



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

Date: February 17, 2022

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, 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/81955196273?pwd=RHRjWjBvcWJSMTZBNHEwOWIMd0VmQT09> 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
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Webinar ID: 819 5519 6273 Passcode: 974130

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:

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE FEBRUARY 17, 2022 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Adopt A Resolution Renewing And Continuing The Civil Service Board’s Determination That Conducting In-Person Meetings Of The Civil Service Board Would Present Imminent Risks To Attendees’ Health, And Electing To Continue Conducting Meetings Using Teleconferencing In Accordance With California Government Code Section 54953(e), A Provision Of AB-361

b) Approval of Provisional Appointments (0)

- There are no provisional appointments this month.

- c) Approval of Employee Requests for Leave of Absence (2)
 - Housing & Community Development Department (1)
 - Community Police Review Agency (1)
- d) Approval of Revised Classification Specifications (0)
 - There are no consent specifications this month.

5) OLD BUSINESS:

- a) Approval of January 20, 2022 Civil Service Board Special 5:15 P.M. Meeting Minutes ACTION
- b) Approval of January 20, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION
- c) Determination of Schedule of Outstanding Board Items INFORMATION
- d) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- e) Update on Common Class Study INFORMATION
There is no update available this month.
- f) Update regarding Measure Q Hiring Efforts INFORMATION
- g) Discuss and Determine Whether there is an Ongoing Need to Provide Monthly Update on Measure Q Hiring Efforts ACTION
- h) 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
There is no update available this month.

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Family Services Specialist 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, March 17, 2022. All materials related to agenda items must be submitted by Thursday, March 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, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



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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

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OAKLAND CIVIL SERVICE BOARD

RESOLUTION NO. _____

ADOPT A RESOLUTION RENEWING AND CONTINUING THE CIVIL SERVICE BOARD'S DETERMINATION THAT CONDUCTING IN-PERSON MEETINGS OF THE CIVIL SERVICE BOARD WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. *See* <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>; and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. *See* <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. *See* <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19

symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>; and

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>; and

WHEREAS, the City's public-meeting facilities are indoor facilities that are not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on October 20, 2021, the Civil Service Board adopted a Resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

RESOLVED: that the Civil Service Board finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the Civil Service Board renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the Civil Service Board firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: that the Civil Service Board will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the Civil Service Board finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever occurs first.



MEMORANDUM

DATE: February 17, 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

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

| | | | | |
|--------------------|------------------------------|---|-------------------------------------|--------------|
| Ahmad, Maimoona | Hearing Officer | Housing & Community Development Department | July 4, 2022 – August 26, 2022 | CSR 8.07 (c) |
| Dill, Emma | Complaint Investigator II | Community Police Review Agency | January 27, 2022 – March 4, 2022 | 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 _____ Employee's ID _____ Today's Date _____

Department/Division _____ Employee Job Title _____

I Request: _____
No. of Days or Hours Days Hours From _____ To _____
Select Days or Hours

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

Comparison of Different Leave Types

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

* Additional Information

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

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

Maimoona Ahmad _____
 Employee's Signature Date

 Civil Service Board Approval Date

Shola Olatoye _____
 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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- Maternity Leave (no pay)

Employee's Name EMMA DILL Employee's ID 23513 Today's Date 02/04/22

Department/Division COMMUNITY POLICE REVIEW AG. Employee Job Title COMPLAINT INVESTIGATOR II

Request: 37 CALENDAR DAYS Days Hours From 01/27/2022 To 03/04/2022
No. of Days or Hours Select Days or Hours

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

| Comparison of Different Leave Types | | | | | |
|-------------------------------------|------------------|-------------------------|-------------------|-----------------------|-------------------------------------|
| Leave Type | Maximum Duration | Keep Accrued Seniority? | Accrue 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) |
| P | 1 year | No | No | No* | Maternity Leave |

* 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 maternity, an employee may take up to a maximum of 5 months leave.

[Signature] 02/04/2022
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 02/04/2022
 Department Head Approval Date

 City Manager Approval Date

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

Date: January 20, 2022

Open Session: 5:15 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, Assistant HR Director/Staff to the Board
Malia McPherson, Attorney to the Board

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Webinar ID: 878 2818 4915 Passcode: 755059

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OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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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

45097 A motion was made by Member Brown and seconded by Vice Chair Martinez to approve the Resolution (AB 361, Filed 9/16/2021) establishing certain findings justifying the ongoing need for virtual meetings.

