



CIVIL SERVICE BOARD MEETING AGENDA

Date: May 20, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/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/83068877684?pwd=ekZlN294ZEhRVUIVMjdJbDQyZFI0UT09>
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: 830 6887 7684 (Note: Password: "CSB520" 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 +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 830 6887 7684 Passcode: 426862

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.
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If you have any questions, please email Greg Preece, Assistant Human Resources Director, 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 MAY 20, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

- a) Introduction of new Board Member and acknowledgement of outgoing Board Members for their service to the City of Oakland.
- b) Update on the city’s re-opening plan.

4) CONSENT CALENDAR: ACTION

- a) Approval of Provisional Appointments (0)
 - There are no provisionals this month.

b) Approval of Employee Requests for Leave of Absence (0)

- There are no leave of absence requests this month.

c) Approval of Revised Classification Specifications (3)

- Engineer, Assistant I and Engineer, Assistant II
- Human Resource Operations Technician

5) OLD BUSINESS:

a) Approval of April 15, 2021 Civil Service Board Meeting Minutes ACTION

b) Determination of Schedule of Outstanding Board Items -Request for extension to present findings in Appeal # OPD-2020-AP01 to the August 19, 2021 meeting ACTION

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

d) Update on Common Class Study INFORMATION

e) City Council Zero Tolerance Policy Legislation INFORMATION

f) Update regarding Measure Q Hiring Efforts INFORMATION

6) NEW BUSINESS:

a) Approval of Request for Exemption from Civil Service of the Classification of Police Officer Trainee ACTION

b) Election of Board Members as Chair and Vice Chair ACTION

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, June 17, 2021. All materials related to agenda items must be submitted by Thursday, June 3, 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: May 20, 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 Specifications for Engineer, Assistant I and
Engineer, Assistant II

Based upon a classification review at the request of three departments (Department of Transportation, Oakland Public Works, and Planning & Building), staff has proposed revisions to the **Engineer, Assistant I** and **Engineer, Assistant II** classifications. The classification specifications were established in June 1997 and have not been revised since.

A variety of minor revisions are proposed that include:

- Revise the Definition sections to represent assigned duties more accurately.
- Update the Distinguishing Characteristics sections by correcting the potential reporting structures.
- Refine the Examples of Duties by making minor updates.
- Add missing statements in the Knowledge and Abilities sections.
- Ensure Flexible Staffing language is listed since these classifications are eligible under an existing provision in the Memorandum of Understanding.
- Update the formatting to ensure compliance with the current classification specification template.

There are 10 vacant positions at the II level, and vacancies may be filled at the I or II level since these positions are funded at the higher level. The revised classification specifications will be used to initiate recruitment and selection processes to fill these vacancies in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified in December 2020 of the proposal to revise these two classifications. City and union representatives met monthly through April 2021 to discuss the potential impacts. In an email dated April 27, 2021, the union conveyed that there were no residual concerns about the proposed revisions.

Additionally, these classifications were included in the "Common Class" Project. More information regarding the status of these classifications will be available at a later date.

Staff recommends that the Civil Service Board approve the revised classification specifications of **Engineer, Assistant I** and **Engineer, Assistant II** as proposed.

Attachment: Proposed revised Engineer, Assistant I and Engineer, Assistant II classification specification.



ENGINEER, ASSISTANT I (OFFICE)

DRAFT

Class Code: ET111 FTE

Civil Service Classified

DEFINITION

Under immediate supervision ~~from a Civil Engineer or Supervising Civil Engineer in the Oakland Public Works Department (OPW), the Planning and Building Department (PBD) or the Department of Transportation (DOT),~~ performs routine civil engineering work; ~~for the Office of Public Works or the Department of Planning and Building. The Assistant Engineer I~~ plans and designs street, storm, sewer, traffic systems, and other public works projects; may act as resident engineer on small construction projects; reviews engineering reports, drawings and calculations for buildings structures and public infrastructure while performing plan check; may receive technical direction from Assistant Engineer II; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Assistant Engineer I~~This is an entry level classification in the professional engineering series. Incumbents typically have a bachelor's degree in Civil Engineering and limited related work experience. Assignments are generally limited in scope and are performed within an established procedural framework. Incumbents have working knowledge of various aspects of civil engineering in the planning and design of street, storm, sewer, and traffic systems and building codes. Assistant Engineer Is are responsible for routine office or field projects and are expected to direct them to completion. ~~This is a flexibly staffed classification in that successful completion of 18 months' probation as an Assistant Engineer I, satisfactory performance evaluations and possession of an Engineer in training certificate enable incumbent to advance to Assistant Engineer II.(move)~~

