



CIVIL SERVICE BOARD MEETING AGENDA

Date: July 19, 2018

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, David Jones; 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

- Updates: Secretary to the Board

2) CONSENT CALENDAR:

ACTION

- a) Ratification of Provisional Appointment
 - Specialty Combination Inspector, Senior
- b) Approval of Employee Request for Leave of Absence
 - Fire Department
 - Library
- c) Approval of Revised Classification Specifications
 - Cook, Supervising (Cook III)

3) OLD BUSINESS:

- a) Approval of April 19, 2018 Civil Service Board Meeting Minutes ACTION
- b) Approval of June 21, 2018 Civil Service Board 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 |

4) NEW BUSINESS:

- | | |
|--|-------------|
| a) Approval of a New Classification Specification for Manager, Finance and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f) | ACTION |
| b) Approval of a New Classification Specification for Budget & Management Analyst, Principal and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f) | ACTION |
| c) Approval of New Classification Specifications for Budget & Management Analyst and Budget & Management Analyst, Senior | ACTION |
| d) Quarterly Report 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 |
| e) Oral Report: Transfer Process between the City of Oakland and the Port of Oakland | INFORMATION |

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, August 16, 2018. All materials related to agenda items must be submitted by Thursday, August 02, 2018. 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@oaklandnet.com



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

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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@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



CITY OF OAKLAND

MEMORANDUM

DATE: July 19, 2018

TO: The Honorable Civil Service Board

FROM: Mary Ann Gonzales
HR Analyst

THROUGH: Ian Appleyard, HRM Director
Secretary to the Board

THROUGH: Suzie Lawson, Principal HR Analyst, Recruitment & Classification

SUBJECT: Request for Provisional Appointment in Classification of Senior Specialty Combination Inspector to be ratified at Civil Service Board Meeting of July 19, 2018

Attached is a request from the Planning & Building Department to make a provisional appointment to Senior Specialty Combination Inspector vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Senior Specialty Combination Inspector position reviews plans, issues permits, and performs complex combination inspections on new and existing residential structures and minor commercial buildings; performs specialty inspections on new and existing commercial and industrial buildings in one of the following areas: plumbing/mechanical, electrical or building; resolves complex issues using judgment and code discretion; and provides lead direction to staff.

The minimum qualifications for The Senior Specialty Combination Inspector are: completion of the twelfth grade and two (2) years of recent experience as a Specialty/Combination Inspector in the public sector, comparable to the City of Oakland.

The selected candidate meets the minimum qualifications of the Senior Specialty Combination Inspector position with a Bachelor's Degree in Architecture and has over two years of experience working with construction inspections of Residential and Commercial Projects per City of Oakland Building Codes. Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement was previously posted June 4, 2018 – June 15, 2018 as restricted only. Due to a small number of qualified applicants received, the job announcement will repost as restricted and open on July 2, 2018.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Senior Specialty Combination Inspector position in the Planning & Building Department beginning on July 16, 2018 and ending on or before November 12, 2018.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: July 19, 2018

AREA REQUESTED

POSITION: Senior Specialty Combination Inspector
DEPARTMENT: Planning & Building Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: May 7, 2018

DATE PERSONNEL REQUISITION RECEIVED: June 22, 2018

CURRENT STATUS OF EXAMINATION: The job announcement was previously posted June 4, 2018 – June 15, 2018 as restricted only. Due to a small number of qualified applicants received, the job announcement will repost as restricted and open on July 2, 2018.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill two (2) current vacancies. The requisition requesting a provisional appointment was approved on 6/25/18. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Senior Specialty Combination Inspector is needed to provide lead direction to staff, review plans, issue permits and provide inspection on new and existing residential and commercial buildings in the following areas: plumbing /mechanical and electrical or building.

