



CIVIL SERVICE BOARD MEETING AGENDA

Date: February 21, 2019

OPEN SESSION 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

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

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HRM Manager/Staff to the Board
Tabitha Pulliam, HRM Technician/Staff to the Board
Michelle Meyers, Senior Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) UDPATES, SECRETARY TO THE BOARD

INFORMATION

3) APPROVAL OF THE FEBRUARY 21, 2019 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

4) CONSENT CALENDAR:

ACTION

a) Ratification of Provisional Appointment

- Program Analyst II

b) Approval of Employee Requests for Leave of Absence

- Animal Services
- Fire Department
- Housing & Community Development
- Library

- c) Approval of Revised Classification Specification
 - Inspector General

5) OLD BUSINESS:

- a) Approval of January 17, 2019 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Update on Common Class Study INFORMATION

6) NEW BUSINESS:

- a) Election of Civil Service Board Officers (Pursuant to Civil Service Rule 2.05) ACTION

7) 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 21, 2019. All materials related to agenda items must be submitted by Thursday, March 7, 2019. 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

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1st Floor. Materials are also available on the City's website at: <https://www.oaklandca.gov/departments/departments-of-human-resources-management>



CITY OF OAKLAND

MEMORANDUM

DATE: February 21, 2019

TO: The Honorable Civil Service Board **FROM:** Angelina DeMaria
HR Analyst

THROUGH: Ian Appleyard, HRM Director
Secretary to the Board

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

SUBJECT: Request for Provisional Appointment in Classification of Program Analyst II (selectively certified in Homelessness) to be ratified at the Civil Service Board Meeting of February 21, 2019

Attached is a request from the Human Services Department to make a provisional appointment to a Program Analyst II (selectively certified in Homelessness) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Program Analyst II position program planning, research, analysis and development; writes grant proposals and submits applications; implements and monitors programs; prepares reports and drafts proposed programs; performs needs assessment; provides assistance to community organizations, district boards and citizen advisory bodies; provides lead direction to assigned staff; and performs related duties as assigned.

The minimum qualifications for Program Analyst II (selectively certified in Homelessness) are: Bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university and three years of relevant experience of program administration in the areas of homeless prevention and affordable housing.

The selected candidate meets the minimum qualifications of the Program Analyst II (selectively certified in Homelessness) position with Bachelor's Degree in Literature and over 5 years of experience with Human Services programs including homeless programs, data systems (as well as a new system for City of Oakland homelessness programs) and data analysis. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement was posted on February 11th, 2019.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Program Analyst II (selectively certified in Homelessness) position in the Human Services Department beginning on February 23, 2019 and ending on or before June 23, 2019.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: February 21, 2019

AREA REQUESTED

POSITION: Program Analyst II (selectively certified in Homelessness)

DEPARTMENT: Human Services Department

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a

DATE PERSONNEL REQUISITION RECEIVED: January 15, 2019

CURRENT STATUS OF EXAMINATION: The job announcement posted on February 11, 2019.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Program Analyst II (selectively certified in Homelessness) is needed to research, design and support the implementation of new housing and homelessness interventions as well as participate in extensive collaborations with homeless/affordable housing providers, elected officials, non-profits, private sector and city and county departments.

Other Alternatives Explored and Eliminated:

None.

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

The negative impacts of not having this vacancy filled while an eligibility list is established would severely impact the Department's ability to implement the programs and services in the Community Housing (Homelessness) Program.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Non - Oakland Resident*
- Current Employment Status: *Part-time Program Analyst II*



MEMORANDUM

DATE: February 21, 2019

TO: The Honorable Civil Service Board

FROM: Tabitha Pulliam, HRM Technician, Recruitment & Classification / 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 five (5) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Fandinola, Benjamin	US&R Warehouse & Logistics Specialist	Fire Department	February 11, 2019 – February 15, 2019	CSR 8.07 (c)(iii) Personal Business
Johnson, Nia	Office Assistant II	Housing & Community Development	February 11, 2019 – June 30, 2019	CSR 8.07 (c)(v) Exempt Position
Martin, Amy	Librarian II	Library	July 08, 2019 – August 26, 2019	CSR 8.07 (c)(iii) Personal Business
Mitchell, Ashley	Animal Control Officer	Animal Services	January 24, 2019 – February 07, 2019	CSR 8.07 (c)(iii) Personal Business
Schiesser, Paul	Senior Librarian	Library	March 05, 2019 – March 09, 2019	CSR 8.07 (c)(iii) Personal Business

RECOMMENDATION:

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



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 Benjamin Fandino Employee's ID _____ Today's Date 1/18/19

Department/Division Fire Department Employee Job Title USAR Warehouse & Logistics Specialist

Request: 5 Days Hours From 2/11/19 To 2/15/19
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
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

*** Additional Information**

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

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

[Signature] _____
 Employee's Signature Date 1/18/19

 Civil Service Board Approval Date

[Signature] _____
 Department Head Approval Date 1/23/19

 City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Amy Martin Employee's ID 18107 Today's Date 1/25/19

Department/Division Library Employee Job Title Librarian II

Request: 35 Days Hours From 7/8/19 To 8/26/19
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
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.

