



CIVIL SERVICE BOARD MEETING AGENDA

Date: June 17, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: **Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Caryl Casden, Attorney to the Board**

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/86185010639?pwd=eldHUGIkQ2RGSVE3TGMxR1d2aVhJZz09> 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: 861 8501 0639 (Note: Password: "CSB617" 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: 861 8501 0639 Passcode: 416119

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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- 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 JUNE 17, 2021 CIVIL SERVICE BOARD MEETING AGENDA | ACTION |
| 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 (2) | |
| • Oakland Public Library (2) | |
| c) Approval of Revised Classification Specifications (1) | |
| • Permit Technician I | |

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of May 20, 2021 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) Civil Service Rule Policy Update | INFORMATION |
| f) Update regarding Measure Q Hiring Efforts | INFORMATION |

6) NEW BUSINESS:

- | | |
|---|-------------|
| a) Hiring Process Discussion | INFORMATION |
| b) Approval of New Classification Specification for City Clerk, Assistant | 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, July 15, 2021. All materials related to agenda items must be submitted by Thursday, July 1, 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



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



MEMORANDUM

DATE: June 17, 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 two (2) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Flores, Cristina	Library Aide	Oakland Public Library	June 7, 2021 – July 2, 2021	CSR 8.07 (c)
Permutt, Mika (Naomi)	Librarian I	Oakland Public Library	July 12, 2021 – July 23, 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 Cristina Flores Employee's ID 3314 Today's Date 06/04/21

Department/Division Main/Acquisitions Employee Job Title Library Aide

Request: 50 Days Hours From 06/07/21 To 07/02/21
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

06/04/21
 Employee's Signature Date Civil Service Board Approval Date

6/5/21
 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.

Print Form



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 Mika (Naomi) Permutt

Employee's ID 23962

Today's Date 5/11/21

Department/Division Library

Employee Job Title Librarian I

Request: 10
No. of Days or Hours

Days Hours From 7/12/21 To 7/23/21
Select Days or Hours

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

(Write appropriate code)

Comparison of Different Leave Types

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

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

Mika Permutt 5/11/21
Employee's Signature Date

Civil Service Board Approval Date

Maria Wilson 6/8/21
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.



CITY OF OAKLAND

MEMORANDUM

DATE: June 17, 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 Permit Technician I

Based upon a classification review at the request of the Planning & Building Department (PBD), staff has proposed revision of the **Permit Technician I** classification. It was established in August 1992 and has not been revised since that time.

A variety of revisions are proposed to ensure that the use and description are consistent with operational needs and recent revisions to the Permit Technician II classification specification in the same job series:

- Update language and formatting to be consistent with the current classification specification template.
- Refine the Distinguishing Characteristics section to convey the reporting structure.
- Enhance the Knowledge and Abilities section to reflect all necessary skillsets that are pertinent to this role.
- In the Experience section, reduce the required years of experience from three (3) to two (2) years.
- In the License or Certificate section, add a desirable International Code Council (ICC) certification.
- Add Flexible Staffing to the classification so that Permit Technician I incumbents are eligible to promote to Permit Technician II in accordance with the City's Flexible Staffing Policy.

There are three vacancies at the Permit Technician I level, and a recruitment process is currently underway. The approved classification specification revision will be used to initiate future recruitment and selection processes.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to revise this classification. City and union representatives discussed the classification at a meeting on May 24, 2021. The union proposed one amendment to the classification, which was agreed to by City representatives. In an email dated May 27, 2021, the union confirmed that there were no objections to the proposed revisions.

CIVIL SERVICE BOARD

Subject: Permit Technician I – Revised Classification Specification Approval

Date: June 17, 2021

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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.

Staff recommends that the Civil Service Board approve the revised classification specification of **Permit Technician I** as proposed.

Attachments: Proposed revised **Permit Technician I** classification specification



PERMIT TECHNICIAN I

DRAFT

Class Code: ET130

Civil Service Classified

DEFINITION

Under immediate supervision in the Planning and Building Department, To issue and review permit applications for all phases of construction on less complex projects; and to act as clerical support for the permit counter staff and related activities, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry level classification in the Permit Technician series whose incumbents perform routine tasks issuing and reviewing permit applications. This classification is distinguished from the higher-level Permit Technician II in that the incumbents of the latter perform more technical and detailed tasks and have greater knowledge of codes.

