



## REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING AGENDA

**Date: January 20, 2022**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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**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, Assistant HR Director/Staff to the Board  
Malia McPherson, Attorney to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical 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/87828184915?pwd=Z2E3MGhNRC83ZVVhSEcrSTcvalpldz09> 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: 878 2818 4915 (Note: Password: "CSB120" 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: 878 2818 4915 Passcode: 755059**

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

#### COMMENT:

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

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

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

If you have any questions, please email Greg Preece, Assistant Human Resources Director at [GPreece@oaklandca.gov](mailto:GPreece@oaklandca.gov). – Human Resources Management Department.

## **OPEN SESSION AGENDA**

### **ROLL CALL**

#### **1) PUBLIC COMMENT:**

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

**2) APPROVAL OF THE JANUARY 20, 2022 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)

- Economic & Workplace Development Department (1)
- Human Resources Management Department (1)

c) Approval of Revised Classification Specifications (1)

- Archivist

**5) OLD BUSINESS:**

- |                                                                                                                                                                                                                                                                                                                                     |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| a) Approval of October 20, 2021 Special Civil Service Board Meeting Minutes                                                                                                                                                                                                                                                         | ACTION      |
| b) Approval of December 16, 2021 Civil Service Board Special 5:15 P.M. Meeting Minutes                                                                                                                                                                                                                                              | ACTION      |
| c) Approval of December 16, 2021 Civil Service Board Regular 5:30 P.M. Meeting Minutes                                                                                                                                                                                                                                              | ACTION      |
| d) Determination of Schedule of Outstanding Board Items                                                                                                                                                                                                                                                                             | INFORMATION |
| e) 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 |
| f) Update on Common Class Study<br><br><i>There is no update available this month.</i>                                                                                                                                                                                                                                              | INFORMATION |
| g) Update regarding Measure Q Hiring Efforts                                                                                                                                                                                                                                                                                        | INFORMATION |

**6) NEW BUSINESS:**

- |                                                                                                                                                                                                           |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| a) 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 |
| b) Request from the Service Employees International Union (SEIU, Local 1021) for the Civil Service Board to Consider Whether it has Authority to Award Back Pay                                           | INFORMATION |

**7) OPEN FORUM****8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 17, 2022. All materials related to agenda items must be submitted by Thursday, February 3, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



# MEMORANDUM

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**DATE:** January 20, 2022

**TO:** The Honorable Civil Service Board

**FROM:** Greg Preece, Assistant HR Director / Staff to the Board

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

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

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

Tran, Vy	Account Clerk III	Economic & Workforce Development Department	December 11, 2021 – December 9, 2022	CSR 8.07 (c)
Mariano (Pomicpic), Andrea	Human Resource Analyst, Principal	Human Resources Management Department	January 8, 2022 – January 7, 2023	CSR 8.07 (c)

**RECOMMENDATION:**

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

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# 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 Vy T. Tran Employee's ID 25301 Today's Date 12/02/2021

Department/Division Economic and Workforce Development Department, Admin/Fiscal Division Employee Job Title Account clerk III

Request: 1950  Days  Hours From 12/11/2021 To 12/09/2022  
No. of Days or Hours Select Days or Hours

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

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

\* Additional Information

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

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

[Signature] 12/02/2021  
 Employee's Signature Date

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

[Signature] 12/8/2021  
 Department Head Approval Date

\_\_\_\_\_  
 City Manager Approval Date

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



# Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
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- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Andrea Mariano (Pomicpic) Employee's ID 22942 Today's Date 1/5/22

Department/Division Human Resources Employee Job Title Principal HR Analyst

Request: 365  Days  Hours From Jan 2022 To Jan 2023  
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
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 \_\_\_\_\_ 1/5/22 \_\_\_\_\_  
Employee's Signature Date Civil Service Board Approval Date

\_\_\_\_\_ \_\_\_\_\_  
Department Head Approval Date City Manager Approval Date

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



CITY OF OAKLAND

## MEMORANDUM

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**DATE:** January 20, 2022

**TO:** The Honorable Civil Service Board

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

**THROUGH:** Greg Preece, Assistant Human Resources Director, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Archivist

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Based upon a classification review at the request of the Oakland Public Library (OPL), staff has proposed revision of the **Archivist** classification. It is utilized at the African American Museum & Library at Oakland (AAMLO). It was established in January 2008 and has not been revised since that time.