This classification can be distinguished from Assistant Engineer II in that the latter performs the full range of engineering duties, may act as resident engineer for medium to small sized construction projects, and requires an Engineer-in-Training certificate. An Assistant Engineer I may be assigned to work in the following areas: design, construction, engineering/land use, and plan check.

The incumbent receives immediate supervision from a Civil Engineer, Supervising Civil Engineer, Transportation Engineer, Supervising Transportation Engineer, Senior Transportation Planner or Transportation Planner III.

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

Performs routine design duties of a limited nature on a wide variety of public works projects including street, storm, sewer, and traffic systems as well as review of building structures for compliance with state laws and local regulations.

Participates in the preparation and review of plans and specifications; prepares quantity and cost estimates.

Assists resident engineer on large public works construction projects or may act as resident engineer on small construction projects.

Prepares routine technical and non-technical reports and correspondence; prepares daily progress and final reports when assigned to field duties.

Participate in the preparation and review of conditions of approval for private subdivision mapping and other related projects.

Drives a vehicle to work site; may be required to walk uneven surfaces, climb ladders or crawl into closed areas ~~in order~~ to perform site inspections, take measurements or other field duties; protective wear such as hard hat and boots may be required.

Operates a computer to perform computer aided design and may sit or stand for periods of time depending on assignment.

~~Performs related duties as assigned.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Civil engineering principles and practices and their application to municipal public works and design of building structures.
- Design principles, strength of materials and stress analysis required in planning public works construction projects and their applications to building structures.
- Construction principles including survey, inspection, and engineering methods and materials; surveying methods and techniques.
- Principle and practices of designing and drafting, methods and techniques; including the use of computer aided ~~drafting and~~ design.
- Computer systems and software applications.

Ability to:

- Prepare accurate plans, specifications, cost estimates and engineering reports; to make accurate engineering computations; analyze and evaluate design drawings and specifications.
- Learn and apply established principles and practices of municipal civil engineering and building codes and regulations.
- Write clear, concise, and accurate technical and non-technical reports, correspondence, and memoranda.
- Communicate effectively and establish and maintain effective working relationships with those contacted in the performance of required duties.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS

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

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

Education:

A Bachelor's Degree in Civil Engineering from a college or university accredited by the Accreditation Board of Engineering and Technology;

OR

A degree in civil engineering from a non-accredited college and possession of an Engineer-in-Training (EIT) certificate.

Experience:

None required.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

FLEXIBLE STAFFING

Incumbents in the Assistant Engineer I classification are eligible to promote to the Assistant Engineer II classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 06/26/1997 CSB Resolution #: 44370 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

Revision Date: / / CSB Resolution #:
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)



ENGINEER, ASSISTANT II (OFFICE)

DRAFT

Class Code: ET113 FTE

Civil Service Classified

DEFINITION

Under general supervision ~~from a Supervising Civil Engineer or Civil Engineer in the Oakland Public Works Department (OPW), the Planning and Building Department (PBD) or the Department of Transportation (DOT)~~, performs civil engineering ~~work for the Office of Public Works or the Department of Planning and Building~~; ~~Assistant Engineers II~~ plans and designs street, storm, sewer, traffic systems, and other public works projects; acts as resident engineer on medium to small size public works projects; reviews engineering reports, drawings, and calculations for buildings, structures, streets, sewers, and other ~~public works similar~~ facilities to ensure compliance with codes, regulations, and ordinances; ~~may perform plan check~~; may provide technical direction to Assistant Engineer I and assigned personnel; ~~and performs related duties as assigned~~.

DISTINGUISHING CHARACTERISTICS

~~Assistant Engineer II~~ ~~This~~ is a first working level in the professional engineering series and possess an Engineer-in-Training certificate. Incumbents have a good working knowledge of various aspects of civil engineering including land development, planning, design, construction, and maintenance of a wide variety of civil engineering projects, as well as building design standards and regulations. This classification can be distinguished from a Civil Engineer in that the latter requires the registration as a Civil Engineer, can perform as Engineer-in-Charge, is responsible for large and complex construction projects, and provides lead and technical direction. Assistant Engineers ~~IIs~~ may be assigned to work in the areas: design, construction, engineering/land use, and plan check.