The incumbent Rreceives immediate supervision from classifications including Process Coordinator III or Administrative Analyst II Building Inspection Supervisor. Receives and technical direction from a Senior Specialty Combination Inspector assigned to the Permit Counter or designated EngineerInspectors.

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

Advise public on permit requirements and permit application process.

Calculate and assess appropriate permit fees.

Issue and accept building, electrical, plumbing, and mechanical permit applications.

Review applications for completeness and accuracy.

Research permit application status and records.

Route applications and permits to other departments or outside agencies.

Log permit activities.

Verify contractors' licenses, City business tax certificate, worker's compensation, insurance, and property ownership.

Retrieve and file documents.

Update permit records and files; enter data into automated system.

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Customer service techniques involving Ttelephone answering and visitor reception etiquette.

2021-06-17 to CSB Meeting

- Basic mathematics.
- [Contractor's license law.](#)
- Filing systems and record keeping.
- [Construction practices and concepts.](#)
- [Computer systems and software applications including automated permit management systems.](#)

Ability to:

- [Learn to read blueprints.](#)
- [Learn to interpret and apply regulations, policies, procedures, and practices.](#)
- Maintain records.
- Follow oral and written directions.
- ~~Learn the automated permit management system.~~
- Review applications for completion and accuracy.
- Research permit applications.
- [Provide effective and courteous customer service; deal tactfully with a diverse public; resolve issues and provide guidance.](#)
- ~~Work with and provide information to the public.~~
- [Communicate clearly and concisely in both oral and written form.](#)
- [Operate standard office equipment.](#)
- [Utilize computer systems and software applications including automated permit management systems.](#)
- Establish and maintain effective working communication relationships with those contacted in the performance of required duties. These duties may occur in a complex and demanding environment with significant public interaction.

MINIMUM QUALIFICATIONS~~EDUCATION AND EXPERIENCE~~

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

Education: [High school diploma or E](#)~~equivalent to the completion of the twelfth grade.~~

Experience: ~~Two (2)~~[Three](#) years of varied permit processing experience in a building department.

OR

One [\(1\)](#) year [of](#) experience in the construction industry.

LICENSE OR CERTIFICATE

None required.

[Permit Technician certification from the International Code Council \(ICC\) is desirable.](#)

OTHER REQUIRMENTS

2021-06-17 to CSB Meeting

None required.

FLEXIBLE STAFFING

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

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 08/13/1992 CSB Resolution #: 44266 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

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

(Previous title(s):)



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

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

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OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
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OPEN FORUM.**

2) APPROVAL OF THE MAY 20, 2021 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45051 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to approve the May 20, 2021 Civil Service Board Agenda. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

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

45052 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to remove approval of Engineer, Assistant I and Engineer, Assistant II from the Consent Calendar and to approve the remaining Consent Calendar. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

45053 A motion was made by Member Martinez and seconded by Member Brown for the approval of Engineer, Assistant I and Engineer, Assistant II class specs after discussion with staff about the changes. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

5) OLD BUSINESS:

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

ACTION

45054 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to approve the April 15, 2021 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Hudson-Harmon, Martinez.

Board Member Noes: None
 Board Member Abstentions: Brown
 Board Members Absent: Levin, Williams

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

45055 A motion was made by Member Brown and seconded by Member Martinez to approve the extension request for Appeal #OPD-2020-AP01. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Levin, Williams

- 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

45056 A motion was made by Member Hudson-Harmon and seconded by Member Brown to approve the Exemption request for the Police Officer Trainee classification. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

b) Election of Board Members as Chair and Vice Chair

ACTION

45057 A motion was made by Member Martinez and seconded by Member Baranco to nominate Member Hudson-Harmon for Chair, which was accepted by Member Hudson-Harmon. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Brown, Martinez.

Board Member Noes: None
Board Member Abstentions: Hudson-Harmon
Board Members Absent: Levin, Williams

45058 A motion was made by Member Brown and seconded by Member Baranco to nominate Member Martinez for Vice-Chair, which was accepted by Member Martinez. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Brown, Hudson-Harmon.

