFT
2020-10-5

Class Code: EMXXX FTE

Exempt

DEFINITION

Under administrative direction of the Director of the Workplace and Employment Standards, oversees, plans, and directs the daily operations of the Department of Workplace and Employment Standards (DWES) with responsibility for enforcing City of Oakland labor ordinances, resolutions, programs, and policies, including but not limited to the Minimum Wage and Sick Leave Ordinance (Oakland Municipal Code Chapter 5.92) and the Hotel Minimum Wage and Working Conditions Ordinance (Oakland Municipal Code Chapter 5.93); assists with utilizing a strategic enforcement model for coordinating community outreach efforts to educate workers and employers, providing advocacy and assistance to workers, receiving and processing complaints, investigating compliance, and enforcing remedies of violations related to workplace and employment standards; ensures participation among the local business community and compliance with applicable standards and regulations; assists the Director of Workforce and Employment Standards in directing the work of staff in contract administration, contract compliance and administration, ensuring compliance with all relevant policies and procedures; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division head classification with responsibility for daily oversight of Workplace and Employment Standards operations and staff. Pursuant to the Oakland City Charter Article IX, Section 902(f), this position is at-will and exempt from the regulations of the Civil Service Board. This classification is distinguished from the Director of Workplace and Employment Standards, which is responsible for overseeing the entire DWES.

The incumbent receives supervision from the Director of Workplace and Employment Standards and exercises supervision over assigned professional, technical, and administrative staff.

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

Assist with planning, organizing, managing, and directing the City's workplace and employment standards operations, contract administration, contract compliance, and administration through subordinate staff; ensure compliance of operations with relevant labor ordinances, resolutions, programs, and policies.

Assist with overseeing the coordination of community outreach efforts to educate workers and employers and provide advocacy and assistance to workers; ensure participation among the local business community.

Assist with overseeing the receipt and processing of complaints, investigations related to compliance, and enforcement of remedies of violations related to workplace and employment standards.

Assist with developing and directing the implementation of goals, objectives, policies, procedures, and work standards for the department.

Serve as a liaison to public officials, employers and their employees, the business community,

members of policy and advisory boards, and community groups to coordinate and collaborate on the enforcement and implementation of policies, procedures, and objectives in meetings and during other discussions.

Monitor developments related to workplace and employment standards, contract and compliance administration, and remain current with emerging issues and industry trends; evaluate the potential impacts on City operations.

Act as an advisor to the Director of DWES and other City departments to provide recommendations and implement policy and procedure improvements.

Direct the preparation of a variety of complex reports and analyses relating to compliance activities including complaints, investigations, violations, and remedies; oversee studies and program evaluation data.

Attend and participate in meetings with the City Council and its committees.

Assist with the development and administration of the division's budget.

Select, supervise, train, and mentor staff; provide for staff development.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state, and local laws, regulations, and codes pertaining to labor, contract and employment law, employment standards and practices, purchasing, and compliance and enforcement.
- Laws, codes, charter provisions, rules, and regulations governing City operations and departmental activities.
- Management and supervisory principles and practices including selection, motivation, training, evaluation, and discipline.
- Development and implementation of goals, objectives, policies, procedures, and work standards including long and short-range planning.
- Public contact and community relations concepts including negotiation techniques and presentation skills.
- Investigative procedures and complaint resolution.
- Budget development and administration.
- Computer systems and software applications.

Ability to:

- Enforce relevant regulations and ensure compliance.
- Work effectively with a diverse community including public officials, employers and their employees, the business community, members of policy and advisory boards, and community groups.
- Identify challenges; analyze complex technical and administrative problems; evaluate alternative solutions; recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Oversee investigations and complaint resolution.
- Prepare and administer a division's budget.
- Work in a collaborative and cooperative team environment; negotiate solutions, achieve

consensus, and contribute to compromise.

- Exercise sound independent judgment within general policy guidelines.
- Communicate clearly, concisely, and persuasively in both oral and written formats; speak effectively in large and small group settings; conduct staff meetings.
- Prepare comprehensive and complex reports and make presentations.
- Supervise, train, motivate, and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor’s degree in business or public administration, finance, accounting, economics, sociology, social justice, construction or a related field. A Master’s degree is highly desirable.

Experience:

Four (4) years of progressively responsible managerial experience including the oversight of compliance with and enforcement of workplace and employment standards/laws, working conditions, contract administration, contract compliance, contracting law, and involvement with social justice initiatives and advocacy work including at least two (2) years of supervisory experience. 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.

OTHER REQUIREMENTS

None required.