Employee's Signature 1/25/19
Date

Civil Service Board Approval Date

Department Head Approval 1/25/19
Date

City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Ashley Mitchell Employee's ID 22342 Today's Date 01/28/19

Department/Division Animal Services Employee Job Title Animal Control Office

Request: 80 Days Hours From 1/24/19 To 2/7/19

No. of Days or Hours Select Days or Hours

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

Ashley Mitchell 1/28/19
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 1/30/19
Department Head Approval Date

City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Paul Schiesser Employee's ID 12658 Today's Date 02-05-19

Department/Division Library Employee Job Title Sr. Librarian

Request: 5 Days Hours From 03-05-19 To 03-09-19
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
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] 02-05-19
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 2/9/19
Department Head Approval Date

City Manager Approval Date

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



CITY OF OAKLAND

MEMORANDUM

DATE: February 21, 2019

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Revised Classification Specification for Inspector General

Based upon a classification review at the request of the City Administrator's Office, Human Resources Management has proposed revisions to the classification specification for **Inspector General**. The classification was originally approved by the Civil Service Board in April 2013. However, the classification was never formally created at that time. Staff is acting now to update the existing classification specification and officially establish the new classification.

Although the classification has been part of the Classification Plan for nearly six years, it has never been utilized. Recent legislative changes have modified elements of the Oakland Municipal Code relating to the Oakland Police Commission, Office of Inspector General (OIG), and Community Police Review Agency. Corresponding revisions are necessary to the classification specification to ensure it is aligned with the legislation. Very little content remains from the original document, which has been overhauled to align with the needs of the Oakland Police Commission and the City of Oakland.

There is one vacancy. This updated description will be used for the upcoming recruitment process.

The Confidential Management Employees Association (CMEA) was notified of the proposed classification specification. The union confirmed that they have no objections to the proposed revised classification specification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule is scheduled for Finance and Management Committee on February 19, 2019. It will be subject to two readings by City Council in February and March 2019.

Additionally, the Port is not subject to the Oakland Police Commission. Therefore, classifications created in support of this function have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the proposed new **Inspector General** classification specification.

Attachments: Proposed revised Inspector General classification specification.



INSPECTOR GENERAL

Class Code: EM242 FTE

Exempt Civil Service

DEFINITION

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

~~Under general direction in the City Administrator's Office, uses a full range of technical, professional and management skills to plan, assign, organize and direct the work and resources of professional and administrative staff engaged in the auditing and review of the Oakland Police Department's internal disciplinary, civil litigation and citizen complaint process, procedures and operations; oversee, inspect, conduct management reviews and initiate through and complex audits and investigations of alleged police and employee misconduct, fraud, waste, abuse, mismanagement or abuse of power, policy violations, and/or corruption; interact with and oversee staffs' investigations of the Citizen's Police Review Board (CPRB) the Internal Affairs division of the Oakland Police Department, and all cases originating with the Internal Affairs division of the Oakland Police Department; handle special investigative assignments; train and supervise assigned staff; and perform related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

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

- ~~• Inspector General is a management level civilian classification. Pursuant to the Oakland Charter 902(b), this position is exempt from the regulations of the Civil Service Board.~~
- ~~• The single incumbent classification is responsible for conducting audits, management reviews, auditing investigations conducted by the Oakland Police Department, and the CPRBs, and interacting with the Citizen's Police Review Board.~~
- ~~• The incumbent is highly visible and must use discretion, take initiative and operate with independent judgment.~~
- ~~• The position handles sensitive and complex issues and is responsible for the overall management and compliance of the City's internal disciplinary and citizen complaint process related to police matters.~~
- ~~— Receives direction from the City Administrator and provides direction to assigned staff.~~

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

- The Inspector General shall be responsible for the day-to-day operations of the OIG, including but not limited to the supervision and direction of all OIG staff.
- Conduct program and performance audits of all Oakland Police Department functions, including the internal disciplinary system, to identify trends, problems, and solutions; audit Internal Affairs Division investigations to ensure thorough and unbiased adjudication and consistent disciplinary action.
- Conduct and analyze audits on, but not limited to, accuracy of inspections, policy and procedure compliance, police operations, adequacy of procedure/directive/policy/order, and departmental strategies and effects.
- The Inspector General shall be permitted to attend, as an observer, Executive Force Review Board, Force Review Board, and, to the extent permitted by law, Skelly hearings if he or she chooses to do so. The Inspector General shall not have any decision-making authority regarding the specific cases being heard, and shall maintain the confidentiality of the hearings as required by law. The Inspector General shall not be permitted to attend any Executive Force Review Board, Force Review Board, or Skelly hearing until he or she has completed all necessary trainings.
- Prepare an annual report, summarizing the results of the annual reviews of:
 - The Oakland Police Department's processes and procedures for investigating alleged misconduct;
 - The Oakland Police Department's processes and procedures for determining the appropriate level of discipline for sustained findings of misconduct;
 - The Community Police Review Agency's processes and procedures for investigating alleged misconduct;
 - The Community Police Review Agency's processes and procedures for determining the appropriate level of discipline for sustained findings of misconduct;
 - Trends and patterns regarding Oakland Police Department training and education, and the Oakland Police Department's use of any early warning system(s);
 - Training and/or policy issues that arise during the investigations of complaints; and
 - Trends and patterns regarding use of force and Oakland Police Department sworn employee-involved shootings.

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

processes and procedures that were reviewed.