Board Member Noes: None
Board Member Abstentions: Martinez
Board Members Absent: Levin, Williams

7) OPEN FORUM

8) ADJOURNMENT

45059 A motion was made by Vice Chair-Elect Martinez and seconded by Member Baranco to adjourn the meeting. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

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



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – JUNE 17, 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
PBD-2021-AP01	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	July 15, 2021	Hearing is scheduled

2. OTHER PENDING ITEMS

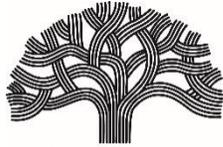
Date Requested	Subject	Report From	Date Due

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: June 17, 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 May 20, 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-five (35) employees were in the TCSE (5), TCSE/Annuitant (22), and ELDE (8) categories as of pay period ending May 14, 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-five (35) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: June 17, 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:

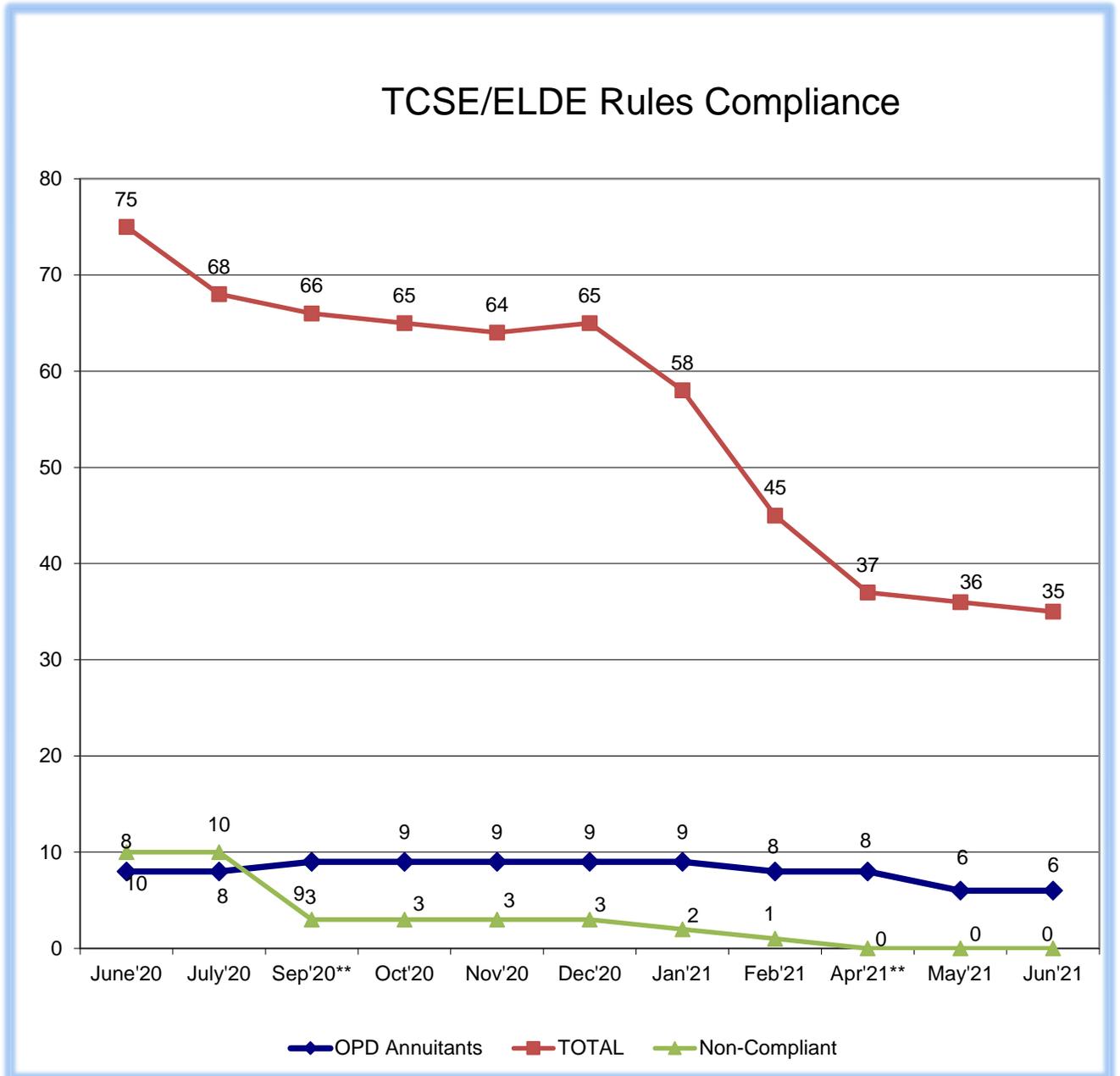
- A. TCSE/ELDE Report: For Payroll Period Ending May 14, 2021.
- B. TCSE/ELDE Compliance Trend Chart.