A variety of edits are necessary to update the description:

- Update the Distinguishing Characteristics section to include the correct level and location in the department.
- Modernize references to digital media in the Examples of Duties.
- Add computer skills to the Knowledge and Abilities section; make small refinements to certain statements.
- In the Education section of the Minimum Qualifications, reduce the Master's degree to a Bachelor's degree. In the Experience section, increase the required years of experience from three (3) years to (5) years to account for the altered degree type and refine the kinds of qualifying experience. Further, specify that a Master's degree can substitute for two (2) years of experience.
- Under the License or Certificate section, change possession of a professional designation as a Certified Archivist from required to highly desirable.
- Update formatting to align with the existing classification specification template.

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

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in November 2021 and January 2022 to discuss the edits. The parties collaborated on minor language adjustments in the Abilities and Education sections. In an email dated January 12, 2022, the union conveyed that there were no objections to the proposed revisions.

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

**Attachment:** Proposed Revised Archivist classification specification.



DRAFT

# ARCHIVIST

Class Code: SC250 FTE

Civil Service Classified

## DEFINITION

Under general supervision in the Oakland Public Library's African American Museum & Library at Oakland (AAMLO), ~~the incumbent~~ provides comprehensive archival management of varied collections in accordance with accepted standards and practices of archival management; ensures the preservation of collections; plans and directs exhibitions and publications; assists with broader program collections; utilizes sound organizational and management skills; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a journey level professional classification that performs archival management for AAMLO. This position classification differs is distinguished from ~~that of the~~ Librarian classification by the differences in the way media are arranged, described, and used. ~~-This position classification is different distinguished~~ from ~~that of the~~ Chief Curator in that the latter oversees all operations at AAMLO use of the media that is archived.

The incumbent receives supervision from the Chief Curator and provides technical direction to assigned staff, volunteers, and interns.

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

Establish and maintain control over physical and intellectual media including paper, film, and electronidigital.

Determine the characteristics of documents pertinent to their acquisition such as form, uniqueness, quantity, availability, and information content; analyze the physical condition of documents and determine appropriate preservation actions and priorities.

Identify document sources by applying knowledge about subjects and organizations that create, receive, and accumulate documents appropriate for acquisition.

Make retention recommendations or decisions concerning documents by appraising such characteristics as their legal, fiscal, administrative, informational, and/or intrinsic value.

Establish and maintain records of communications with creators and/or potential donors of documents.

Determine appropriate actions regarding user requests by providing information from documents, providing-and access to documents, and making referrals to other sources, ~~or denying the requests for information.~~

Design and implement a description plan by developing finding aids as guides, inventories, registers, series descriptions, and folder lists.

Make and implement decision about digitization, reformatting, handling techniques, technology migration, appropriate laboratory treatments, phased conservation, and referral to technical experts.

Monitor federal, state, and local statutes relating to collections; maintain programs and collections to ensure compliance.

Plan and implement automated systems for museum-wide collection management; utilize appropriate technologies to manage archival programs.

Represent the museum as an expert in the area of collection management and access; advise other institutions on collection management issues.

Recruit, train, and direct assigned staff.

### **QUALIFICATIONS KNOWLEDGE AND ABILITIES**

Knowledge of:

- Archival concepts, terms, principles, and methods appropriate for different media including knowledge of preservation options and the application to paper and different media.
- The characteristics of paper, film, and electronic media and how they influence value, acquisition, preservation, and use of documents.
- Principles and practices of museum collection management.
- Computerized collection management systems used in a Museums and/or archives setting and other record keeping systems.
- Federal, state, and local statutes as well as laws, policies, regulations, and procedures relating to collections.
- The impact of technology on methods and practices for archival arrangement and retrieval.
- Computer systems and software applications.

Ability to:

- Understand archival concepts; the characteristics of paper, film, and electronic media; and the principles and practices of museum collection management.
- ~~Assume progressively more responsible assignments and~~ Take initiative in the resolution of issues; exercise sound judgment; and make recommendations.
- Plan and implement a variety of assignments and develop detailed plans.
- Keep records and maintain highly organized filing systems.
- Utilize effective written and oral communications.
- ~~Utilize~~ computer systems and software applications ~~in the performance of assigned duties.~~
- Assign work, train, ~~supervise,~~ and assist in evaluation of staff, volunteers, and interns.
- Safely lift and transport archived collections weighing up to and in excess of ~~fifteen-thirty~~ (30+5) pounds.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

### **EDUCATION AND EXPERIENCE MINIMUM QUALIFICATIONS**

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

#### **Education:**

A ~~Bachelor's~~Master's degree in archival studies, history, library and/or information sciences, public administration, political science, or a related field with course work in archival methods and theory and library systems. A Master's degree in a related field is highly desirable (but not required).