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 review plans, issue permits and provide inspection on new and existing residential and commercial buildings in the following areas: plumbing /mechanical and electrical or building.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Oakland Resident*
- Current Employment Status: *Previous City of Oakland Employee*



MEMORANDUM

DATE: July 19, 2018

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 four (4) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Drayton, Melinda	Deputy Chief	Fire Department	June 22, 2018 - Open	CSR 8.07 (c)(v) Exempt Position
Droegemueller, Friederike	Library Assistant	Library	July 3, 2018 – July 16, 2018	CSR 8.07 (c)(iii) Personal Business
Luby, Nicholas	Battalion Chief	Fire Department	June 22, 2018 – Open	CSR 8.07 (c)(v) Exempt Position
Thomas, Christy	Librarian II	Library	August 1, 2018 – August 11, 2018	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)
 - Maternity Leave (no pay)

Employee's Name Melinda Drayton Employee's ID 2484 Today's Date 7/13/18

Department/Division Fire Employee Job Title Deputy Chief

I Request: Days Hours From 06/22/18 To duration of Appointment

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?	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

Employees on ANP, MNP, SLV or Maternity leave 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 maternity, an employee may take up to a maximum of 5 months leave.

[Signature] 7/16/18
Employee's Signature Date

[Signature] _____
Civil Service Board Approval Date

Daren White 7/13/18
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)
- Maternity Leave (no pay)

Employee's Name Friederike Droegemüller Employee's ID 18996 Today's Date 6/9/18

Department/Division Library Employee Job Title Library Assistant, FT

I Request: 8 Days Hours From July 3 To 16
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?	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
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Employees on ANP, MNP, SLV or Maternity leave 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 maternity, an employee may take up to a maximum of 5 months leave.

[Signature] 6 9 18
 Employee's Signature Date

[Signature] _____
 Department Head Approval Date

 Civil Service Board 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)
- Paternity Leave (no pay)

Employee's Name Nicholas Luby Employee's ID 9811 Today's Date 6/17/18

Department/Division Fire Department Employee Job Title Battalion Chief

Request: unlimited Days Hours From June 22, 2018 To TBD
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?	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
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* Additional Information

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Nicholas Luby 6/17/2018
Employee's Signature Date
Nicholas Luby

Dawn White 6/19/18
Department Head Approval Date
Dawn White

Civil Service Board 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)
- Paternity Leave (no pay)

Employee's Name Christy Thomas Employee's ID 14457 Today's Date 6/1/18

Department/Division Library Employee Job Title Librarian II

I Request: 9 Days Hours From 8/1/18 To 8/11/18
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
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ctm 6/1/18
 Employee's Signature Date

 Civil Service Board Approval Date

J. Humbak 7/9/18
 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.



MEMORANDUM

DATE: July 19, 2018

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 Cook, Supervising (formerly titled Cook III)

Based upon a classification review at the request of the Human Services Department (HSD), staff has proposed revisions to the **Cook, Supervising** classification specification (formerly titled Cook III). The classification has not been revised since April 1993.

A variety of changes have been proposed to ensure the description is accurate:

- It is no longer part of a job series so using a supervisor designation in the title is more descriptive of the actual role; it is also more consistent with titles at other local agencies.
- The reporting structure has been corrected in the Distinguishing Characteristics section. The City jail is closed, and all references to the jail have been removed.
- Statements pertaining to communication and computer skills have been added to the Knowledge and Abilities section.
- The required supervisory experience in Minimum Qualifications is changing to highly desirable and now indicates that two years of lead or supervisory experience is preferred.
- In the License or Certificate section, a new requirement has been added. The incumbent must obtain a California Food Handler card within 30 days of hire.
- Lastly, many changes and additions will ensure alignment with the City's classification specification template.

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

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions and title change. City staff and union representatives met on July 2, 2018 to discuss the changes. Minor revisions were agreed to during that meeting. The union confirmed via email later in the day on July 2nd that they have no objections to the proposed revisions or title change.