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

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

3) OPEN FORUM

4) ADJOURNMENT

45098 A motion was made by Member Brown and seconded by Member Williams to adjourn the Special Meeting.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

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ROLL CALL

1) PUBLIC COMMENT:

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OPEN FORUM.**

2) APPROVAL OF THE JANUARY 20, 2022 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45099 A motion was made by Member Levin and seconded by Member Williams to approve the agenda for the January 20, 2022 Civil Service Board Meeting.

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

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointments (0)

- There are no provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (2)
- Economic & Workplace Development Department (1)
 - Human Resources Management Department (1)
- c) Approval of Revised Classification Specifications (1)
- Archivist

45100 A motion was made by Member Williams and seconded by Member Brown to approve the Consent Calendar.

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

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

5) OLD BUSINESS:

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

45101 A motion was made by Member Levin and seconded by Vice Chair Martinez to approve the October 20, 2021 Special Civil Service Board Meeting Minutes.

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

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

- b) Approval of December 16, 2021 Civil Service Board Special 5:15 P.M. Meeting Minutes ACTION

45102 A motion was made by Member Brown and seconded by Member Williams to approve the December 16, 2021 Special 5:15 PM Civil Service Board Meeting Minutes.

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

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

- c) Approval of December 16, 2021 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION

45103 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the December 16, 2021 Regular 5:30 PM Civil Service Board Meeting Minutes.

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

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

- 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 INFORMATION
- There is no update available this month.*
- 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**

45104 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the Consent Calendar.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, 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, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov

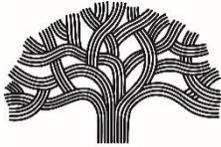


Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

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

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

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



CITY OF OAKLAND

STAFF REPORT

DATE: February 17, 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

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 January 20, 2022 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of fifty-three (53) employees were in the TCSE (9), TCSE/Annuitant (18), and ELDE (26) categories as of pay period ending February 4, 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 fifty-three (53) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: February 17, 2022

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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 February 4, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD
FEBRUARY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