**Experience:**

~~Three-Five~~ (53) years of progressively responsible experience in archival administration, preferably with experience in ~~computerized-digital and print document collections management systems~~ utilized by ~~M~~museums and/or archives. Note: A Master's degree in a related field may substitute for up to two (2) years of experience.

**LICENSE OR CERTIFICATE**

Possession of a professional designation as a Certified Archivist (CA) is highly desirable.

Successful incumbents in this position may be 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.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>					
Established:	01/31/2008	CSB Resolution #:	44508	Salary #:	Ordinance
Exempted:	Y N	Exemption Resolution #:			
Revision Date:	/ /	CSB Resolution #:			
Re-titled Date:	/ /	CSB Resolution #:		Salary #:	Ordinance
(Previous title(s):	)				



**SPECIAL 5:30 P.M. CIVIL SERVICE BOARD MEETING MINUTES  
(DRAFT)**

**Date: October 20, 2021**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, Assistant HR Director/Staff to the Board  
Malia McPherson, Attorney to the Board

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**Webinar ID: 845 2783 4668 (Note: Password: "CSB1021" may be required to connect.)**
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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: 845 2783 4668 Passcode: 5733959**

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If you have any questions, please email Greg Preece, Assistant Human Resources Director at [GPreece@oaklandca.gov](mailto: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 OCTOBER 20, 2021 SPECIAL CIVIL SERVICE BOARD MEETING AGENDA ACTION

**45079 A motion was made by Vice Chair Martinez and seconded by Member Levin to approve the October 20, 2021 Special Meeting Agenda. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

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

#### 3) UPDATES, SECRETARY TO THE BOARD INFORMATION

- Cancellation of November 18, 2021 Civil Service Board Meeting

#### 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 (5)
- Human Resources Management Department (1)
  - Human Services Department (1)
  - Oakland Police Department (1)
  - Oakland Public Library (2)
- c) Approval of Revised Classification Specifications (5)
- Library Aide, Library Assistant, and Library Assistant, Senior
  - Manager, Support Services
  - Recreation Leader II, PPT

**45080 A motion was made by Member Levin and seconded by Vice Chair Martinez to approve the Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

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

## 5) OLD BUSINESS:

- a) Approval of September 16, 2021 Civil Service Board Meeting Minutes ACTION

**45081 A motion was made by Vice Chair Martinez and seconded by Member Levin to approve the September 16, 2021 Meeting minutes. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin.

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

- b) Determination of Schedule of Outstanding Board Items ACTION

**45082 A motion was made by Member Baranco and seconded by Member Levin to approve the Schedule. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

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

- |    |                                                                                                                                                                                                                                                                                                                                  |             |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 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<br><br><i>There is no update available this month.</i>                                                                                                                                                                                                                                              | INFORMATION |
| e) | Update regarding Measure Q Hiring Efforts                                                                                                                                                                                                                                                                                        | INFORMATION |

#### 6) NEW BUSINESS:

- |    |                                                                                                 |        |
|----|-------------------------------------------------------------------------------------------------|--------|
| a) | Approval of New Classification Specification for Community Review Police Agency (CPRA) Attorney | ACTION |
|----|-------------------------------------------------------------------------------------------------|--------|

**45083 A motion was made by Vice Chair Martinez and seconded by Member Baranco to approve the New Classification Specification for Community Review Police Agency (CPRA) Attorney. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

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

- |    |                                                                      |        |
|----|----------------------------------------------------------------------|--------|
| b) | Approval of New Classification Specification for Benefits Supervisor | ACTION |
|----|----------------------------------------------------------------------|--------|

**45084 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the New Classification Specification for Benefits Supervisor. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

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

- 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 Specification Revisions Currently Under Review INFORMATION

## 7) OPEN FORUM

### CLOSED SESSION AGENDA

**45085** A motion was made by Member Baranco and seconded by Member Williams to adjourn to Closed Session. The motion passed.

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

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

### ROLL CALL

*The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957:*

**1) Personnel Matter for Public Employee: Review of the Hearing Officer’s Findings for Civil Service Board Case No OPD-2020-AP01 (L. Winer)**

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

**45086** A motion was made by Member Levin and seconded by Member Williams to sustain the findings of the Hearing Officer. The motion passed.