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

Measure Q Hiring Progress Tracker
 January 21, 2021 Civil Service Board Meeting

DEPT	CLASSIFICATION	FTE POSITIONS	FILLED	DETAILS
HSD	Budget & Grants Administrator	1	0	Recruitment Closed/Referrals sent on 12.24.20
HSD	Administrative Assistant II	1	1	Filled
HSD	Case Manager I	1	1	Filled
OPW	Custodian	2	0	Full-time recruitment pending. OPW has hired several TPTs to assist.
OPW	Assistant Engineer I	1	0	Requisition Pending Spec Revision
OPW	Administrative Assistant II	1	0	Additional interviews being scheduled
OPW	Construction & Maintenance Mechanic	2	0	Practical Exam Needed- Date TBD
OPW	Business Analyst II	1	1	Filled
OPW	Gardener Crew Leader	7	0	Recruitment Open/Screening Applicants
OPW	Gardener II	15	0	Recruitment Open/Screening Applicants
OPW	Painter	2	0	Recruitment Opening 1.25.21
OPW	Park Equipment Operator	2	0	Recruitment Planning in-progress
OPW	Park Supervisor I	2	0	Requisition is Pending
OPW	Park Supervisor II	1	0	Recruitment Closed/Screening Applicants
OPW	Tree Worker Driver	1	0	Recruitment Needed
OPW	Tree Trimmer	1	0	Interviews in progress, may need new recruitment.



CITY OF OAKLAND

STAFF REPORT

DATE: January 21, 2021

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 October 2020 (for quarter end December 31, 2020). 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 on December 31, 2020. During this reporting period, three (3) studies were completed, two (2) studies were canceled, and five (5) new studies were received. There are currently seventeen (17) active classification studies.

EXPLANATION OF DELAYS

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

- Police Services Technician – Anticipated completion by 1/29/2021
- Information Specialist II – Anticipated completion by 1/29/2021
- Library Assistant – **Completed 11/5/2020**
- Police Records Specialist - Anticipated completion by 1/29/2021
- Administrative Assistant I – Anticipated completion by 2/26/2021
- Treasury Analyst III – Assigned, in early stages

The delays are largely attributed to competing demands among staff and complex studies 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. While abiding by the Shelter-in-place order from Alameda County in response to the Coronavirus pandemic, the City organization has adapted several of its business practices during the pandemic; many staff are fully telecommuting and the department is striving to become more agile in dealing with emerging challenges during this unprecedented time. Further, we experienced some attrition among the Human Resource Analyst staff in September and have had

to reassess priorities and workload during the last quarter. The vacancies are currently affected by the hiring freeze.

Despite these considerations, HRM remains focused on addressing overdue studies. Of the six (6) studies that exceeded the one-year mark, staff completed one study and expect to conclude the rest within the next one-to-two months. Completing the oldest studies remains the highest priority, and HRM is still working to eliminate the backlog completely. 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 but steady, and staff are demonstrating gains as their knowledge of classification studies grows. 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 December 31, 2020 showing a total of ninety-two (92) classifications: during this reporting period there were two (2) classification revisions or creations completed and approved by the Civil Service Board and one (1) classification specification review was canceled; two (2) classifications are being advanced by HRM to the Board for the January 21, 2021 meeting; an additional twelve (12) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are sixty-three (63) classification specification reviews assigned and under review by analysts; and there are an additional twelve (12) 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	3
Scheduled to CSB for Approval	2
Under Review for Scheduling of Meet & Confer with Representative Union	12
Assigned to Analyst for Review	63
Pending for Assignment	12
TOTAL	92

Additionally, this Quarterly Report contains a new section that is depicted in Attachment C. The graph reflects the total number of closed and active classification specification assignments as documented in past Quarterly Reports during a three-year period from January 2018 to present. During the October 2020 Board meeting, the Chairperson requested additional information to provide context. The chart below demonstrates the underlying data. During this period, one hundred-eleven (111) classification specification assignments were approved or canceled.

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: January 21, 2021

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Quarterly Report Date	Closed Class Specs	Total Assignments
January 2018	10	91
April 2018	8	92
July 2018	8	98
October 2018	12	102
January 2019	13	97
April 2019	11	105
July 2019	6	102
October 2019	6	99
January 2020	10	100
July 2020	13	106
October 2020	11	101
January 2021	3	92

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

Attachment A – Classification Studies (Desk Audits) October 1, 2020 – December 31, 2020

Attachment B – Classification Specifications under review October 1, 2020 – December 31, 2020

Attachment C – Graph of Quarterly Classification Specification Data January 2018 – January 2021