The Port of Oakland does not operate any human services programs. Therefore, classifications specifically designed for that program have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Cook, Supervising** classification specification.

Attachments: Revised draft Cook, Supervising classification specification.



SUPERVISING COOK III

Class Code: SC129 FTE

Civil Service Classified

DEFINITION

Under general direction in the Human Services Department, plans, organizes, and supervises food service operations according to Federal, State, and local guidelines for Head Start programs; maintains accurate records and inventory of food, food-related equipment, and supplies; ~~To plan and participate in the food service operation in the City jail; and to~~ assigns, schedules and directs the work of staff assigned to the kitchen; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Cook III This is a journey-first-level supervisor level classification that is responsible for oversight of the kitchen and related food preparation. in the Cook series. Incumbents perform a full range of professional duties involving the planning, preparation and serving of meals at the City jail city programs. Duties include planning menus, requisitioning, purchasing and inspecting food supplies, supervision and training of subordinate staff and maintaining state laws and standards regarding safety, sanitation, quality and quantity. Incumbents are expected to use professional judgement and skill in the performance of assignments which are subject to review by professional superiors. This classification differs from the lower level classification of Food Service Worker Cook in that incumbents of the latter perform assignments that are limited in scope and are operate within a framework of established procedures.~~

SUPERVISION RECEIVED AND EXERCISED

~~The incumbent R~~receives general supervision from ~~a~~ Health and Nutrition Coordinator; or other management staff; Sergeant of Police.

~~M~~may receive nutrition guidance and direction from a Registered Dietician or other consultants; a Jailer III; and -

~~E~~exercises supervision over ~~Jail Cook's and Jail Cook's Assistant's~~ Food Service Workers.

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

Plan and revise menus in accordance with established budgets, market prices, and nutritional requirements.

Requisition, purchase, and inspect groceries, fresh fruits and vegetables, dairy products, meats, and other food supplies.

Maintain portion and daily cost control over ~~inmate~~ meals.

Assign, supervise, train, and evaluate ~~Jail Cook's and Jail Cook Assistants~~ Food Service Workers.

Coordinate cooking activities to meet serving schedules.

Maintain compliance with Federal, State, and local laws and standards regarding quality and quantity of food, and safety and sanitation standards.

Ensure routine cleaning of kitchen and scheduled maintenance of all kitchen equipment is carried out according to required timelines.

Assist in the preparation of a budget as it relates to food service operations and planning.

Maintain records relating to food service and food regulating agencies.

Prepare periodic reports on food service operations.

~~Perform related duties as assigned.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and, procedures of meal planning and methods and equipment used in the storage, care, handling, preparation, cooking, ~~and~~ dispensing, and serving of food in large quantities.
- Nutritional requirements and Federal, State, and local ~~and federal~~ regulations related to institutional food service.
- Kitchen sanitation and safety measures used in ~~operation~~ meal preparation.
- Proper ~~C~~cleaning and care of utensils, equipment, and work areas.
- Principles of supervision and training.
- Basic record keeping and budgeting methods for volume food service.
- Report writing methods.
- Computer systems and software applications.

Ability to:

- Estimate food quantities for volume food service.
- Maintain accurate records of kitchen supplies, materials, and expenditures.
- Plan, prepare, and dispense nutritious meals and snacks.
- Schedule, train, and supervise ~~F~~food ~~S~~service ~~W~~workers assigned staff.

- Prepare written reports.
- Communicate effectively orally and in writing.
- Follow detailed written and verbal instructions.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATION EXPERIENCE AND EDUCATION

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

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

Education:

~~High school diploma or equivalent. Equivalent to the completion of the twelfth grade. Coursework or training in culinary arts or food service is highly desirable.~~

Experience:

Three (3) years of progressively responsible experience in ordering, preparing, cooking, and serving meals in a large institution, large commercial, or hotel kitchen. Previous lead or supervisory experience is highly desirable, including two years at a supervisory level;

OR

~~Four years as a Jail Cook in the City of Oakland.~~

LICENSE OR CERTIFICATE

~~None required.~~ California Food Handler Certificate: Incumbents must obtain a California Food Handler card from an American National Standards Institute (ANSI) accredited training provider that meets **American Society for Testing and Materials (ASTM)** International E2659-09 Standard Practice for Certificate Programs within 30 days of date of hire. The California Food Handler card must be maintained throughout the tenure of employment.