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

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

**45087** A motion was made by Member Levin and seconded by Member Williams to adjourn Closed Session and return to Open Session. The motion passed.

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

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

## OPEN SESSION AGENDA

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

### 3) ADJOURNMENT

**45088** A motion was made by Member Baranco and seconded by Vice Chair Martinez to adjourn the meeting. The motion passed.

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Brown

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

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



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## SPECIAL 5:15 P.M. CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

**Date: December 16, 2021**

**Open Session: 5:15 p.m.**

**Location: Via Zoom**

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

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

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical 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/86346510580?pwd=TjNyYUw4ZjkxWkY4YlZMczcwRVAXUT09> 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: 863 4651 0580 (Note: Password: “CSB1216” 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: 863 4651 0580 Passcode: 3382512** 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, Assistant Human Resources Director at [GPreece@oaklandca.gov](mailto: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) REVIEW AND TAKE POSSIBLE ACTION ON A RESOLUTION ACTION (AB 361, FILED 9/16/2021) ESTABLISHING CERTAIN FINDINGS JUSTIFYING THE ONGOING NEED FOR VIRTUAL MEETINGS

**45089 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the Resolution. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin

#### 3) OPEN FORUM

#### 4) ADJOURNMENT

**45090 A motion was made by Chairperson Hudson-Harmon and seconded by Member Williams to adjourn the special meeting. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

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

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## REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

**Date: December 16, 2021**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
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#### COMMENT:

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## OPEN SESSION AGENDA

### ROLL CALL

#### 1) PUBLIC COMMENT:

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

#### 2) APPROVAL OF THE DECEMBER 16, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

**45091 A motion was made by Member Williams and seconded by Member Brown to approve the agenda. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

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

#### 3) UPDATES, SECRETARY TO THE BOARD INFORMATION

a) Semi-Annual Staffing Report

#### 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 (7)

- Economic & Workforce Development (1)
- Housing & Community Development Department (2)
- Human Services Department (2)
- Oakland Department of Transportation (1)
- Oakland Public Library (1)

## c) Approval of Revised Classification Specifications (1)

- Special Activity Permit Inspector (formerly Municipal Code Enforcement Officer)

**45092 A motion was made by Vice Chair Martinez and seconded by Member Williams to approve the Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin

## 5) OLD BUSINESS:

- a) Approval of October 20, 2021 Special Civil Service Board Meeting Minutes ACTION

*Unable to vote based on those in attendance; this item will carry to the next meeting*

- b) Determination of Schedule of Outstanding Board Items ACTION

*There were no outstanding items to schedule – no vote required.*

- 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

*There is no update available this month.*

- e) Update regarding Measure Q Hiring Efforts

INFORMATION

**6) NEW BUSINESS:**

- a) Approval of New Classification Specification for Special Activity Permit Technician

ACTION

**45093 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the New Classification Specification for Special Activity Permit Technician. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

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

- b) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for MACRO Program Manager

ACTION

**45094 A motion was made by Vice Chair Martinez and seconded by Member Williams to approve the New Classification Specification for MACRO Program Manager. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

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

- c) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Manager, Payroll

ACTION

**45095 A motion was made by Member Brown and seconded by Member Williams to approve the New Classification Specification for Payroll Manager. The motion passed.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

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

## 7) OPEN FORUM

## 8) ADJOURNMENT

**45096** A motion was made by Member Williams and seconded by Vice Chair Martinez to adjourn the meeting. The motion passed.

**Votes:** Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin

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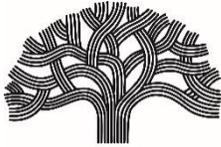


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CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** January 20, 2022

**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

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## **SUMMARY**

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the December 16, 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 forty-five (45) employees were in the TCSE (6), TCSE/Annuitant (17), and ELDE (22) categories as of pay period ending January 7, 2022. 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 forty-five (45) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: January 20, 2022

Page 2

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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:

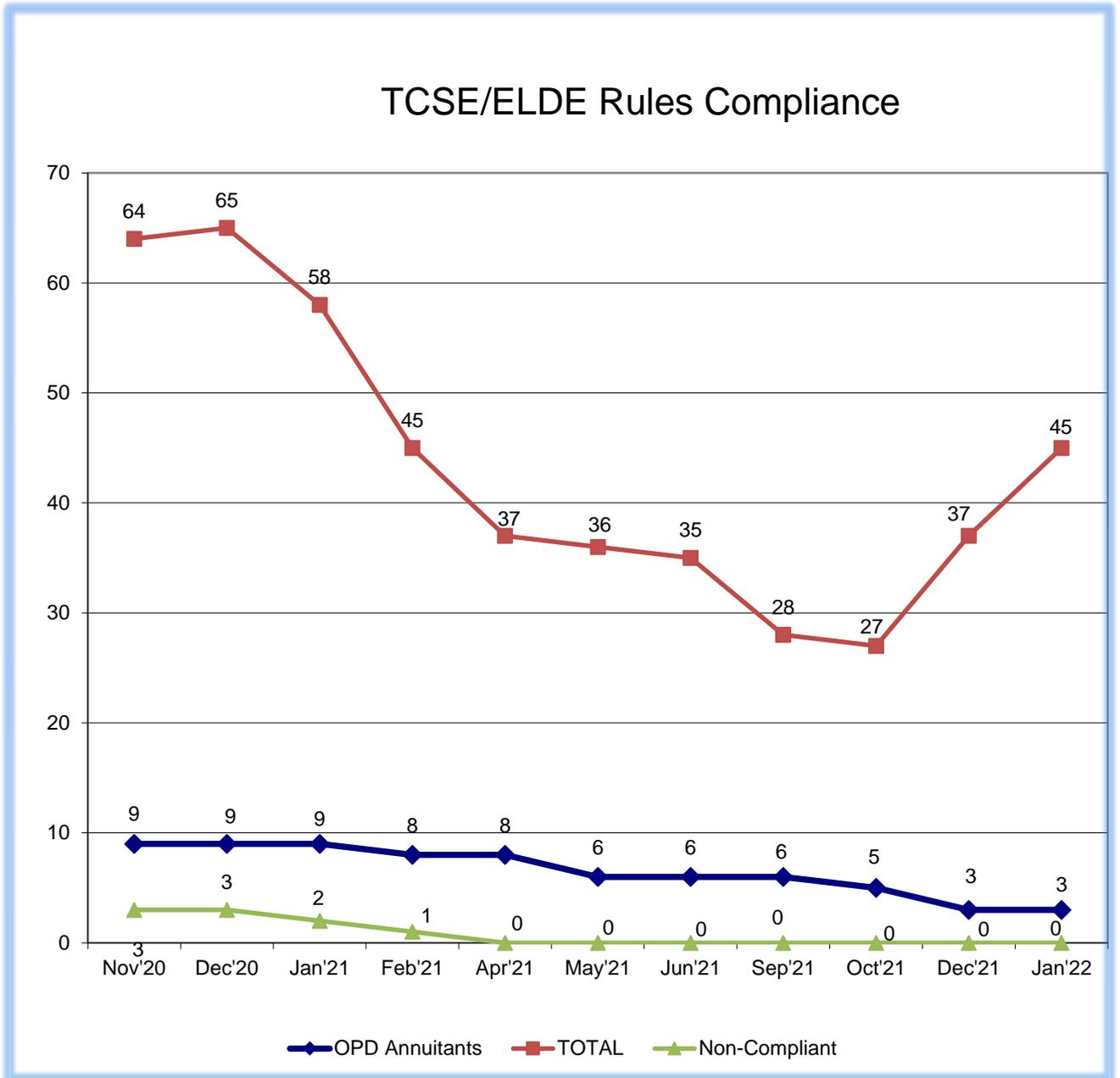
- A. TCSE/ELDE Report: For Payroll Period Ending January 7, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD**  
**January 2022 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (0)</b>								
<b>NEW THIS PERIOD (6)</b>								
DEPT. OF TRANSPORTATION	Mount	Douglas	35247 - Mobility Management	21/11/2021	ELDE		Assistance with transition of programs into DOT	COMPLIANT
EWD	Beverly	Lisa	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
EWD	Ellis	Felicia	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
EWD	Tran	Vy	85111 - Admin: Economic & Workforce Dev	12/11/2021	ELDE		Budget support and tracking	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	12/11/2021	ELDE		Assistance with Rent Registry Database	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	45.5	Recruitment support for HSD	COMPLIANT
<b>COMPLIANT (39)</b>								
ANIMAL SERVICES	Park	Lauren	62111 - Oakland Animal Services	7/25/2020	TCSE	495	Additional Veterinarian Assistance	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	365.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	363	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	Adwan	Rania	66111 - Police Commission	8/7/2021	ELDE		Administrative support for Police Commission	COMPLIANT
CPRA	Zisser	Aaron	66211 - Community Police Review Agency	2/6/2021	TCSE	847.5	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	368	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	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	160	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	371.5	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	355	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	To	Julie	08121 - Finance & Management Payroll	11/13/2021	ELDE		Payroll Manager during Spec Creation	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	490.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	12/13/2021	TCSE/ Annuitant	99	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	22	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency	COMPLIANT
FIRE	Jones	Elliott	20913 - EMS Training	11/1/2021	ELDE		MACRO Program Manager	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	10/4/2021	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT

**CIVIL SERVICE BOARD  
January 2022 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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	706	Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)	COMPLIANT
HCD	Lothlen	Brittni	89969 - Residential Rent Arbitration Unit	9/6/2021	ELDE		Providing Admin support within the Hearings Unit	COMPLIANT
HCD	Nettles	Marvin	89969 - Residential Rent Arbitration Unit	7/10/2021	ELDE		Admin support within Rent Arbitration Unit and provide database support.	COMPLIANT
HCD	Smith	Caleb	89935 - Municipal Lending	11/13/2021	ELDE		Program support in Housing Unit	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
HUMAN SERVICES	Fong	Linda	75241 - Senior Companion Program Unit	10/30/2021	ELDE		Assistance in Senior Center Development and Operations Program	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	470	HS Classroom support	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	763	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Taylor	Shelley	78235 - HS Central Office Administration	11/28/2020	TCSE	217.5	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
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	341.5	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
PBD	Luong	Christie	84452 - Inspections Residential Buildings	10/2/2021	ELDE		Soft Story Retrofit Program support	COMPLIANT
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
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
POLICE	Cook	Brigette	102310 - Criminal Investigations	4/19/2021	ELDE		Working within the grant-funded victim services unit	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	576.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	5/29/2021	ELDE		Assisting with NSA-related tasks and projects.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	346	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	279	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	222.5	Assistance in the OPW Training Program	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
<b>NON-COMPLIANT (0)</b>								



\*\* There were no reports at the March 2021, July 2021, or August 2021 meetings

\*\*\* The November 2021 meeting was canceled.

Measure Q Hiring Progress Tracker  
 January 20, 2022 Civil Service Board Meeting

DEPT	CLASSIFICATION	FTE POSITIONS	FILLED	ELIGIBLE LIST AVAILABLE	DETAILS
HSD	Budget & Grants Administrator	1	1	Yes	Filled (8.7.2021)
HSD	Administrative Assistant II	1	1	Yes	Filled (8.22.2020)
HSD	Case Manager I	1	1	Yes	Filled (March 2021)
OPW	Custodian	5	2	No	2 FTE Offers made and In Hire approval status, 3 FTE (6TPT) will be hired in the next TPT recruitment immediately following completing the full time hires.
OPW	Assistant Engineer I	1	0	No	Dept in process of scheduling interviews (Tentatively set for January 2022)
OPW	Administrative Assistant II	1	1	Yes	Filled (2.26.2021)
OPW	Construction & Maintenance Mechanic	2	2	Yes	Filled (10.30.21) Filled (11.13.21- one position on hold. Employee is currently on leave)
OPW	Business Analyst II	1	1	No	Filled (11.14.2020)
OPW	Gardener Crew Leader	7	4	Yes	Four of seven positions filled (1 filled 4.30.2021, 3 filled 6.12.2021). The new job announcement posted 12.27.21. Interviews will be mid-February.
OPW	Gardener II	15	15	Yes	Filled (5 filled 6.12.2021, 5 filled 7.24.2021, 3 filled 8.7.2021, 2 filled 8.21.2021)
OPW	Painter	2	2	Yes	2 candidates onboarding on 1.4.2021
OPW	Park Attendant, PT (NEW)	0.5	0.5	Yes	Filled (11.13.21)
OPW	Park Equipment Operator	2	0	No	Announcements complete, restricted posting closed 11.7.21/open posting closed 11.14.21. Four candidates met MQs, exams 12.6.21. Interviews 12.28.21, 2 candidates were offered the positions.
OPW	Park Supervisor I	2	0	No	Announcement closed 9.2.21, applications being reviewed. G.Preece worked with L21 on the MQs. Posting will be re-opened
OPW	Park Supervisor II	1	1	Yes	Filled (6.26.21)
OPW	Tree Worker (formerly Tree Worker D	1	1	No	Filled ( 11.13.21)
OPW	Tree Trimmer	1	0	Yes	Vacant, new Tree Worker req created 11.1.21 with flex staffing to fill this Tree Trimmer position is going through approval. Referred to CPS for recruitment.