- Monitor and evaluate, on at least an annual basis, the number and percentage of sworn officers who have received in-service training on profiling and implicit bias, procedural justice, de-escalation, diplomacy, situational problem-solving, and work-related stress management, and make recommendations, as appropriate, to the Police Commission regarding changes to the Oakland Police Department's training programs.
- Develop and present a plan to the Police Commission to measure the performance of each element of the Oakland Police Department's discipline process for sworn employees.
- At the discretion of the Police Commission, the Commission may direct the Inspector General to review and comment on all other policies, procedures, customs, and General Orders of the Oakland Police Department.
- ~~Conduct program and performance audits of all Oakland Police Department functions, including the internal disciplinary system, to identify trends, problems, and solutions; audit Internal Affairs Division investigations to ensure thorough and unbiased adjudication and consistent disciplinary action.~~
- ~~Conduct and analyze audits on, but not limited to, accuracy of inspections, policy and procedure compliance, police operations, adequacy of procedure/directive/policy/order, and departmental strategies and effects.~~
- ~~Contribute to and assist with compliance with the Negotiated Settlement Agreement (NSA) toward an OPD that can sustain NSA compliance.~~
- ~~Review and audit all complaints filed against sworn peace officers; determine whether investigations were conducted fairly and comprehensively and completed within standard time frames; determine whether the final adjudication complies with policies and procedures and the NSA; ensure that documents and records are maintained as required by the NSA.~~
- ~~Handle special investigative assignments that originated with the CPRB or Internal Affairs.~~
- ~~Develop reporting and tracking systems to monitor compliance with policies, regulations and relevant legislation and to detect patterns of behavior.~~
- ~~Review, evaluate, and audit citizen complaint intake procedures to ensure fair and courteous treatment of citizens and timely processing of complaints.~~
- ~~Review and evaluate reports and investigations prepared by subordinates to ensure that they are conducted according to the policies of the CPRB, Internal Affairs and other OPD staff charges with investigatory responsibilities related to allegations made by citizens, and sworn personnel; ensure that audits are completed according to government auditing standards; write sensitive or complex reports and recommendations regarding at risk behaviors, department performance, and citizen complaints for review by the Board of the CPRB; facilitate the provisions of data and documents; prepare semi-annual report describing the steps taken during the reporting period, to comply with the provisions of the NSA.~~
- ~~Evaluate litigation to determine the presence of misconduct or excessive force by either civilian or sworn employees; identify whether a connection exists between the Police Department's disciplinary policies and excessive force litigation.~~
- ~~Establish and maintain communication with the City Attorney's Office on matters of mutual concern such as litigation, excessive force, or misconduct to determine whether revisions in policies or procedures might mitigate legal actions against the City.~~

- ~~Report to the City Administrator and inform the Chief of Police concerning progress toward implementation of, and compliance with, contemporary police practices.~~
- ~~Plan, assign, direct, coordinate and evaluate the work of professional and administrative staff engaged in oversight and auditing activities and the related data input and filing associated with such activities.~~
- ~~Maximize productivity through effective communication and motivation of subordinate employees.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public policy formulation.
- Police Department administration and department organization.
- Data collection and statistical analysis methods including qualitative and quantitative analysis.
- Public relations principles including public speaking and public presentations.
- Advanced personal computer applications particularly spreadsheet and database software.
- Policies and practices of civilian oversight of law enforcement agencies.
- Role of local Boards and Commissions.
- Principles and practices of performance auditing.
- Performance measurement systems and metrics.
- Legal and government auditing practices regarding conducting audits.
- ~~Law enforcement and paramilitary organizations; legal and government auditing practices regarding conducting audits.~~
- ~~The principles and techniques of system analysis and design.~~
- ~~Statistical process control methodologies.~~
- ~~Management theory, administrative systems, qualitative and quantitative analysis methods.~~
- ~~Principles of organizational effectiveness as applied to complex organizations.~~
- ~~Work standardization practices.~~
- ~~Principles and techniques of analysis and design of work systems.~~
- ~~Performance measurement systems.~~
- ~~Principles and techniques of persuasive oral and written reports and the effective presentation of recommendations.~~
- ~~Principles and practices of performance auditing.~~
- ~~Public relations techniques.~~
- ~~Project planning and project management principles.~~
- ~~Methods and techniques for developing and documenting business processes, functions, and procedures.~~
- ~~Procedures and methods for business function testing.~~
- ~~Computer systems and software applications, including report writer.~~
- ~~Quality assurance standards and practices.~~

Ability to:

- Manage and complete complex audit and/or investigations involving allegations of fraud, theft, deception and conspiracy.
 - Conduct impartial, objective performance audits; reduce complex issues to their most basic form; formulate reasonable and achievable recommendations with available resources.
 - Maintain accurate records and files.
 - Design, manage and troubleshoot databases.
 - Interpret rules, laws and regulations pertaining to police conduct.
 - Analyze and compile data.
 - Prepare well-written analytical reports based on findings.
 - Communicate effectively orally and in writing.
 - Make oral presentation to both large and small groups.
 - Maintain confidentiality and handle sensitive situations with tact and diplomacy.
 - Work effectively with employees, elected officials, boards and commissions and the general public.
 - Apply strong analytical skills to use data to identify patterns and trends.
 - Supervise subordinate employees engaged in technical research and analytical activities.
-
- ~~Adhere to the highest ethical and honesty standards.~~
 - ~~Manage and complete complex audit and/or investigations involving allegations of fraud, theft, deception and conspiracy.~~
 - ~~Constructively establish rapport with federal, state, law enforcement agencies, police commanders and manager, and the judiciary.~~
 - ~~Conduct impartial, objective performance audits; reduce complex issues to their most basic form; formulate reasonable and achievable recommendations with available resources.~~
 - ~~Interpret and apply administrative/operational policies, practices and procedures; analyze and resolve problems.~~
 - ~~Be discrete and work in a highly confidential environment.~~
 - ~~Work independently; organize and prioritize work; meet deadlines~~
 - ~~Supervise subordinate employees engaged in technical research and analytical activities.~~
 - ~~Communicate effectively and persuasively in both oral and written form.~~
 - ~~Issue precise, accurate reports, correspondence and written materials; make verbal presentations to both large and small groups.~~
 - ~~Promote understanding and acceptance of audit findings and recommendations.~~
 - ~~Analyze complex business problems and develop appropriate solutions.~~
 - ~~Implement complex business functions, processes and procedures.~~
 - ~~Develop data definitions and business rule specifications and develop supporting documentation.~~
 - ~~Manage complex projects and direct the work of assigned staff.~~
 - ~~Establish and maintain professional working relationships with staff, elected officials, representatives of other organizations and the general public.~~

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum

qualifications is acceptable. Note: Experience may be substituted for education on a year-for-year basis to allow for less typical patterns of qualification. The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

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

~~A Bachelor's degree from an accredited college or university in law enforcement, criminology, criminal justice, public policy administration, public or business administration or a closely related field.~~

Experience:

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

~~Five (5) years of progressively responsible experience in a public agency at an executive level investigating, interviewing and monitoring law enforcement issues and related public policy matters which may include tenure as an attorney, judge, FBI agent or other law enforcement officer. Previous experience in an Inspector General's Office is highly desirable.~~

LICENSE OR CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

~~Possession of a valid California Driver's License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals appointed will be required to maintain a valid California Driver's License while employed.~~

OTHER REQUIREMENTS

~~Candidate will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.~~

Must pass a thorough background investigation.

Within ninety (90) days of his or her appointment, the Inspector General shall, at a minimum, receive training described in the City Charter and other related legislation. The Police Commission may propose any additional training it deems necessary for the Inspector General to perform the functions and duties of the OIG.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:	04/11/2013	CSB Resolution #:	44622	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> <input checked="" type="checkbox"/> N	Exemption Resolution #:		902(b)
	<input checked="" type="checkbox"/> <input type="checkbox"/>			
Revision Date:	/ /	CSB Resolution #:		
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:
(Previous title(s):)			



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: January 17, 2019

OPEN SESSION 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS: Chair, Andrea Gourdine (Absent); Vice Chair, Vacant; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:35); Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HRM Manager/Staff to the Board
Tabitha Pulliam, HRM Technician/Staff to the Board
Michelle Meyers, Senior Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM:

No speakers

1a) Updates: Secretary to the Board – General Recruitment and Classification Updates; Vice Chair David Jones no longer in hold-over status.

Notes:

- Ian Appleyard, Secretary to the Board, proposed adding an item, Agenda Approval, to the monthly agenda.
- The Board will appoint a new Vice Chair at the February 21, 2019 meeting.

2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
 - Urban Economic Analyst IV, Projects, PPT
- b) Approval of Employee Requests for Leave of Absence

- City Administrator
- City Attorney
- Human Services

c) Approval of Revised Classification Specifications

- Park Supervisor I and Tree Supervisor I
- Enforcement Chief, Public Ethics Commission (formerly titled Deputy Director, Public Ethics Commission)

44916 A motion was made by Board Member Baranco and seconded by Board Member Martinez to approve the Ratification of Provisional Appointment, the Requests for Leave of Absence and the Revised Classification Specifications. The motion passed unanimously.

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

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

3) OLD BUSINESS:

a) Approval of November 15, 2018 Civil Service Board Meeting Minutes

44917 A motion was made by Board Member Johnson and seconded by Board Member Baranco to approve the November 15, 2018 Civil Service Board Meeting Minutes. The motion passed unanimously.

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

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

b) Determination of Schedule of Outstanding Board Items

Report received and filed

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 ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

Report received and filed

d) Update on Common Classification Study

Report received and filed

Note: Acting Chair Hudson-Harmon requested that the item, Update on the Common Classification Study, remain on the agenda until a determination has been made.

- Staff to the Board, Greg Preece, requested that the Board develop policy direction options for the Human Resources Department to consider in regard to the common classes
- The Board requested that Koff & Associates return with a more comprehensive study on the common classifications
- Michelle Meyers, Attorney to the Board, requested that the Secretary to the Board survey other jurisdictions that may have similar City to Port relationships and common classes

4) NEW BUSINESS:

- a) Approval of a New Classification Specification for Assistant Director, Planning and Building and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

44918 A motion was made by Board Member Johnson and seconded by Board Member Baranco to approve the November 15, 2018 Civil Service Board Meeting Minutes. The motion passed unanimously.

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

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

- b) Quarterly Report 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

Report received and filed

5) 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 21, 2019. All materials related to agenda items must be submitted by Thursday, February 7, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk’s Office, #1 Frank H. Ogawa Plaza, 1st Floor. Materials are also available on the City’s website at: <https://www.oaklandca.gov/boards-and-commissions/civil-service-board>.