~~The incumbent receives general supervision from a Civil Engineer, Supervising Civil Engineer, Transportation Engineer, Supervising Transportation Engineer, Senior Transportation Planner or Transportation Planner III and may provide technical direction to Assistant Engineer I and assigned personnel.~~

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

Performs a broad range of design activities in preparing plans, specifications, and cost estimates; assists in the development of design procedures; interprets the application of design criteria; checks plans, calculations, and specifications for accuracy of design and completeness, ~~and for conformance to applicable codes, regulations, and ordinances~~.

May assist Civil Engineer on large and complex Public Works construction projects or act as resident engineer on medium to small size projects; coordinates capital improvements projects with contractors, utility companies, other agencies, and the general public; interprets and plots survey data; performs some field inspection; administers construction contracts; prepares daily progress and final reports when assigned to field duties.

Interprets ~~and enforce~~ codes, ~~and~~ regulations, ~~and ordinances~~ in the performance of plan check

activities; calculates building valuation; reviews and approves routine subdivision and land development proposals for compliance with engineering standards; coordinates plan review process with other departments and agencies; processes applications for street/path vacations, encroachments, and easements.

Prepares routine engineering reports, correspondence, agreements and Council resolutions; assists in preparing legal property descriptions; provides technical information, including code assistance to staff, design professionals, contractors, property owners, and the public; reviews and approves minor construction plans and related documents for compliance with state and local building codes and regulations; investigates routine complaints regarding existing conditions of buildings and public works facilities.

Drives a vehicle to work site; may be required to walk uneven surfaces, climb ladders or crawl into closed areas ~~in order~~ to perform site inspections, take measurements or other field duties; protective wear such as hard hat and boots may be required.

Operates a computer to perform computer aided design duties and may sit or stand for periods of time depending on assignment.

~~Performs related duties as assigned.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Civil engineering principles and practices and their application to building structures and municipal public works.
- Municipal public works design and construction of street, highways, bridges, and other public works facilities and transportation projects; strength of materials and stress analysis.
- Construction methods and materials, including survey and inspection; building construction practices and cost estimating.
- Contract administration.
- Principles and practices of designing and drafting, including the use of computer aided design.
- Uniform Building Codes, California Streets and Highways Code, and related codes and regulations.
- Computer systems and software applications.

Ability to:

- Apply established principles and practices of ~~municipal~~ civil engineering.
- Prepare accurate plans, specifications, cost estimates and engineering reports, utilize plot survey data, and make accurate engineering computations and drawings; interpret and plot survey data.
- Write clear, concise reports, correspondence, and memoranda; prepare agreements and compile accurate records.
- Analyze and evaluate design drawings and specifications; identify code deficiencies.
- Provide technical direction and training to other staff.
- Communicate effectively and establish and maintain effective working relationships with those contacted in the performance of required duties.
- Utilize computer systems and software applications.

- Establish and maintain effective working relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's Degree in Civil Engineering from a college or university. A Master's degree in a civil engineering related discipline may be substituted for one (1) year of experience.

Experience:

Two (2) years of civil engineering experience.

LICENSE OR CERTIFICATE

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

Possession of a valid Engineer-in-Training (EIT) certificate.

OTHER REQUIREMENTS

None required.

FLEXIBLE STAFFING

Incumbents in the Assistant Engineer I classification are eligible to promote to the Assistant Engineer II classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 06/26/1997 CSB Resolution #: 44370 Salary Ordinance #:
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(Previous title(s):)



CITY OF OAKLAND

MEMORANDUM

DATE: May 20, 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 Human Resource Operations Technician

Based upon a classification review at the request of the Finance Department, staff has proposed revisions to the **Human Resource Operations Technician** classification. The classification specification was established in May 1998 and has not been revised since.