OTHER REQUIREMENTS:

Must be at least eighteen years of age.

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY
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Established: 04/22/1993	CSB Resolution #: 44280	Salary Ordinance #:
Exempted: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	
Revision Date: / /	CSB Resolution #:	
Re-titled Date: / /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: April 19, 2018

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, David Jones; Lauren Baranco (Absent); Yvonne Hudson-Harmon; Christopher Johnson (Absent); Jeffrey Levin (Absent); Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tabitha Pulliam, HRM Technician/Staff to the Board
Michelle Meyers, Deputy City Attorney
Jaime Pritchett, Principal Analyst/Staff to the Board

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM:

Port Human Resources Director, Christopher Boucher, announced his resignation from the Port.

2) CONSENT CALENDAR:

- a) Approval of Revised Classification Specification
 - Open Government & Legislative Services Coordinator
 - Budget & Management Analyst, Assistant

- b) Approval of Employee Requests for Leave of Absence
 - City Attorney
 - Human Resources
 - Library
 - Police Department
 - Information Technology

44884 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Revised Classification Specifications and the Requests for Leave of Absence. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Jones, Hudson-Harmon, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Baranco, Johnson, Levin

3) OLD BUSINESS:

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

44885 A motion was made by Board Member Williams and seconded by Chairwoman Gourdine to Approve the March 15, 2018 Board meeting minutes. The motion passed.

Votes: Board Member Ayes: 3 – Gourdine, Hudson-Harmon, Williams
Board Member Noes: None
Board Member Abstentions: Jones
Board Members Absent: Baranco, Johnson, Levin

- b) Determination of Schedule of Outstanding Board Items
- c) Update on Common Classification Study – Koff & Associates

Report received and filed

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

Report received and filed

4) NEW BUSINESS:

- a) Quarterly Report 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

Report received and filed

- b) 3.04 (e) Appeal of Classification Study Results; 5.07 Appeal of Reassignment of Employee; 5.08 Appeal of Transfer of Employee (L. Spencer)

- Employee Currently Classified as an Aviation Assistant Marketing & Commercial Representative (PORT), appealing denial of request to be reclassified and circumstances of reassignment and transfer.

44886 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chairman Jones to require the Port to review and update the classification specification of the Aviation Assistant Marketing & Commercial Representative to accurately reflect the duties being currently performed in the position. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Jones, Hudson-Harmon, Williams
Board Member Noes: None
Board Member Abstentions:
Board Members Absent: Baranco, Johnson, Levin

44887 A motion was made by Board Member Gourdine and seconded by Vice Chairman Jones to deny the Appeal of Classification Study results for Aviation Assistant Marketing & Commercial Representative, deny the Appeal of Reassignment, deny the Appeal of Transfer and uphold the findings of the Port and Koff & Associates. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Jones, Hudson-Harmon, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Baranco, Johnson, Levin

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, May 17, 2018. All materials related to agenda items must be submitted by Thursday, May 3, 2018. 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@oaklandnet.com



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

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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@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: June 21, 2018

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine (Absent); Vice Chair, David Jones (Absent); Lauren Baranco; Yvonne Hudson-Harmon (Acting Chair); 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:

- **Al Marshall – Labor Activists**
- **Tim Glasper – SEIU Member**

Note: Acting Chairperson Hudson-Harmon requested that the HRM Director return with a report regarding the transfer process between the City of Oakland and the Port for the classifications of Sewer Maintenance Worker and Painter.