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

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



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

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – February 21, 2019**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
CAO-2018-AP01	Interim Director Oakland Police Commission	City Administrator	10.01 – Appeal of Disciplinary Action	March 21, 2019	
PBD-2019-AP01	SEIU – Local 21	Planning & Building	4.0 – Appeal of Recruitment & Examination Process	April 18, 2019	
OPD-2019-AP01	Police Records Specialist	Oakland Police Department	6.06 – Appeal of Removal or Demotion of Employee During the Probationary Period	Tentatively Scheduled for March 21, 2019	

2. OTHER PENDING ITEMS

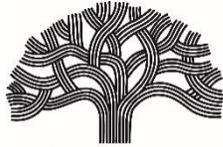
Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: February 21, 2019

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, HR Manager, Staff to the Board

THROUGH: Ian Appleyard, HR 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 17, 2019 meeting that referenced data as of December 28, 2018. 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.

As of January 25, 2019, there are a total of seventy-one (71) employees in the TCSE (21), TCSE/Annuitant (29), and ELDE (21) categories. Four (4) assignments were closed, and five (5) new assignments were added. Of the total, there are zero (0) assignments 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 NONCOMPLIANT ASSIGNMENTS

Of the total seventy-one (71) temporary assignments, we are reporting zero (0) in this period as out of compliance with Rule 5.06.

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 Greg Preece, Recruitment & Classification at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting January 25, 2019.
- B. TCSE/ELDE Compliance Trend Chart: As of January 25, 2019.

CIVIL SERVICE BOARD
February 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (4)								
CITY ADMINISTRATOR	Dalmasso	Jennifer	02491 - Oakland Animal Services	5/19/2018	TCSE/ Annuitant	0	Temporary on-call Veterinarian until premise license and DEA permit for shelter are transitioned	SEPARATED
INFORMATION TECHNOLOGY	Harrison	Kevin	46111 - Administrative Services	10/1/2018	TCSE	523	Temporary project to provide expert guidance in maintaining the integrity and security of network operations, back-ups and disaster recovery.	PERMANENT
PUBLIC WORKS	Ferguson	David	30611 - Bureau Facilities & Environment	1/13/2018	TCSE/ Annuitant	836	Assistant Director - Short term management of the Bureau of Facilities and Environment.	PERMANENT
FINANCE	Misgun	Lula	08111 - Finance/Admin Unit	6/18/2018	TCSE/ Annuitant	937	Temporary support for Executive Assistant out on leave.	SEPARATED
NEW THIS PERIOD (5)								
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE	37	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
FINANCE	Smith	Starr	103242 - Parking Citation Assistance Center	1/18/2019	ELDE		Urgent temporary assignment on special projects in support of Public Service Reps	COMPLIANT
HUMAN RESOURCES	Delgado	Jeanette	05211 - Employment & Classification Unit	12/31/2018	TCSE	127	Temporary assignment to assist with multiple time-sensitive projects in the Benefits Unit.	COMPLIANT
POLICE	Bazile	Luc	106210 - Police Personnel	1/12/2019	ELDE		Temporary, urgent support as departmental Mail Courier; duties not yet fully defined	COMPLIANT
POLICE	DeSalvo	Barbara	108630 - Cease Fire	12/31/2018	ELDE		Grant funded temp assistance to develop strategic and sustainable project implementation plans; adopt best practices and policies.	COMPLIANT
COMPLIANT (66)								
CITY ADMINISTRATOR	Griffin	Bendu	02621 - Employment Services	4/21/2018	ELDE		Temporary support to assist department with project close out phase	COMPLIANT
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications & Media	7/23/2018	TCSE	904	Temporary project: Oakland Design League - Front end/full stack developer	COMPLIANT
CITY ADMINISTRATOR	Kwan	Jennifer	02491 - Oakland Animal Services	5/12/2018	TCSE	109	Temporary part time Veterinarian to supplement and add capacity to service delivery	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491 - Oakland Animal Services	4/23/2018	TCSE/ Annuitant	312	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Swanson	Luke	02111 - Communications Unit	11/20/2017	TCSE	724	Temporary project: Oakland Design League - to build the City's new website	COMPLIANT
CITY CLERK	Abney	Michelle	03121 - Office of the Clerk	5/30/2018	TCSE/ Annuitant	688	Temporary support of the Hotel Labor and Youth Services measures.	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	42	Filling in for Council staff out on leave	COMPLIANT
CONTROLLER - FINANCE	Bhatnager	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	647	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytanee	35214 - Complete Streets Planning & Project	9/22/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Grant	Surlene	35111 - Director's Office	1/29/2018	TCSE	261	Temporary project to develop & implement a Public Outreach Strategy for the Capital Improvement Program (CIP).	COMPLIANT
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/2018	TCSE/ Annuitant	98	Temporary assignment to support and train section leaders, assist with budget planning and implementation for 2019-2021	COMPLIANT