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

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OPD	Police Services Technician II	10/24/2018			Yes	Anticipated completion by 1/29/2021.
2	ITD	Information Systems Specialist II	8/14/2019			Yes	Anticipated completion by 1/29/2021.
3	LIBRARY	Library Assistant	8/30/2019	11/5/2020	433	Yes	Completed.
4	OPD	Police Records Specialist	10/3/2019			Yes	Anticipated completion by 1/29/2021.
5	HSD	Administrative Assistant I	10/24/2019			Yes	Anticipated completion by 2/26/2021.
6	FINANCE	Treasury Analyst III	11/19/2019			Yes	Assigned, in initial stages.
7	LIBRARY	Librarian II	12/30/2019	12/16/2020	352	No	Completed.
8	OFD	Program Analyst I	2/13/2020	11/2/2020	n/a	No	Canceled; employee promoted to a new position.
9	OPD	Police Records Supervisor	3/4/2020			No	In progress.
10	OPD	Police Records Specialist	3/9/2020			No	Assigned, in initial stages..
11	EWD	Program Analyst II	3/11/2020			No	Assigned, in initial stages..
12	FINANCE	Tax Auditor III	6/5/2020			No	Assigned, in initial stages..
13	ITD	Administrative Analyst II	6/22/2020	10/27/2020	n/a	No	Canceled; employee promoted to a new position.
14	PBD	Planner IV	8/4/2020			No	Assigned, in initial stages..
15	EWD	Project Manager	8/12/2020			No	Assigned, in initial stages..
16	OPW	Custodial Services Supervisor I	8/26/2020			No	Pending assignment.
17	OPW	Administrative Assistant II	9/23/2020			No	Pending assignment.
18	HSD	Data Entry Operator, Senior	10/27/2020			No	New assignment.
19	OPW	Administrative Assistant II	10/30/2020			No	In progress by consultant.
20	HCD	Home Management Specialist III	11/3/2020	11/23/2020	20	No	Completed by consultant.
21	HCD	Mortgage Advisor	11/4/2020			No	Assigned, in initial stages..
22	OFD	Fire Personnel Operations Specialist	12/29/2020			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (3)					
SC202	PBD	Process Coordinator III	TW1	SPEC REVISION	Canceled 10/30/20
TBD	DWES	Deputy Director of Workplace & Employment Standards	UK2	NEW SPEC	Approved at 11/19/2020 CSB Meeting
SC166	FINANCE	Human Resource Systems Analyst, Supervising	U31	SPEC REVISION	Approved at 12/17/2020 CSB Meeting
SCHEDULED (2)					
PP143	HSD	Senior Center Director	UH1	SPEC REVISION	Scheduled for 1/21/2021 CSB Meeting
EM270	CPRA	Inspector General	U31	SPEC REVISION	Scheduled for 1/21/2021 CSB Meeting
PENDING MEET & CONFER (12)					
TBD	ITD	Application Developer III	TBD	SPEC REVISION	Met with Local 21 on 10-15-20; in progress
ET112	CITYWIDE	Engineer, Assistant II	TF1	SPEC REVISION	Met with Local 21 on 11/19; in progress
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	1021 mtg on 11/9; Pending input from departments
AP221	LIBRARY	Library Aide	SD1	SPEC REVISION	Preparing revisions for dept; aiming for JAN mtg
AP223	LIBRARY	Library Assistant	SD1	SPEC REVISION	Preparing revisions for dept; aiming for JAN mtg
AP224	LIBRARY	Library Assistant, Senior	SD1	SPEC REVISION	Preparing revisions for dept; aiming for JAN mtg
SC190	CAO	Neighborhood Services Coordinator	TW1	SPEC REVISION	For Local 21 on 1/21
ET131	PBD	Permit Technician II	SD1	SPEC REVISION	Met w/L1021 on 11/23; next mtg in JAN
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Urgent assignment to revise spec and add lateral path
PP133	OPRYD	Recreation Leader II, PPT	SC1	SPEC REVISION	Met w/L1021 on 11/23; next mtg in JAN
TBD	DOT	Streets & Sidewalks Construction and Maintenance Planner	TF1	NEW SPEC	Met with Local 21 on 11/19; in progress
TR190	OPW	Tree Worker Driver	SC1	SPEC REVISION	Met with Local 1021 on 11/9; in progress
IN PROGRESS (63)					
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Finalizing proposed spec revisions with departments
TR203	CAO	Animal Care Attendant	SC1	SPEC REVISION	In the queue for future meeting with Local 1021
TBD	ITD	Application Developer IV	TBD	NEW SPEC	Finalizing proposed draft for department review
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department
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

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
AP146	POLICE COMM	Complaint Investigator II	TW1	SPEC REVISION	Awaiting proposed spec revisions from department
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
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 per dept August 2020
ET114	CITYWIDE	Engineer, Assistant I		SPEC REVISION	Finalizing proposed spec revisions with department
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
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
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
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	In the queue for future meeting with Local 1021
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	In the queue for future meeting with Local 21

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
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
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	FINANCE	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec; need union meeting date
					Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	
TBD	FINANCE	Payroll Manager	TBD	NEW SPEC	Initiated survey work; will begin drafting class spec
ET130	PBD	Permit Technician I	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
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
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
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
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
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
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
PENDING ASSIGNMENT (12)					
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
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
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec

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ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
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
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment
AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department

City of Oakland - Human Resources Management
Quarterly Classification Specification Data