A variety of minor revisions are proposed that include:

- Update the Distinguishing Characteristics section by adding information about what separates central Payroll staff from payroll staff in the departments and correcting the reporting structure.
- Modernize the Examples of Duties by deleting old duties and updating current duties.
- Reorder statements in the Knowledge and Abilities section.
- Clarify the Education requirement of the Minimum Qualifications to specify that two college courses are required and can be in a variety of listed areas.
- In the Experience section, add a missing “or” statement to indicate that applicants can qualify under either path instead of both.
- Under the License or Certificate section, add a desirable payroll certification.
- Update the formatting to ensure compliance with the current classification specification template.

There is one vacant position. The revised classification specification will be used to initiate a recruitment and selection process to fill this vacancy in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified in February 2021 of the proposal to revise this classification. City and union representatives met in February, March, and April discuss the potential impacts. Minor changes to the job description were mutually agreed to by both parties. In an email dated April 15, 2021, the union conveyed that there were no residual concerns about the proposed revisions.

Additionally, this classification was included in the "Common Class" Project. More information regarding the status of this classification will be available at a later date.

CIVIL SERVICE BOARD

Subject: Human Resource Operations Technician Revised Classification Specification Approval

Date: May 20, 2021

Page 2

Staff recommends that the Civil Service Board approve the revised classification specification of **Human Resource Operations Technician** as proposed.

Attachment: Proposed revised Human Resource Operations Technician classification specification.



HUMAN RESOURCE OPERATIONS TECHNICIAN

DRAFT

Class Code: TC115 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Finance Department, ~~to~~ performs routine payroll procedures including processing, verifying, inputting, and correcting information utilized by the central payroll/personnel information system ~~in order~~ to produce pay checks for city personnel and retirees; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level ~~technician classification~~ in the Human Resource Operations Technician series. ~~This classification~~ is distinguished from the higher level Senior Human Resource Operations Technician which performs the most complex and difficult level of payroll/personnel system operations duties. It is further distinguished from the Payroll Personnel Clerk series in that the latter performs routine to complex payroll and personnel processing functions in departments.

SUPERVISION RECEIVED AND EXERCISED

The incumbent R receives general supervision from the Human Resource Operations Supervisor or Principal Financial Analyst ~~and senior level staff.~~ ~~or~~ M may receive lead direction or supervision from the Senior Human Resource Operations Technician.

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

Perform employment verification.

Research, verify, and process payroll adjustments and changes for tax changes, compensatory time, leave without pay, deferred overtime, and related pay information.

~~Process worker compensation deductions.~~

Process garnishment and wage attachments, workers' compensation, and State Disability offsets.

~~Receive and process automobile allowance reimbursement requests.~~

Receive, verify, and process employee payroll deductions such as but not limited to new employee union dues deduction forms.

Research employee employment, payroll, and salary history.

~~Receive and process requests for U. S. Savings Bonds deductions.~~

In conjunction with Finance Department personnel, order the release of supplementary pay checks.

~~Research and verify salary rate increases.~~

Cancel, correct, and reissue incorrect salary checks.

~~Perform salary related research such as investigating employee pay history.~~

Assist with researching Employment Development Department (EDD) audit requests.

Assist in managing special event projects, including fiscal/~~calendar~~ year end ~~split payroll~~ generation of W-2 forms and monthly, quarterly, and year-end tax reporting, by performing various reconciliation functions.

Train departmental payroll personnel in procedures related to processing personnel and payroll information.

Remain abreast of trends and changes in laws and regulations.

~~Perform related duties as required.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Practices and procedures for the administration of payroll/personnel programs.
- ~~Computerized payroll/personnel systems.~~
- Business arithmetic and elementary accounting practices.
- Analytical and investigative techniques.
- Computer systems and software applications including automated payroll/personnel systems and Microsoft Office.

Ability to:

- Interpret and apply complex written guidelines, procedures, and regulations.
- ~~Operate automated payroll/personnel system.~~
- Communicate effectively both orally and in writing.
- Complete defined sets of work activities within a critical schedule, often under stressful conditions.
- Make accurate arithmetic calculations.
- Utilize computer systems and software applications including automated payroll/personnel systems and Microsoft Office.
- Establish and maintain effective working relationships with systems and operations staff, departmental payroll/personnel staff, financial staff, and City employees and retirees.
- ~~Make accurate arithmetic calculations.~~

MINIMUM QUALIFICATION EXPERIENCE AND EDUCATION

~~Any combination of experience and education that would demonstrate possession of the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:~~ Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education:

~~Graduation from a~~ High school education or equivalent, and any two of the following college level courses ~~work~~: in data processing, data analytics, payroll systems, payroll accounting, payroll administration, and/or accounting.