CIVIL SERVICE BOARD
February 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	314	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Ortiz	Julieth	35211 - Great Streets Delivery Administration	8/11/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Phan	Hank	35245 - Bicycle & Pedestrian Program	4/7/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Phillips	Eva	35242 - Complete Streets Maintenance	12/15/2018	TCSE	105	Temporary project to evaluate/analyze the impacts of new mobility modes of transportation	COMPLIANT
DEPT. OF TRANSPORTATION	Pond-Danchik	Noel	35245 - Safe Streets Division-Bicycle & Pedestrian Program	11/3/2018	ELDE		Temporary assignment to assist in the implementation of the Bicycle & Pedestrian Program/Safe Streets	COMPLIANT
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/2017	TCSE	58	Temporary project support in the Film Office.	COMPLIANT
ECON & WORKFORCE	Shahzada	Irfan	85111 - Admin: Economic & Workforce Development	5/5/2018	ELDE		Spec under revision for Accountant II; duties not yet fully defined.	COMPLIANT
FINANCE	Macias	Dalia	08211 - Accounting Administration Unit	1/26/2019	ELDE		Temporary project to assist with clean-up of Capital Projects and vendor data.	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	770	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE/TREASURY	Poon	Natalie	08741 - Treasury Payroll	12/1/2018	ELDE		Temporary support for Human Resources Operations Tech out on leave.	COMPLIANT
FIRE DEPARTMENT	Fairley Summers	Helen Marie	20241 - Fire Communications Unit	8/11/2018	TCSE/ Annuitant	542	Temporary assistance to train new Fire Communication Dispatchers and special project related to on-boarding and training	COMPLIANT
FIRE DEPARTMENT	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant	421	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE DEPARTMENT	Theshome	Theodeross	20521 - Budget Unit	11/19/2018	ELDE		Temporary assignment to cover essential duties of incumbent out of leave	COMPLIANT
FIRE DEPARTMENT	Weisgerber	William	20311 - Fire Marshal's Office Unit	5/7/2018	TCSE/ Annuitant	854	Temporary assistance until Fire Marshal is appointed	COMPLIANT
HOUSING & COMMUNITY DEV.	Campos	Claudette	89969 - Residential Rent Arbitration	12/15/2018	ELDE		Critical temporary support for the Rent Adjustment Program Manager	COMPLIANT
HOUSING & COMMUNITY DEV.	Henderson	Troy	89939 - Municipal Lending	8/11/2018	TCSE	840	Temporary assignment to cover the duties of employee out on leave	COMPLIANT
HOUSING & COMMUNITY DEV.	Williams	Sandra	89939 - Residential Lending & Rehabilitation	11/3/2018	TCSE	405	Temporary assignment to cover essential duties of former incumbent.	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Human Resources Management	9/24/2018	TCSE/ Annuitant	261	Temporary staffing to support classification and recruitment needs for city operations	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	720	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Dennis	Lisa	78231 - HS Classroom & Seasonal	8/13/2018	ELDE		Temporary, emergency staffing to prepare for upcoming review/inspections.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	187	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent in Feb/Mar 2018	COMPLIANT
HUMAN SERVICES	Hicks	Kathleen	78111 - DHS Administration Unit	1/2/2019	ELDE		Filing in for Executive Assistant staff out on leave.	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 -HS Classroom & Seasonal	1/29/2018	TCSE/ Annuitant	397	Temp assignment to help with Instructor Staffing Crises and to meet Federal and State regulations of the Head Start Program.	COMPLIANT
HUMAN SERVICES	Lemos	Jesus	78231 - HS Classroom & Seasonal	10/8/2018	TCSE	540	Temporary, emergency staffing to prepare for upcoming inspections	COMPLIANT