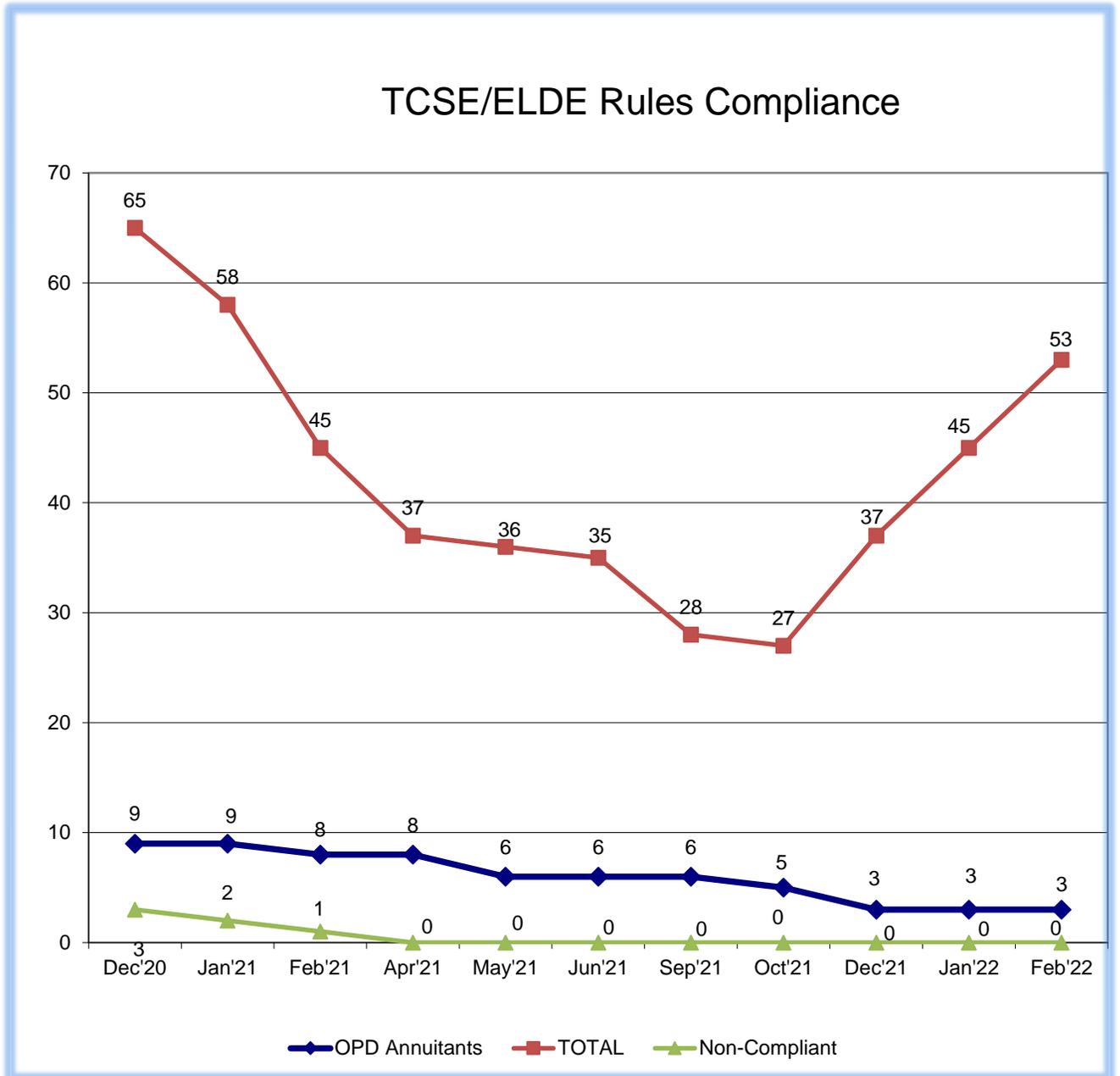
| DEPT | LAST_NAME | FIRST_NAME | ORG | JOB_DATE | TYPE | HOURS | NOTES | STATUS |
|----------------------------------|------------|------------|--|------------|--------------------|--------|---|-----------|
| CLOSED THIS PERIOD (0) | | | | | | | | |
| NEW THIS PERIOD (8) | | | | | | | | |
| CITY ADMINISTRATOR | Luna | Richard | 02111 - City Administrator Admin Unit | 1/15/2022 | TCSE | 80.5 | Administrative support while recruitments are conducted | COMPLIANT |
| CITY ATTORNEY | Chiu | James | 04111 - City Attorney Administration Unit | 1/22/2022 | ELDE | | Administrative and fiscal assistance | COMPLIANT |
| FINANCE | Tran | Vy | 08222 - General Ledger | 12/11/2021 | ELDE | | Grants management functions | COMPLIANT |
| FIRE | Lipp | Robert | 20411 - Emergency Services/Suppression | 1/10/2022 | TCSE/ Annuitant | 160 | Administrative support while recruitments are conducted | COMPLIANT |
| HCD | Erickson | Karen | 08919 - Admin: Housing & Community Development | 1/22/2022 | TCSE | 74 | Emergency Rental Assistance Program Support | COMPLIANT |
| HUMAN RESOURCES | Mariano | Andrea | 05511 - Human Resource Development Unit | 1/8/2022 | ELDE | | Citywide organizational development and training management while new classification is created | COMPLIANT |
| HUMAN SERVICES | Abano | Darfene | 75231 - Multipurpose Senior Service Pgm | 1/22/2022 | TCSE | 67.5 | Senior Center Support | COMPLIANT |
| HUMAN SERVICES | Cole | Desralynn | 78111 - DHS Administration Unit | 1/22/2022 | ELDE | | Headstart strategic support and budget administration | COMPLIANT |
| COMPLIANT (45) | | | | | | | | |
| ANIMAL SERVICES | Park | Lauren | 62111 - Oakland Animal Services | 7/25/2020 | TCSE | 556 | Additional Veterinarian Assistance | COMPLIANT |
| CITY AUDITOR | Edmonds | Michael | 07111 - City Auditor Unit | 5/29/2021 | TCSE/ Annuitant | 442.5 | 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 | 420 | 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 | 911.25 | 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 | 381 | Temporary assistance to complete AC Transit Bus Rapid Transit project. | COMPLIANT |
| DEPT. OF TRANSPORTATION | Mount | Douglas | 35247 - Mobility Management | 12/11/2021 | ELDE | | Assistance with transition of programs into DOT | 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 | 246.5 | Assist in the Great Streets Division during process of hiring and on-boarding a new division manager | COMPLIANT |
| ECONOMIC & WORKFORCE DEVELOPMENT | Beverly | Lisa | 85611 - Special Activities | 12/11/2021 | ELDE | | Providing support in special activity permit unit. Spec under revision | COMPLIANT |
| ECONOMIC & WORKFORCE DEVELOPMENT | Ellis | Felicia | 85611 - Special Activities | 12/11/2021 | ELDE | | Providing support in special activity permit unit. Spec under revision | COMPLIANT |
| ECONOMIC & WORKFORCE DEVELOPMENT | Lane | Patrick | 85221 - Project Implementation: Staffing | 11/2/2019 | TCSE/ Annuitant | 426.5 | Assist with EWD Project Implementation | COMPLIANT |
| ECONOMIC & WORKFORCE DEVELOPMENT | Tran | Vy | 85111 - Admin: Economic & Workforce Dev | 12/11/2021 | ELDE | | Budget support and tracking | 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 |