Experience:

Two (2) years of progressively responsible experience in the operation of an automated

payroll/personnel system.

OR

One (1) year of experience as a Payroll Personnel Clerk II for the City of Oakland.

LICENSE OR CERTIFICATE

None required. Possession of a Fundamental Payroll Certification (FPC), Certified Payroll Professional (CPP) or other payroll certification is highly desirable.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	05/14/1998	CSB Resolution #:	44376
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):)		



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: April 15, 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

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OBSERVE:

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US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 811 0261 3674 Passcode: 375280

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.

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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 APRIL 15, 2021 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45044 A motion was made by Vice-Chair Johnson and seconded by Member Hudson-Harmon to approve the April 15, 2021 Civil Service Board Agenda. The motion passed.

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

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

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

4) CONSENT CALENDAR:

ACTION

- a) Approval of Provisional Appointments (0)
 - There are no Provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (1)
 - Oakland Public Library (1)
- c) Approval of Revised Classification Specifications (1)
 - Tree Worker (formerly titled Tree Worker Driver)

45045 A motion was made by Vice-Chair Johnson and seconded by Member Williams to approve the Consent Calendar. The motion passed.

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

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

5) OLD BUSINESS:

- a) Approval of March 18, 2021 Civil Service Board Meeting Minutes ACTION

45046 A motion was made by Member Williams and seconded by Member Martinez to approve the March 18, 2021 Civil Service Board Meeting Minutes. The motion passed.

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

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

- b) Determination of Schedule of Outstanding Board Items INFORMATION

- c) City Council Zero Tolerance Policy Legislation INFORMATION

- | | |
|---|-------------|
| d) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| e) Update on Common Class Study | INFORMATION |
| f) Approval of New Classification Specification for Manager, Capital Contracts (formerly Manager, Contract & Employment Services) | ACTION |

45047 A motion was made by Member Levin and seconded by Vice-Chair Johnson to approve the Manager, Capital Contracts Classification Specification. The motion passed.

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

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

6) NEW BUSINESS:

- | | |
|--|-------------|
| a) Update regarding Measure Q Hiring Efforts | INFORMATION |
| b) Approval of New Classification Specification for Street and Sidewalk Construction and Maintenance Planner | ACTION |

45048 A motion was made by Member Hudson-Harmon and seconded by Member Williams to approve the Street and Sidewalk Construction and Maintenance Planner Classification Specification. The motion passed.

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

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

- | | |
|--|-------------|
| 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 |
| d) 3.04 (e) Appeal to the Board of Classification Study Results for Benefits Representative (HRM-2021-AP01, L. Lavatai) | ACTION |

45049 A motion was made by Member Hudson-Harmon and seconded by Member Williams to deny the appeal and uphold the findings of the classification study conducted by CPS-HR. The motion passed.

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

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

7) OPEN FORUM

8) ADJOURNMENT

45050 A motion was made by Member Williams and seconded by Vice-Chair Johnson to adjourn the meeting. The motion passed and the meeting was adjourned at 7:16 p.m.

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

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 20, 2021. All materials related to agenda items must be submitted by Thursday, May 6, 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 – MAY 20, 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	N/A	Outside hearing officer assigned

2. OTHER PENDING ITEMS

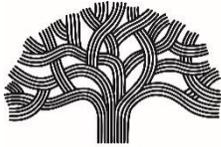
Date Requested	Subject	Report From	Date Due

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: May 20, 2021

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Assistant Human Resources Director & 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 April 15, 2021 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 thirty-six (36) employees were in the TCSE (7), TCSE/Annuitant (22), and ELDE (7) categories as of pay period ending April 30, 2021. Of the those, zero (0) 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 thirty-six (36) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: May 20, 2021

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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 Assistant Human Resources Director, Greg Preece, at (510) 238-7334.