CIVIL SERVICE BOARD
June 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (2)								
CPRA	Wechter	Jason	66211 - Community Police Review Agency	9/19/2020	TCSE	968	Assistance in unit with increase in workload.	COMPLIANT
INFORMATION TECHNOLOGY	Fong	Kevin	46531 - Public Safety Applications	10/31/2020	TCSE	907.5	Temporary assistance supervising public safety and GIS applications.	COMPLIANT
NEW THIS PERIOD (1)								
POLICE	Beckman	Carlo	102140 - Research, Planning, & Crime Analysis	5/17/2021	ELDE		Support that will maintain compliance with the NSA by completing a strategic plan and writing policies for OPD	COMPLIANT
COMPLIANT (34)								
CITY ADMINISTRATOR	Park	Lauren	02491- Oakland Animal Services	7/25/2020	TCSE	720	Additional Veterinarian Assistance	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	1414	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	495	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	Zisser	Aaron	66211 - Community Police Review Agency	2/6/2021	TCSE	510	Temporary assistance at Chief of Staff while recruitment process commences.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	781	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	229.75	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	662	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	869	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	223	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
HCD	Howley	Janet	89919 - Admin: Housing & Community Development	5/3/2021	TCSE/ Annuitant	75	Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)	COMPLIANT
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

CIVIL SERVICE BOARD
June 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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	936	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
POLICE	Cook	Brigette	102310 - Criminal Investigations	4/19/2021	ELDE		Working within the grant-funded victim services unit	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	776.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	856	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	502.5	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	836.25	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 meeting 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
 June 17, 2021 Civil Service Board Meeting

DEPT	CLASSIFICATION	FTE POSITIONS	FILLED	ELIGIBLE LIST AVAILABLE	DETAILS
HSD	Budget & Grants Administrator	1	0	Yes	Referrals sent to department to review and schedule interviews.
HSD	Administrative Assistant II	1	1	Yes	Filled (8.22.2020)
HSD	Case Manager I	1	1	Yes	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	Filled (2.26.2021)
OPW	Construction & Maintenance Mechanic	2	0	Yrd	Open list referred 5.20.21
OPW	Business Analyst II	1	1	No	Filled (11.14.2020)
OPW	Gardener Crew Leader	7	4	Yes	Department is considering Acting Assignments until the recruitment can be conducted again.
OPW	Gardener II	15	5	Yes	Five filled (6.12.21) and additional offers are pending. Additional interviews scheduled.
OPW	Painter	2	0	Yes	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	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: June 17, 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 City Clerk, Assistant

Based upon a classification review at the request of the Office of the City Clerk, staff has proposed formal establishment of the **City Clerk, Assistant** classification specification. The classification has existed for decades but the classification specification was only available as a working draft.

Very few edits were needed to update the existing draft. However, the version being routed for approval by the Civil Service Board is reflected in “clean” copy. The modifications included the following:

- Update the Distinguishing Characteristics section to include the correct names of divisions in the department.
- Add computer skills to the Knowledge and Abilities section.
- Add possession of a Notary Public License as highly desirable Under the License or Certificate section.
- Update the formatting to ensure compliance with the current classification specification template.

There is one vacant position. The approved 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 May 2021 of the proposal to formally establish this classification specification. Brief discussion occurred at the May 20, 2021 meeting. The union conveyed that there were no objections to the final draft via email in June 2021.