**CIVIL SERVICE BOARD
FEBRUARY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

| DEPT | LAST_NAME | FIRST_NAME | ORG | JOB_DATE | TYPE | HOURS | NOTES | STATUS |
|-----------------|------------|------------|--|------------|--------------------|-------|---|-----------|
| FINANCE | Treglown | Donna | 08111 - Finance/Controller | 6/18/2018 | TCSE/ Annuitant | 542.5 | 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 | 179 | 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 situations | 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 |
| 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 | 797.5 | 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 | Pretto | Allison | 89969 - Residential Rent Arbitration | 12/11/2021 | ELDE | | Assistance with Rent Registry Database | COMPLIANT |
| HCD | Smith | Caleb | 89935 - Municipal Lending | 11/13/2021 | ELDE | | Program support in Housing Unit | COMPLIANT |
| HUMAN RESOURCES | Look | Daryl | 05211 - Employment & Classification Unit | 1/3/2021 | TCSE/ Annuitant | 105.5 | Recruitment support for HSD | 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 | 572 | HS Classroom support | COMPLIANT |
| HUMAN SERVICES | Poston | Dorothy | 75631 - Senior Center Unit | 2/8/2020 | TCSE/ Annuitant | 843 | 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 | 484 | 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 | 664.5 | 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 | 429 | Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Pressnell | Edward | 100610 - Background & Recruiting | 9/23/2013 | TCSE/ Annuitant | 368 | Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding. | COMPLIANT |
| PUBLIC WORKS | Weed | Jonelyn | 30111 - Director & Human Resources Unit | 11/1/2021 | TCSE/ Annuitant | 308.5 | Assistance in the OPW Training Program | COMPLIANT |

**CIVIL SERVICE BOARD
FEBRUARY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

| DEPT | LAST_NAME | FIRST_NAME | ORG | JOB_DATE | TYPE | HOURS | NOTES | STATUS |
|--------------------------|-----------|------------|-----------------------|----------|------|-------|--|-----------|
| 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) | | | | | | | | |



** 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
 February 17, 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 | 0 | No | 2 FTE start 2/5/22, 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 February 2022) |
| OPW | Administrative Assistant II | 1 | 1 | Yes | Filled (2.26.2021) |
| OPW | Construction & Maintenance Mechan | 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 job announcement posted 12.27.21 and closed 1.14.22. 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 employees starting 2/5 and 2/19 |
| OPW | Park Attendant, PT (NEW) | 0.5 | 0.5 | Yes | Filled (11.13.21) |
| OPW | Park Equipment Operator | 2 | 2 | No | Filled (1.22.22) |
| OPW | Park Supervisor I | 2 | 0 | No | CPS managing recruitment. Announcement reposted closed 1.28.22, screening for MQs and test coordination. |
| 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

MEMORANDUM

DATE: February 17, 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 New Classification Specification for Family Services Specialist

Based upon a classification review requested by the Human Services Department (HSD), Human Resources Management (HRM) has proposed the creation of a new classification specification titled **Family Services Specialist**.

HSD is in the process of modifying existing classifications and adding new classifications to ensure that operations and service delivery align with federal Head Start Program and Performance Standards. HSD was originally planning to replace the existing Family Advocate classification with this new, higher level classification but has since reevaluated program needs. Instead, they will maintain current incumbents in Family Advocate positions and establish this new, promotional opportunity for existing staff.