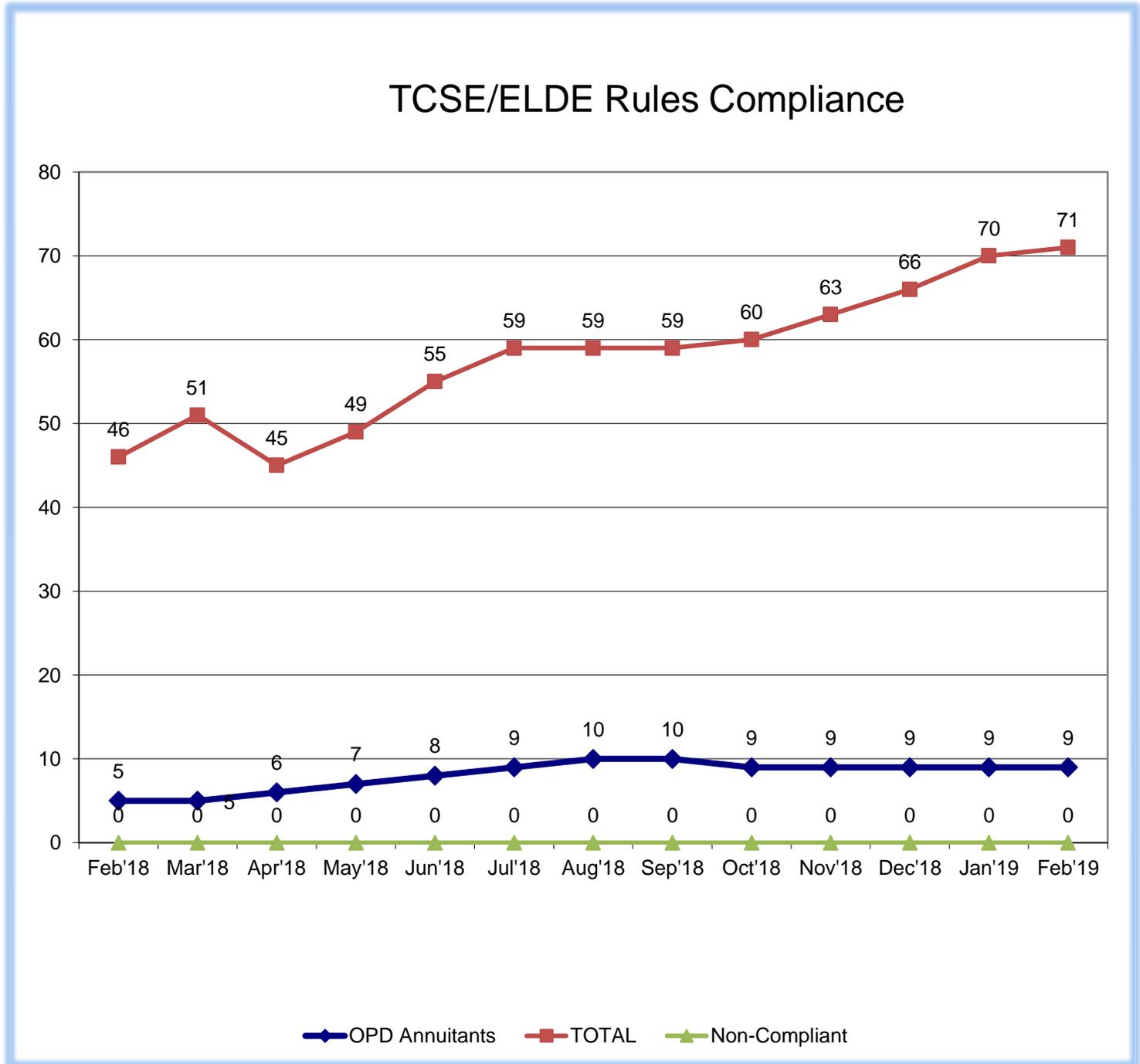
CIVIL SERVICE BOARD
February 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	97	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
HUMAN SERVICES	Turner	Kartiea	78111 - DHS Administration Unit	11/5/2018	ELDE		Temporary support to prepare for Federal Review, new grant rollouts and other special projects.	COMPLIANT
INFORMATION TECHNOLOGY	Ibrahim	Mamadou	46531 - Technology Department	9/22/2018	ELDE		Temporary project to help develop and implement the new PRIME System for OPD.	COMPLIANT
INFORMATION TECHNOLOGY	Williams	Mheret	46121 - Reprographic Services	11/5/2018	TCSE	360	Temporary support for staff out on leave.	COMPLIANT
PLANNING & BUILDING	Alvin	Corey	84211 - Planning	9/8/2018	ELDE		Temporary project to coordinate the implementation of the environmental protection measures for the Oakland Army Base Redevelopment project.	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	544	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Dignan	Katie	84111 - Administration Unit	6/30/2018	ELDE		Temporary assistance to oversee the Building and Planning Bureaus.	COMPLIANT
PLANNING & BUILDING	Zhu	Krista	84111 - Admin: Planning, Building & Neighborhood Services	7/30/2018	ELDE		Temporary assistance for the Accela clean-up project.	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	275	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Denson III	Benjamin	106610 - Background & Recruiting	12/1/2018	TCSE	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	115	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	274	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	548	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	82	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mackson	Trevor	106610 - Background & Recruiting	12/1/2018	TCSE	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	171	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	35	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Smith	Angela	108150 - District 5 Area	10/20/2018	TCSE	525	Temporary staffing to support critical need in the administration of the OPD towing services contract	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	20	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30541 - Equipment Services Division	12/18/2017	TCSE	760	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Combs	Jocelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	181	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
PUBLIC WORKS	Gettone	Jacquelyne	30121 - PWA Fiscal Services	12/15/2018	TCSE	162	Temporary support to assist with multiple complex departmental projects	COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	8/11/2018	TCSE	819	Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	COMPLIANT

CIVIL SERVICE BOARD
February 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	0	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Ogbamichael	Lettebrhan	30121 - PWA Admin/Fiscal Services	8/11/2018	TCSE/ Annuitant	702	Temporary assignment to cover the duties of employees out on leave	COMPLIANT
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	440	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Stern	Jennifer	30245 - Watershed & Storm Water Program	12/1/2018	ELDE		Temporary assistance to provide regulatory compliance & critical storm water response services	COMPLIANT
PUBLIC WORKS	Tsang	Diana	30121 - PWA Admin/Fiscal Services	9/8/2018	TCSE	681	Temporary assignment to cover the duties of employees out on leave	COMPLIANT
PUBLIC WORKS	Vargas	Abel	30541 - Equipment Services Administration	9/10/2018	TCSE/ Annuitant	736	Temporary assistance to ensure critical City services, including public safety.	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	207	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT

Non-Compliant (0)





CITY OF OAKLAND

STAFF REPORT

DATE: February 21, 2019

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Human Resources Manager

THROUGH: Ian Appleyard, Director of Human Resources Management

SUBJECT: Informational Report Regarding City and Port Common Classifications

At its January 17, 2019 meeting, the Civil Service Board requested the City provide information that outlines surrounding city - port relationships regarding common classifications, transfer opportunities, and wages, and to provide possible options the Board could consider as it relates to the common classification system currently in-place between the City and the Port.