Attachments:

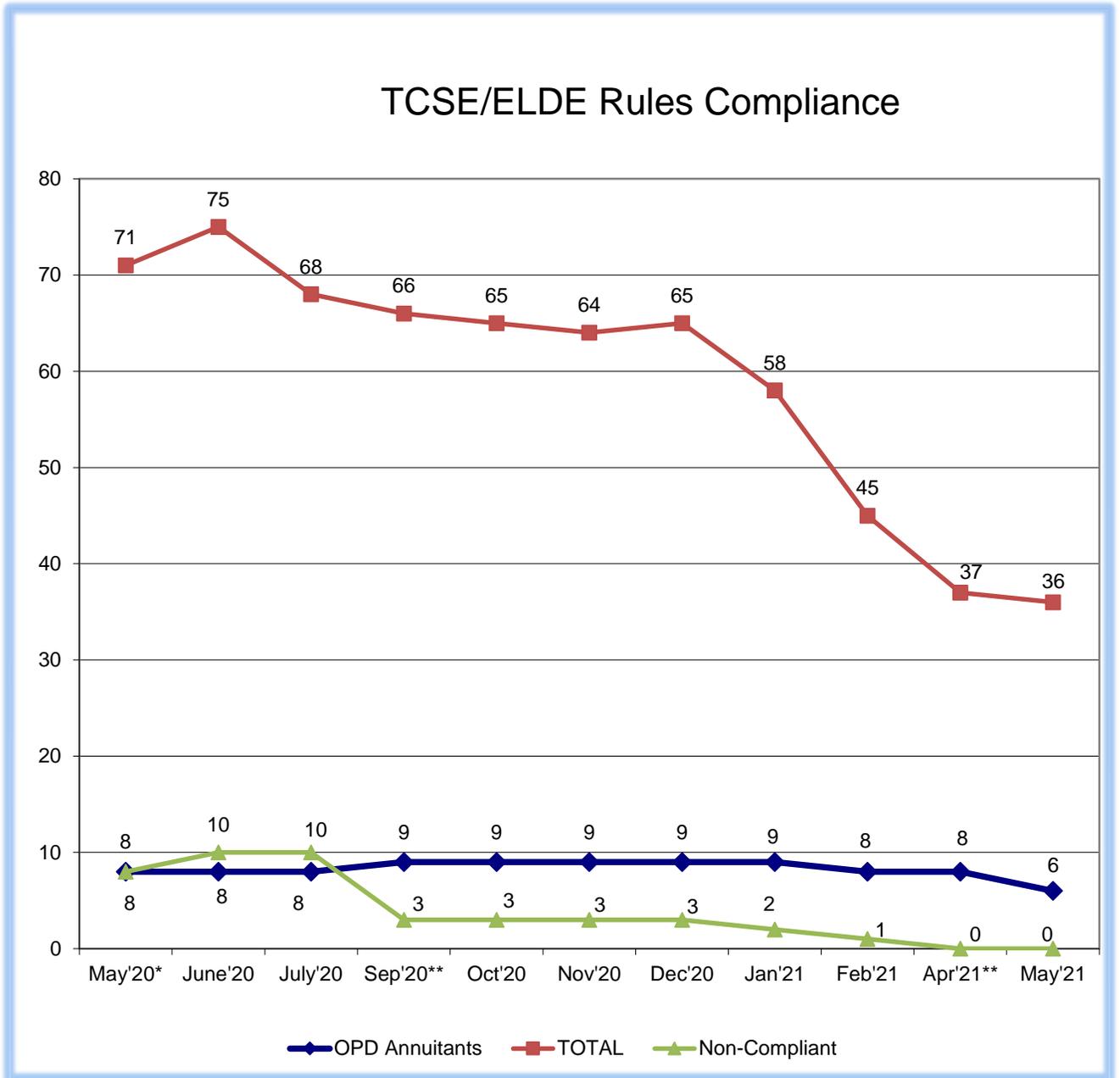
- A. TCSE/ELDE Report: For Payroll Period Ending April 30, 2021.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (3)								
DEPT. OF TRANSPORTATION	Kelley	Fred	35213 - Complete Streets Pavement &	1/10/2021	ELDE		Transition from retiring Assistant Director to new Assistant Director	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	0	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent in Feb/Mar 2018	COMPLIANT
PUBLIC WORKS	Makous	Danielle	30689 - Env Svcs Energy Group	8/22/2020	ELDE		Assistance in the Climate Group	COMPLIANT
NEW THIS PERIOD (3)								
CPRA	Zisser	Aaron	66211 - Community Police Review Agency	2/6/2021	TCSE	435	Temporary assistance at Chief of Staff while recruitment process commences.	COMPLIANT
HCD	Howley	Janet	89919 - Admin: Housing & Community Development	5/3/2021	TCSE/ Annuitant		Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)	COMPLIANT
POLICE	Cook	Brigette	102310 - Criminal Investigations	4/19/2021	ELDE		Working within the grant-funded victim services unit	COMPLIANT
COMPLIANT (33)								
CITY ADMINISTRATOR	Park	Lauren	02491- Oakland Animal Services	7/25/2020	TCSE	688	Additional Veterinarian Assistance	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	1359	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	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	468	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	732	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	Wechter	Jason	66211 - Community Police Review Agency	9/19/2020	TCSE	968	Assistance in unit with increase in workload.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	638	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	228.75	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	638	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	833	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	722	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	802.50	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	199	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
FIRE	Santos	Grace	20110 - Fire Chief Unit	1/25/2021	ELDE		Temporary Admin Support to Fire Chief to cover LOA	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Cutter-Kim	Jessica	75631 - Senior Center unit	4/5/2021	ELDE		Assistance within Senior Centers and Service Deliveries while planning recruitments for permanent positions.	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	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		Manage Head Start Hiring processes and ensuring all staff are in compliance with HS regs	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	907.5	Temporary assistance supervising public safety and GIS applications.	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	124	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	726.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	820	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	442.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	92.25	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC ETHICS	Ma	Vickie	65111 - Public Ethics Commission	11/30/2020	TCSE	764.25	Temporary Office Assistance with complaint handling.	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
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/5/2021	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	COMPLIANT
NON-COMPLIANT (0)								