CITY OF OAKLAND

# *STAFF REPORT*

**DATE:** January 20, 2022

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

**THROUGH:** Greg Preece, Assistant Human Resources Director

**THROUGH:** Ian Appleyard, Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in October 2021 (for quarter end September 30, 2021). This report also provides an update on classification specifications that are currently under review.

### *Classification Studies*

Attachment A is a report of all outstanding classification studies for the quarter ending on December 31, 2021. During this reporting period, four (4) studies were completed, one (1) study was canceled, and two (2) new studies were received. There are currently nine (9) active classification studies.

### **EXPLANATION OF DELAYS**

One (1) study has passed the one-year mark:

- Police Services Technician II – **Completed 12/31/2021**

The delays are largely attributed to competing demands among staff and complex studies that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved as do changes in incumbents’ supervisors. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study. While abiding by the Shelter-in-place order from Alameda County in response to the Coronavirus pandemic, the City organization has adapted several of its business practices during the pandemic; many staff have been telecommuting and the department strives to become more agile in dealing with emerging challenges during this unprecedented time. Further, we have multiple vacancies in the Human Resource Department; we continue to assess priorities and workload among existing staff while taking steps to fill the vacancies.

Despite these considerations, HRM remained focused on addressing overdue studies. One (1) study had exceeded the one-year mark, and staff completed that study at quarter-end. HRM

worked to eliminate the backlog completely and succeeded. Staff expects to continue enlisting assistance from an external consultant to help with addressing the on-going queue as well.

The Human Resource Analysts have been trained on how to conduct classification studies, and all continue to carry at least one classification study each. Progress remains slow but steady, and staff are demonstrating gains as their knowledge of classification studies grows. Building capacity among staff remains the most strategic approach to ensure skilled staff are available and that incoming classification study requests can be addressed as quickly as possible in the near future.

### ***Classification Specification Review***

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending December 31, 2021 showing a total of one hundred-three (103) classifications: during this reporting period, there were eleven (11) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; one (1) classification is being advanced by HRM to the Board for the January 20, 2022 meeting; an additional seventeen (17) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are sixty-six (66) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

<b>Status</b>	<b>Qty</b>
Approved by CSB or Closed During Quarter	11
Scheduled to CSB for Approval	1
Under Review for Scheduling of Meet & Confer with Representative Union	17
Assigned to Analyst for Review	66
Pending for Assignment	8
<b>TOTAL</b>	<b>103</b>

Additionally, this Quarterly Update contains a new section that is depicted in Attachment C. The graph reflects the total number of closed and active classification specification assignments as documented in past Quarterly Updates during a three-year period from January 2019 to present. During the October 2020 Board meeting, the Chairperson requested additional information to provide context. The chart below provides the underlying data. During this period, one hundred-seven (107) classification specification assignments were approved or canceled.

<b>Quarterly Update Report</b>	<b>Closed Class Specs</b>	<b>Total Assignments</b>
January 2019	13	97
April 2019	11	105
July 2019	6	102
October 2019	6	99
January 2020	10	100
July 2020	13	106

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: January 20, 2022

<b>Quarterly Update Report</b>	<b>Closed Class Specs</b>	<b>Total Assignments</b>
October 2020	11	101
January 2021	3	92
April 2021	11	96
July 2021	8	95
October 2021	4	94
January 2022	11	103

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

Attachment A – Classification Studies (Desk Audits) October 1, 2021 – December 31, 2021

Attachment B – Classification Specifications under review October 1, 2021 – December 31, 2021

Attachment C – Graph of Quarterly Classification Specification Data January 2019 – January 2022