COMPARABLE PORT RELATIONSHIPS

Eight (8) city-port relationships were surveyed to include the cities/ports of Stockton, Richmond, San Diego, San Francisco, Long Beach, Los Angeles, Seattle and Portland. Of the eight, four (4) function as separate entities with no operational relationship, while the other four (4) have interdependent relationships with few differences. With respect to the relationships between the cities/ports of Richmond, San Francisco, Long Beach and Los Angeles, the ports are either “departments” of or “enterprise agencies” to the respective city. Each port has unique job classifications relative to the operation (Long Shoreman, Airport Specialist, Harbor Worker, etc.) and share other common classifications with their respective city. Port or city employees in common classifications may transfer between entities under established Memorandums of Understanding (MOU), civil service or other established city/port processes. Apart from Los Angeles, the pay scales are uniform.

The City of Richmond and the City of San Francisco facilitate the recruitment processes for the ports, while the ports of Los Angeles and Long Beach have separate recruitment processes. The ports of Stockton, San Diego, Portland and Seattle are separate organizations not under the governance of the city in which the port is located.

Additional information related to each is included below:

- **Stockton** – the Port of Stockton is a separate entity from the city. The Port maintains its own compensation and classification system and does not fall under the jurisdiction of the Civil Service Board. Incumbents must apply to each entity separately and there are no transfer opportunities.
- **Richmond** – the Port and the City operate as one entity; Port employees are considered city employees. All classifications fall under the City of Richmond and are equal in pay. There are some classifications that are specific to the port operation. The city does all recruiting for the port and employees transfer at will.
- **San Diego** - the Port is a special district created by the State of California to serve the “people of California” not just the City of San Diego. It appears to be a separate entity from the City of San Diego. The Port of San Diego has its own unique classification system and personnel

CIVIL SERVICE BOARD

Subject: Informational Report Regarding City and Port Common Classifications

Date: February 21, 2019

Page 2

administration that is separate from the city. Incumbents must apply to each agency separately and there does not appear to be any transferring between the two entities.

- **San Francisco** – the Port is considered a public “enterprise agency” of the City and County of San Francisco. Port commissions and directors, etc., serve as “trustees” and managers of waterfront property owned by the City. Classifications fall under “City and County of San Francisco” and there are some unique classes to the Port. The City and County of San Francisco does the recruiting for the Port and the pay is the same.
- **Long Beach** – Does have city to port transfer opportunities and utilizes common classifications into which employees can transfer back and forth. There does not appear to be wage discrepancies between the classifications; for example, and Admin Aide I-II with the City makes the same as an Admin Aide I-II at the Port.
- **Los Angeles** – the Port is considered a “proprietary and self-supporting department” of the City. Employees may transfer to the “harbor” at will. There are pay discrepancies in the classes available, and there are classifications unique to the Harbor employees, ex. Longshore man.
- **Seattle and Portland** – Are combined ports, as they operate a containerized seaport and airport. The Port of Seattle and Portland are separate from the respective cities. The two ports maintain their own compensation and classification system and do not fall under the jurisdiction of the Civil Service Board. There are no transfer opportunities. Incumbents must apply to each entity separately.

OPTIONS THE BOARD COULD CONSIDER

- **Leave the Current System In-Place** – The Board could take no action and leave the current system in-place as specified within the Civil Service Rules.
- **Maintain a Common Class System only for Layoff Procedures** – This would allow current Port and City employees in common classifications to move between the Port and the City during layoff procedures based on seniority and the provisions specified in Section 9.02 of the Civil Service Rules. Each entity would continue with its own hiring processes and employees would not be eligible for non-layoff transfers.
- **Maintain a Common Class only for Transfers** – This would allow current Port and City employees in common classifications to transfer between the Port and the City; however, in the event of layoffs, seniority would only be considered within the entity to which the employee is assigned.
- **Determine All Classifications are Distinct** – This would be similar to other ports referenced above in that each entity would maintain its own classification system and persons interested in working for either agency would have to apply directly for positions of interest.

CIVIL SERVICE BOARD

Subject: Informational Report Regarding City and Port Common Classifications

Date: February 21, 2019

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LEGAL OPINION REGARDING FAIR PAY BETWEEN ENTITIES

(Space Reserved – Research Pending)

IMPACT OF Y-RATING EMPLOYEES THAT TRANSFER

The Board asked Staff to provide information regarding the potential impacts of Y-rating employees who move between entities where pay grades are different (Y-Rating refers to paying an employee above the maximum of the salary range for the classification).

Due to the discrepancies in pay between the entities, this is only a factor when Port employees transfer to City positions with a lower maximum pay range. As such, this has a potential impact on the respective department's budget and creates an issue where employees performing the same work within the same department/division would not be receiving equal pay.

NEXT STEPS

Staff is available to research any additional information the Board needs prior to deciding how best to proceed. Staff recommends the Board determine the value of continuing the Koff & Associates Classification and Point Factor Analysis at this stage of the process. Additionally, the Board is reminded of the necessity to meet and confer with the bargaining units regarding any proposed changes to the Civil Service Rules.

For questions regarding this report, please contact Greg Preece, Human Resources Manager, at (510) 238-7334.