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

**There were no reports at the August 2020 or March 2021 meetings

Measure Q Hiring Progress Tracker
 May 20, 2021 Civil Service Board Meeting

DEPT	CLASSIFICATION	FTE POSITIONS	FILLED	ELIGIBLE LIST AVAILABLE (R/O)	DETAILS
HSD	Budget & Grants Administrator	1	0	Yes/Exempt - 28 Candidates	Referrals sent to department to review and schedule interviews.
HSD	Administrative Assistant II	1	1	Yes 0/29	Filled (8.22.2020)
HSD	Case Manager I	1	1	Yes 0/35	Filled (March 2021)
OPW	Custodian	2	0	No	Thirty-four Restricted candidates moved to Performance Exam which is tentatively scheduled for May 23 & 24 pending assessor confirmation.
OPW	Assistant Engineer I	1	0	No	Requisition Pending Spec Revision, which is on the May 2021 CSB Agenda.
OPW	Administrative Assistant II	1	1	Yes 0/29	Filled (2.26.2021)
OPW	Construction & Maintenance Mechanic	2	0	Yes 1/5	One candidate in hiring process, interview scheduled for May 19, 2021.
OPW	Business Analyst II	1	1	No (BA III list available for Near List)	Filled (11.14.2020)
OPW	Gardener Crew Leader	7	0	Yes 0/7	Four candidates in Hire Authorization process. Department is considering Acting Assignments until the recruitment can be conducted again.
OPW	Gardener II	15	0	Yes 7/27	Five candidates in Hire Authorization and another five pending offers. Additional interviews are being scheduled
OPW	Painter	2	0	Yes 2/13	Eligible Lists promulgated 5.10.21. Interviews tentative May 24-26, 2021.
OPW	Park Equipment Operator	2	0	No	Existing list exhausted, new recruitment being planned.
OPW	Park Supervisor I	2	0	No	Existing list exhausted, new recruitment being planned after completion of Park Supervisor II recruitment
OPW	Park Supervisor II	1	0	Yes 3/3	Eligible Lists promulgated 5.12.21. Department will schedule interviews.
OPW	Tree Worker (formerly Tree Worker Driver)	1	0	No	Department is preparing requisition and exam planning to follow.
OPW	Tree Trimmer	1	0	No	HRM is finalizing performance exam.