2) CONSENT CALENDAR:

- a) Approval of Employee Requests for Leave of Absence
 - Police Department
 - Library
- b) Approval of Revised Classification Specification
 - Human Resources Technician, Senior
 - Park Supervisor I
 - Tree Supervisor I

44891 A motion was made by Board Member Williams and seconded by Board Member Johnson to approve 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, Jones

3) OLD BUSINESS:

- a) Approval of April 19, 2018 Civil Service Board Meeting Minutes

Note: Approval of the April 19, 2018 Board meeting minutes will be held over to the Board Meeting in July consistent with last month's lack of majority vote.

- b) Approval of May 17, 2018 Civil Service Board Meeting Minutes

44892 A motion was made by Board Member Williams and seconded by Board Member Johnson to approve the May 17, 2018 Board meeting minutes with a correction to Member Johnson's last name. The motion passed.

Votes: Board Member Ayes: 4 – Baranco, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: Hudson-Harmon

Board Members Absent: Gourdine, Jones

- c) Determination of Schedule of Outstanding Board Items

Report received and filed

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

Report received and filed

4) NEW BUSINESS:

- a) Approval of a New Classification Specification for Police Communications Dispatcher, Senior

44893 A motion was made by Board Member Johnson and seconded by Board Member Baranco to Approve the New Classification Specification for Police Communications Dispatcher, Senior. 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, Jones

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board Will Convene in Closed Session and will Report out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Code Section 54957.6:

- 1) **Personnel Matter for Public Employees: Review of the Hearing Officer's Findings for Civil Service Board Case No. OPD-2016-AP02**
- 2) **Personnel Matter for Public Employees: Review of Hearing Officer's Findings for Civil Service Board Case No. OPD-2015-AP03**

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

OPEN SESSION AGENDA

1) **REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

- a) In the matter of Personnel Matter for Public Employees: Review of the Hearing Officer's Findings (OPD-2016-AP02), Senior Deputy City Attorney, Michelle Meyers reported that the Civil Service Board Sustains the findings of the Arbitrator.
- b) In the matter of Personnel Matter for Public Employees: Review of the Hearing Officer's Findings (OPD-2015-AP03), Senior Deputy City Attorney, Michelle Meyers reported that the Civil Service Board Sustains the findings of the Arbitrator.

2) **OPEN FORUM:**

- **Belinda Calvin:** Ms. Calvin did not submit a speaker card to speak during the regularly scheduled Open Forum at the outset of the meeting; however, at the conclusion of the meeting, she requested an opportunity to address the Board. The Board granted her request.

3) **ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 19, 2018. All materials related to agenda items must be submitted by Thursday, July 5, 2018. 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@oaklandnet.com



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandnet.com 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@oaklandnet.com 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@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – July 19, 2018

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps

2. OTHER PENDING ITEMS

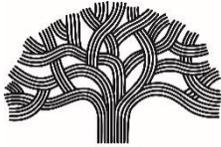
Date Requested	Subject	Report From	Date Due
June 21, 2018	Oral Report: Transfer Process between the City of Oakland and the Port	HRM Director	Scheduled for the July 19 th Meeting

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
CAU-2017-AP01	Senior Performance Auditor (Hallock)	City Auditor	6.05 Appeal of Probationary Removal/Demotion	July 12, 2017	WITHDRAWN

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: July 19, 2018

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 June 21, 2018 meeting that referenced data as of April 20, 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 June 29, 2018, there are a total of fifty-nine (59) employees in the TCSE (18), TCSE/Annuitant (28), and ELDE (13) categories. Three (3) 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 fifty-nine (59) 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 Gregory Preece, Recruitment & Classification at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting June 29, 2018.
- B. TCSE/ELDE Compliance Trend Chart: As of June 29, 2018.