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

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OPD	Police Services Technician II	10/24/2018	12/31/2021	1164	Yes	Completed.
2	HCD	Mortgage Advisor	11/4/2020	11/3/2021	364	No	Completed.
3	OFD	Fire Personnel Operations Specialist	12/29/2020	12/20/2021	356	No	Completed.
4	OPW	Parking Meter Repair Worker	2/18/2021			No	Drafting final findings.
5	PBD	Management Assistant	4/1/2021			No	Assigned to consultant, in initial stages.
6	HSD	Head Start Education Coordinator	4/21/2021			No	On hold with consultant; pending updated info.
7	DOT	Sign Maintenance Worker	5/26/2021			No	Assigned, in initial stages.
8	OPW	Electrical Engineer II	6/11/2021			No	In progress.
9	PBD	Administrative Analyst II	7/16/2021	12/10/2021	n/a	No	Canceled; employee resigned.
10	LIBRARY	Management Assistant	8/2/2021			No	Pending assignment.
11	DVP	Health & Human Services Program Planner	8/31/2021	10/26/2021	56	No	Completed.
12	PBD	Graphic Delineator	9/27/2021			No	Pending assignment.
13	PBD	Planner III	11/1/2021			No	New assignment.
14	OFD	Administrative Services Manager I	11/30/2021			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
<b>CLOSED THIS QUARTER (11)</b>					
AP221	LIBRARY	Library Aide	SD1	SPEC REVISION	Approved at 10/21/2021 CSB Meeting.
AP223	LIBRARY	Library Assistant	SD1	SPEC REVISION	Approved at 10/21/2021 CSB Meeting.
AP224	LIBRARY	Library Assistant, Senior	SD1	SPEC REVISION	Approved at 10/21/2021 CSB Meeting.
MA140	OPW	Manager, Support Services	UM1	SPEC REVISION	Approved at 10/21/2021 CSB Meeting.
TBD	CAO	Community Police Review Agency (CPRA) Attorney	TBD	NEW SPEC	Approved at 10/21/2021 CSB Meeting.
TBD	HRM	Benefits Supervisor	TBD	NEW SPEC	Approved at 10/21/2021 CSB Meeting.
PP133	OPRYD	Recreation Leader II, PPT	SC1	SPEC REVISION	Approved at 10/21/2021 CSB Meeting.
TBD	OFD	MACRO Program Manager	TBD	NEW SPEC	Approved at 12/16/2021 CSB Meeting.
TBD	FINANCE	Payroll Manager	TBD	NEW SPEC	Approved at 12/16/2021 CSB Meeting.
AF060	EWD	Special Activity Inspector (formerly Muni Code Enf Officer)	SD1	SPEC REVISION	Approved at 12/16/2021 CSB Meeting.
TBD	EWD	Special Activity Permit Technician	TBD	NEW SPEC	Approved at 12/16/2021 CSB Meeting.
<b>SCHEDULED (1)</b>					
SC256	OPL	Archivist	TW1	SPEC REVISION	Scheduled for 1/20/2022 CSB Meeting.
<b>PENDING MEET &amp; CONFER (17)</b>					
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Scheduling meeting w/L55 in January.
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	In progress with Local 1021.
TBD	HSD	Early Learning Education Specialist	TBD	NEW SPEC	In progress with Local 21.
TBD	HSD	Education Manager	TBD	NEW SPEC	In progress with Local 21.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 monthly meeting in January.
AP447	OPW	Environmental Services Analyst, Assistant	TW1	SPEC REVISION	For Local 21 meeting in January.
TBD	HSD	Family Services Specialist	TBD	NEW SPEC	Finalizing with Local 1021.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	Finalizing proposed draft with department
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	Met with Local 1021 on 2/22; pending L1021.
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	Finalizing proposed draft with department
TBD	ITD	Oracle Application Database Administrator	TBD	NEW SPEC	In progress with Local 21.
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in Jan.
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	For Local 1021 monthly meeting in January.
PP140	OPW	Recycling Specialist	TW1	SPEC REVISION	For Local 21 meeting in January.
PP141	OPW	Recycling Specialist, Senior	UH1	SPEC REVISION	For Local 21 meeting in January.
PP144	HSD	Senior Services Program Assistant	TW1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OPW	Tree Trimmer Crew Leader	TBD	NEW SPEC	Initiated 4/19; still in progress; for 1/24 Mtg.
<b>IN PROGRESS (66)</b>					
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	Drafting new class spec
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	Finalizing proposed spec revisions with departments
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in Feb.
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec per dept August 2020
TR125	OPW	Electrical Engineer II	TF1	SPEC REVISION	Preparing proposed spec revisions for department
ET114	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Finalizing proposed spec revisions with department
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	Finalizing proposed spec revisions with department.
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	In the queue for future meeting with Local 21
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	FINANCE	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec; need union meeting date
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
TBD	HCDD	Rent Adjustment Program Assistant/Coordinator	TBD	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
<b>PENDING ASSIGNMENT (8)</b>					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment

City of Oakland - Human Resources Management  
Quarterly Classification Specification Data