CITY OF OAKLAND

MEMORANDUM

DATE: May 20, 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 Request for Exemption from Civil Service of the Classification of Police Officer Trainee

The Human Resources Department recently identified the need to change the exemption type of the existing Police Officer Trainee classification. The proposed action is recommended to enable the Police Officer Trainee classification to maintain its exemption from the Civil Service system while expanding the academy training requirements for incumbents. Under current rules, the Police Officer Trainee classification is exempt because the hours worked are under 960 per fiscal year. The resolution recommending exemption is intended to allow the Oakland Police Department to expand hours and require additional training on subjects that include race and equity, emergency vehicle operations, report writing, and defensive tactics.

The change in exemption type will not impact the rigorous application, testing and screening process for Police Officer Trainee candidates. It also will not impact the formal 12-month probationary period Police Officers are required to serve once a candidate successfully completes the training academy. This change will also provide the City of Oakland with a competitive advantage in a marketplace where there is a high demand for qualified and diverse Police Officer Trainee candidates. The department will be able to pre-hire the most desirable candidates and utilize them in administrative capacities rather than allow another agency to hire them before an Oakland Academy can begin. It will allow academy classes to be filled to capacity, which is a more efficient use of City resources.

In accordance with the resolution, the Police Officer Trainee classification will be exempted from the Civil Service under Section 902 (f) instead of Section 902 (d) of the City of Oakland Charter. Section 9.02 (f) provides that positions may be exempted if recommended by City Council and approved by the Civil Service Board. Previously, the Police Officer Trainee classification was deemed exempt by section 9.02 (d), which covers part-time employees who work less than half the regular full-time hours.

The classification is unrepresented, but discussions took place with the Oakland Police Officers' Association (OPOA) in January 2021. OPOA supported this change.

Attached to this report is the City Council resolution recommending that the Civil Service Board formally exempt the classification of Police Officer Trainee from the provisions of civil service under section 9.02 (f). The resolution was approved by the City Council at the May 4, 2021

CIVIL SERVICE BOARD

Subject: Police Officer Trainee – Approval of Request for Exemption

Date: May 20, 2021

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meeting. However, the executed resolution has not been posted by the Office of the City Clerk. Staff will check to see if the executed resolution is available by the May 20, 2021 Civil Service Board meeting and will provide a verbal update to the Board regarding status at that meeting.

Staff recommends that the Civil Service Board exempt the classification of **Police Officer Trainee** from the provisions of civil service pursuant to Charter Section 902 (f).

Attachments: A. City Council Resolution Recommending Exemption of Police Officer Trainee



CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

**RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD
THE EXEMPTION OF THE CLASSIFICATION OF POLICE OFFICER
TRAINEE FROM THE OPERATION OF THE CIVIL SERVICE**

WHEREAS, the existing Police Officer Trainee classification is exempt from civil service since incumbents are part-time employees who are regularly employed for less than one-half the established working hours throughout the year; and

WHEREAS, Oakland City Charter Sections 902(a-e) define specific criteria for classifications that are exempted by Charter from the civil service and Section 902(f) requires that the City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption that are not covered by Sections 902(a-e); and

WHEREAS, Oakland City Charter Section 902(d) defines part-time employees as exempted by Charter per the following provision: "Part-time employees who are regularly employed for less than one-half the established working hours throughout the year; or those who are employed in any seasonal employment for not more than 120 days in any consecutive 12 months;" and

WHEREAS, the Oakland Police Department would like to expand the number of hours for the academy program from 900 hours to approximately 1,400 hours to include training on race and equity, emergency vehicle operations, report writing and defensive tactics, and

WHEREAS, expansion of training hours for Trainees would extend the allowable hours beyond "one-half the established working hours throughout the year;" and

WHEREAS, the Oakland Police Department seeks to hire the best qualified Police Officer Trainee candidates in the highly competitive regional, recruitment market for entry-level Police trainee candidates; and

WHEREAS, formally exempting the Police Officer Trainee classification will maintain the classification's exempt, "at-will" status; and

WHEREAS, Police Officer Trainee incumbents remain at-will until they successfully complete all aspects of the expanded Oakland Police Academy and are appointed to the classified Police Officer classification to serve the required 12 months of probation; now, therefore, be it

RESOLVED: That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Police Officer Trainee be exempted from the requirements of civil service; and be it

FURTHER RESOLVED: That the Civil Service Board is hereby requested to approve such exemption.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FIFE, GALLO, KALB, KAPLAN, REID, TAYLOR, THAO AND
PRESIDENT FORTUNATO BAS

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____

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