**CIVIL SERVICE BOARD
JULY 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (3)								
FIRE DEPARTMENT	Fontaine	Annette	20241 - Fire Communications Unit	4/30/2018	TCSE/ Annuitant	918	Short term project to train incoming Fire Communications Manager	SEPARATED
PLANNING & BUILDING	Bui	Andy	84111 - Admin: Planning, Building & Neighborhood Services	3/26/2018	ELDE		Temporary assignment to support Specialty Combination Inspectors	SEPARATED
PLANNING & BUILDING	Wells	Laurissa	84229 - Strategic Planning	7/1/2017	ELDE		Temporary assignment on project to implement the Mayor's Housing Cabinet recommendations.	SEPARATED
NEW THIS PERIOD (5)								
CITY CLERK	Abney	Michelle	03121 - Office of the Clerk	5/30/2018	TCSE/ Annuitant	86	Temporary support of the Hotel Labor and Youth Services measures.	COMPLIANT
DEPT OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	75	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
FINANCE	Misgun	Lula	08111 - Finance/Admin Unit	6/18/2018	TCSE/ Annuitant	0	Temporary support for Executive Assistant out on leave.	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE	0	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
PLANNING & BUILDING	Dignan	Katie	84111 - Administration Unit	6/30/2018	ELDE		Temporary assistance to oversee the Building and Planning Bureaus.	COMPLIANT
COMPLIANT (54)								
CITY ADMINISTRATOR	Dalmasso	Jennifer	02491- Oakland Animal Services	5/19/2018	TCSE/ Annuitant	35	Temporary on-call Veterinarian until premise license and DEA permit for shelter are transitioned	COMPLIANT
CITY ADMINISTRATOR	Dyckoff	Howard	02111 - Administration Unit	9/27/2017	TCSE	336	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Griffin	Bendu	02621 - Employment Services	4/21/2018	ELDE		Temporary support to assist department with project close out phase	COMPLIANT
CITY ADMINISTRATOR	Hollenback	Joy	02491 - Oakland Animal Services	4/24/2018	TCSE/ Annuitant	145	Temporary on-call Veterinarian due to resignation of former incumbent	COMPLIANT
CITY ADMINISTRATOR	Kwan	Jennifer	02491 - Oakland Animal Services	5/12/2018	TCSE	24	Temporary part time Veterinarian to supplement and add capacity to service delivery	COMPLIANT
CITY ADMINISTRATOR	Mason	Vanessa	02111 - Administration Unit	9/27/2017	TCSE	704	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Martinson	Leif	02111 - Administration Unit	9/27/2017	TCSE	111	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	4/23/2018	TCSE/ Annuitant	247	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Swanson	Luke	02111 - Communications Unit	9/25/2017	TCSE	787	Temporary project: Oakland Design League - to build the City's new website	COMPLIANT
CITY ATTORNEY	Moore	Cheryl	04111 - City Attorney Administration Unit	4/25/2018	TCSE/ Annuitant	236	Temporary assistance in eliminating file backlog and special project for file inventory.	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	465	Filling in for Council staff out on leave	COMPLIANT
CONTROLLER - FINANCE	Bhatnager	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	667	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytane	35214 - Complete Streets Planning & Project	1/13/2018	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	368	Temporary project to develop & implement a Public Outreach Strategy for the Capital Improvement Program (CIP).	COMPLIANT
DEPT OF TRANSPORTATION	Karl	Elliot	35211 - OakDOT	10/7/2017	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT

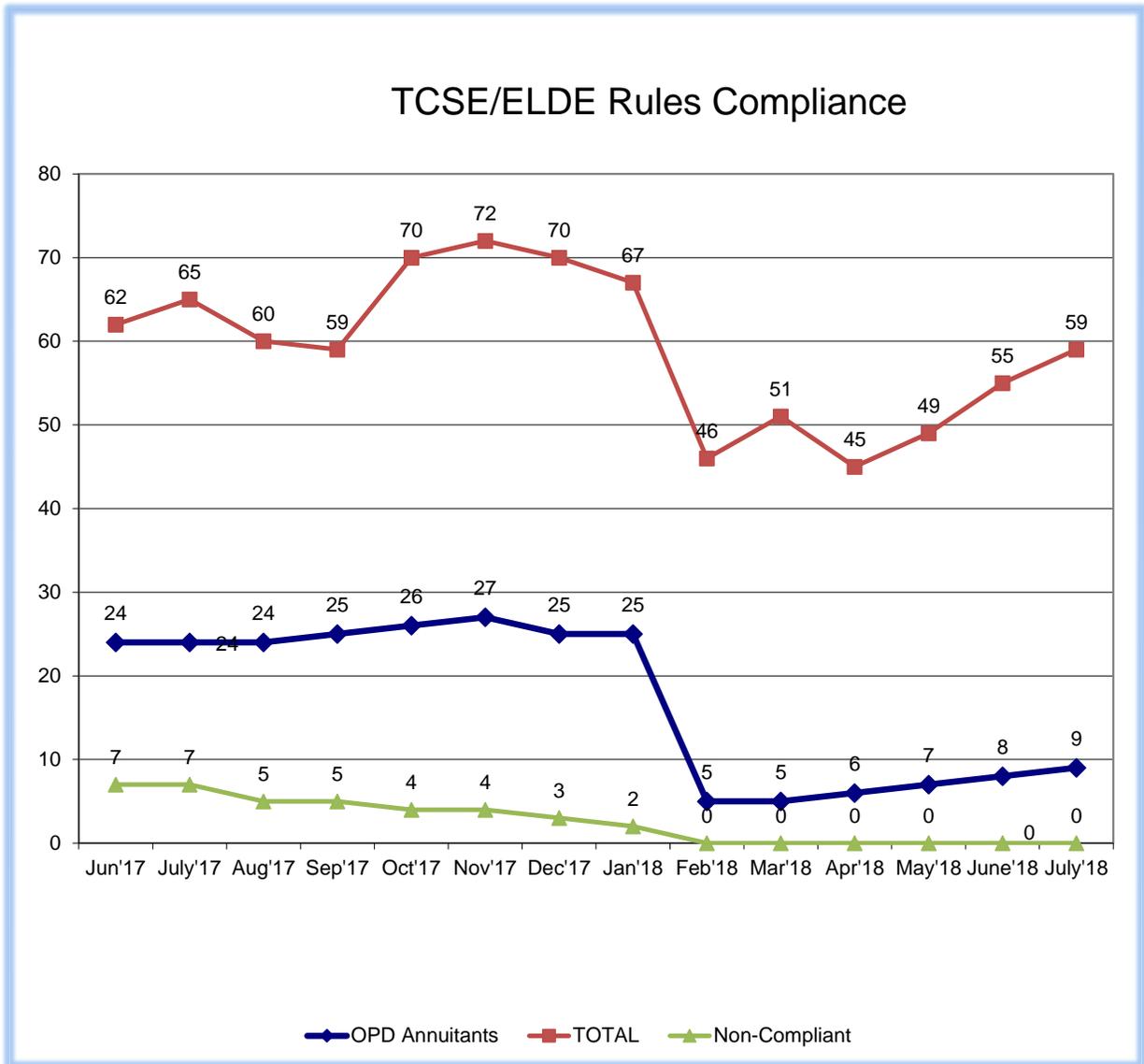
**CIVIL SERVICE BOARD
JULY 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	179	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/TREASURY	Poon	Natalie	08741 - Treasury Payroll	4/9/2018	TCSE	360	Temporary support for Human Resources Operations Tech out on leave.	COMPLIANT
FIRE DEPARTMENT	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant	114	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE DEPARTMENT	Weisgerber	William	20311 - Fire Marshal's Office Unit	5/7/2018	TCSE/ Annuitant	235	Temporary assistance until Fire Marshal is appointed	COMPLIANT
HOUSING & COMMUNITY DEV.	Cleveland	Everett	89929 - Housing Development	4/9/2018	TCSE	217	Temporary project performing significant administrative duties	COMPLIANT
HOUSING & COMMUNITY DEV.	Leshin	Maryann	89919 - Department of Housing & Community Development	2/13/2018	TCSE	411	Deputy Director - urgent need to fill position with exceptional duties that cannot be accomplished with current staffing level.	COMPLIANT
HUMAN RESOURCE MGMT.	Cook	Allyson	05211 - Human Resources Management	4/7/2018	ELDE		Spec under development for Assistant HR Director classification; duties not yet fully defined.	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	555	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	241	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	3/1/2018	TCSE	469	Filing in for Executive Assistant staff out on leave.	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 -HS Classroom & Seasonal	1/29/2018	TCSE/ Annuitant	493	Temp staffing to help with Instructor Staffing Crises and to meet Federal and State regulations of the Head Start Program.	COMPLIANT
HUMAN SERVICES	Martin-Bobo	Pamela	75231 - Senior Services Program	1/3/2018	ELDE		Temporary appointment while FEHA hold is in place.	COMPLIANT
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE		Temporary assignment to administer the Oakland ReCast program (grant)	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	801	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
KTOP	Smith	Jonathan	03211- Ktop Operations	4/13/2018	TCSE	161	Temporary support for Ktop staff out on paternity leave	COMPLIANT
KTOP	Tekle	Terhas	03211- Ktop Operations	4/9/2018	TCSE	181	Temporary support for Ktop staff out on paternity leave	COMPLIANT
LIBRARY	Anderson	Susan	61511 - African American Museum & Library	10/21/2017	ELDE		Temporary Appointment to meet public service commitments and requirements of serving the AAMLO community pending National recruitment.	COMPLIANT
PLANNING & BUILDING	Gunari	Seth	84111 - Admin: Planning, Building & Neighborhood Services	3/12/2018	ELDE		Temporary assignment to support Specialty Combination Inspectors	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	568	Time-limited project; temp assistance with backlog of permits	COMPLIANT
POLICE	Hill	Barbara	103310 - Communications Unit	2/2/2015	TCSE/ Annuitant	808	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Smith	Phyliss	103310 - Communications Unit	7/20/2015	TCSE/ Annuitant	425	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE		Spec under development for Courier classification; duties not yet fully defined.	COMPLIANT