The proposed duties of the new classification are as follows:

The incumbent is responsible for the planning, implementation and coordination of all family services activities at the centers, family child care homes, and in the home-based program option; coordinates services for families across service areas, inclusive of health, recruitment/enrollment/attendance, mental health, and disabilities; assists families in setting and achieving individual and family goals; serves as a liaison to link families with appropriate community resources, and assists with or locates assistance in crisis; promotes family engagement and understanding of outcomes and school readiness; ensures continuous recruitment and full enrollment of the program and direct case management services to families enrolled in the Head Start and Early Head Start Programs; facilitates social services, family and community engagement, father engagement, literacy education, health tracking and nutrition, and mental health; assists with disabilities services; partners with families to assist in developing and implementing goals to address their needs and to support school readiness in their child/children; assists with completion of applicable child health requirements, screenings, and assessments; maintains confidential information and performs data entry; and performs related duties as assigned.

There will be three vacancies in this new classification. The approved classification specification will be used for the recruitment and selection process once the new classification has been created and the required legislative processes have concluded.

CIVIL SERVICE BOARD

Subject: Family Services Specialist Classification Specifications

Date: February 17, 2022

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The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to create this new classification. City and SEIU representatives discussed the items at multiple meetings from October 2021 through January 2022. Thorough discussion ensued and the parties mutually agreed to several, minor amendments to the language. In an email message dated February 4, 2022, the union confirmed that there are no objections to the proposed new classification.

The salary ordinance amendment to formally add the classifications to the City's Salary Schedule will be scheduled for the Finance and Management Committee in April 2022. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **Family Services Specialist** classification specification.

Attachments: Proposed new Family Services Specialist classification specification.



FAMILY SERVICES SPECIALIST

DRAFT

Class Code: PPXXX FTE

Civil Service Classified

DEFINITION

Under general supervision in the Human Services Department, is responsible for the planning, implementation and coordination of all family services activities at the centers, family child care homes, and in the home-based program option; coordinates services for families across service areas, inclusive of health, recruitment/enrollment/attendance, mental health, and disabilities; assists families in setting and achieving individual and family goals; serves as a liaison to link families with appropriate community resources, and assists with or locates assistance in crisis; promotes family engagement and understanding of outcomes and school readiness; ensures continuous recruitment and full enrollment of the program and direct case management services to families enrolled in the Head Start and Early Head Start Programs; facilitates social services, family and community engagement, father engagement, literacy education, health tracking and nutrition, and mental health; assists with disabilities services; partners with families to assist in developing and implementing goals to address their needs and to support school readiness in their child/children; assists with completion of applicable child health requirements, screenings, and assessments; maintains confidential information and performs data entry; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification whose incumbents are responsible for performing the full range of family services including providing information, making referrals, coordinating parent workshops, and health tracking. This classification is distinguished from the higher-level Early Childhood Center Director in that the latter classification performs as a first-level supervisor.

Incumbents receive direction from the Head Start Family and Community Engagement Coordinator.

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

Implement and carry out a family partnership process that includes a family partnership agreement and identify and implement activities to support family well-being, including family safety, health, and economic stability, to support child learning and development; review family progress, revise goals, evaluate and track whether identified needs and goals are met, and adjust strategies on an ongoing basis, as necessary.

Perform outreach and recruitment to ensure sufficient enrollment of eligible children, pregnant individuals, and expectant families in the programs; partner with families regarding the application process; follow up to obtain and verify confidential eligibility documentation and work with the centralized Eligibility Unit to ensure applications are complete.

Provide, if applicable, services and support for children with disabilities and foster parental confidence and skills that promote the early learning and development of their children.

Implement and carry out intake and family assessment procedures to identify family strengths and needs related to the family engagement outcomes as described in the Head Start Parent Family and Community Engagement Framework.

Facilitate implementation of the evidenced-based parenting curriculum; coordinate with center staff to integrate family services with classroom efforts and to ensure integrated child and family curriculum; assist families in making the transition into and out of the Early Head Start/Head Start Program.

Document and analyze progress toward achieving family outcomes; enter and maintain information in automated database systems.

Coordinate and make home visits to families, as needed; assist parents in developing skills for participation on the Policy Council and attend meetings to provide ongoing support.

Contact families regarding a child's specific needs when a need is referred from education, health, disabilities, mental health or nutrition staff; contact families when any unexplained or frequent absences occur; provide appropriate crisis intervention through referral to appropriate agencies.