Additionally, the Port does not have a City Clerk’s Office. Therefore, classifications specifically designed in support of such services have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the new classification specification for **City Clerk, Assistant** as proposed.

Attachment: Proposed new City Clerk, Assistant classification specification.



CITY OF OAKLAND

CITY CLERK, ASSISTANT

DRAFT

Class Code: EM127 FTE

Exempt

DEFINITION

Under direction in the Office of the City Clerk, supervises the day-to-day operations of the office; prepares and monitors the budget; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level position that directs and supervises the day-to-day operations of the Office of City Clerk including its divisions as assigned, such as, Election and Compliance, Agenda Management, Administrative Services, Records Management, and related functional responsibilities. Pursuant to the Oakland Charter 902(b) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the higher-level City Clerk in that the incumbent of the latter is a department head classification with responsibility for the overall management of the Office of the City Clerk.

The incumbent receives direction from the City Clerk and exercises supervision over the Legislative Recorders and/or other assigned personnel.

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

Direct the day-to-day operations and administration of the Office of the City Clerk.

Supervise and direct department fiscal operations including payroll, accounts payable and receivable, purchase orders, loan servicing and loan accounts, and review and development of fiscal policies, procedures, and handling of funds.

Develop, prepare, and monitor a department budget.

Direct the maintenance and retrieval of official City records and documents.

Supervise the coordination of the City Council agenda preparation; ensure that calendar and agenda packets are compiled, assembled, and distributed and appropriate officials and interested parties are notified.

Oversee the preparation of the City's Official records.

Maintain and administer the City's Master Calendar for City Council.

Coordinate services to the public including information referral, permits, documents, and customer information.

Supervise and direct the City's Official notification and advertising.

Perform the duties of the City Clerk in her absence or as directed.

Attend City Council and other meetings, as assigned.

Develop policies and procedures for departmental operations; assist in developing short and long range planning for departmental activities.

Research, analyze, and prepare reports.

Supervise the preparation and distribution of various publications, such as Directory of Municipal Agencies and Officials, Oakland Municipal Code, and other codes; review and update procedural manuals including forms, documents, new legislation, and new programs.

Train staff to provide services to the public and to City Council; provide follow up and research on inquiries and problems, which require routine and specialized knowledge; provide information that may require the use of judgment and the interpretation of City policies and procedures.

Supervise, train, hire, and evaluate professional, paraprofessional and clerical personnel in administrative, personnel, payroll, and assigned program functions; assist with developing and monitoring performance plans; clarify roles and responsibilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Governmental administration including municipal government administration, city legislation, elections, bond issues, and other related activities.
- Parliamentary procedures.
- Principles and practices of organization, management, supervision, and training.
- Principles and practices of records management systems.
- Computer systems and software applications.
- Public contact and community relations skills.
- Budget development and administration.
- Methods of research, analysis, and preparation of written reports.

Ability to:

- Supervise and direct multiple and diverse functions.
- Plan, assign, supervise, train, and evaluate assigned staff; train staff in work methods and procedures.
- Perform legislative duties under stressful circumstances where it is required to observe and enforce deadlines.
- Establish, evaluate, and implement administrative/operational policies, practices, and procedures.
- Read, interpret, and apply legal requirements of a municipal city clerk's office including City of Oakland requirements.
- Coordinate the development and production efforts of staff towards established goals and objectives.
- Manage record and filing systems, including automated record systems.
- Communicate effectively in both oral and written form.
- Prepare and administer a department budget.
- Prepare and analyze complex reports of a general or technical nature.
- Utilize computer systems and software applications.
- 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 from an accredited college or university in public administration, business administration or a related field.

Experience:

Five (5) years of progressively responsible work experience in a City Clerk's Office in a large city comparable to the size of Oakland, or a metropolitan area with a population of at least 100,000. Two (2) years of experience must be at a supervisory level.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License is desirable as incumbents in this job may be expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals who do not possess a valid California Driver's License while employed may be required to demonstrate the travel to required locations in a timely manner.

State of California Notary Public License is highly desirable.

Certification as a Certified Municipal Clerk (CMC) or Certified Records Manager (CRM) is desirable.

OTHER REQUIREMENTS

None required.

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