Facilitate planning and implementing the health program by collecting, reviewing, and entering health information into automated database systems, working with parents for ongoing health follow-up, and coordinating services with the Head Start health team.

Administer First Aid and Cardiopulmonary Resuscitation (CPR), as needed.

Input accurate data, detailed case notes, referrals, follow-up, and other required information into automated database systems in a timely manner in accordance with department policies and procedures.

Acquire and utilize a working knowledge of community resources and make recommendations about improvements to meet diverse, community needs; make annual visits to major agencies such as the Food Bank, WIC agencies, health centers, etc., for service delivery updates; and assist with Community Resource Guide updates to provide information and facilitate training to help families use the community resources effectively.

As needed, may be asked to fill in to meet adult to child licensing ratios, assist with program operations during urgent situations, and maintain safe, center conditions.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Social and health services agencies, practices, and procedures.
- Local, State, and Federal regulations on community action and social services programs.
- Head Start Performance Standards.
- Interview, assessment, and facilitation techniques related to parents and families.
- Health requirements and assessment procedures.
- Child development and education.
- Childcare, safety, and security for pre-school aged children.
- Methods of data collection, entry, monitoring, and analysis per departmental policies and procedures.
- Communication methods and techniques.
- Local community resources.

- Modern office equipment.
- Computer systems and software applications including mobile devices.
- Components involved in case management including follow up, event notes/actions, assessments, and comprehensive and integrated services.

Ability to:

- Interact with families of diverse educational, socio-economic, and cultural and linguistic backgrounds.
- Relate professionally, tactfully, ethically, sensitively, and non-judgmentally with parents, staff, and community partners.
- Interact with those with disabilities disabled and special needs.
- Collect, update, and maintain accurate and confidential records including data in automated database systems.
- Work collaboratively with children, families, staff, schools, local social service agencies, and other groups in a multicultural community.
- Track and perform health screenings to ensure timelines and mandates are met.
- Adhere to Local, State, and Federal Head Start Performance Standards and implement aspects in accordance with departmental policies and procedures.
- Communicate effectively in writing and orally.
- Facilitate and support workshops and small groups effectively.
- Use a computer and related software for various functions including inputting and retrieving accurate data, documenting health information, and generating relevant reports and correspondence.
- Generate and analyze reports to monitor, evaluate, plan, and support family services; implement, strategies to improve family services outcomes.
- Follow oral and written directions.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, and push and pull; lift supplies and items weighing up to 50 lbs.; may lift children weighing up to 50 lbs. in case of emergency.
- Grasp and manipulate items such as writing utensils.
- Sit on the floor while working with infants, toddlers, and children in the classroom when needed to meet staffing ratios.
- Walk from a parked car to a home site and climb up flights of stairs as necessary.
- Maintain confidentiality and discretion.
- Work independently and as part of a group when necessary.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in early childhood education, elementary education, social work, human services, counseling, public health, a health profession or a related field with a minimum of twelve (12) Early Childhood Education units.

Experience:

One (1) year of experience in coordinating or implementing health, social or education services to low-income families. Previous experience providing support and referral services to Head Start/Early Head Start families in bilingual communities is highly desirable.

LICENSE OR CERTIFICATE

A Family Development Credential is required within twelve (12) months of hire. A Bachelor’s degree in early childhood education, elementary education, social work, counseling, nursing or a closely related field can be substituted for the Credential.

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.

Must obtain First Aid and CPR certifications within sixty (60) days of employment and maintain throughout tenure of employment.

OTHER REQUIREMENTS

Depending on nature of assignment, candidates who receive offers of employment will be **required** to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening, obtain immunizations related to being in a classroom, and provide up to date immunization records (annually or when expired) as required by Child Care Licensing.

Ability to work evening and weekend schedules, which may include occasional travel.

Proficiency in a foreign language may be required.

| | | | |
|--|-----|-------------------------|---------------------|
| <u>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</u> | | | |
| Established: | // | CSB Resolution #: | Salary Ordinance #: |
| Exempted: | Y N | Exemption Resolution #: | |
| Revision Date: | // | CSB Resolution #: | |
| Revision Date: | // | CSB Resolution #: | |
| Re-titled Date: | n/a | CSB Resolution #: | Salary Ordinance #: |
| (Previous title(s): n/a) | | | |