**CIVIL SERVICE BOARD
JULY 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	180	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	6/15/2017	TCSE/ Annuitant	140	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	460	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	78	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	757	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	100	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gatke	James	102121 - Propety Section	9/11/2017	ELDE		Police Property Specialist Spec under revision; duties not yet fully defined.	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30541 - Equipment Services Division	12/18/2017	TCSE	907	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	282	Temporary support to help develop amd facilitate Department Strategic Action Plan	COMPLIANT
PUBLIC WORKS	Ferguson	David	30611 - Bureau Facilities & Environment	1/13/2018	TCSE/ Annuitant	724	Assistant Director - Short term management of the Bureau of Facilities and Environment.	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	791	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Perez - Perez	A. Nichole	30112 - Human Resources	3/24/2018	TCSE	450	Temporary support for Payroll staff out on leave	COMPLIANT
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	887	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	409	Temporary support to help develop amd facilitate Department Strategic Action Plan	COMPLIANT

Non-Compliant (0)





CITY OF OAKLAND

MEMORANDUM

DATE: July 19, 2018

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 Requests for Exemption from Civil Service and Approval of New Classification Specifications for Manager, Finance and Budget and Management Analyst, Principal

Based upon a classification review at the request of the Finance Department, staff has proposed the creation of two new classifications: **Manager, Finance** and **Budget and Management Analyst, Principal**. The Finance Department is in the process of reorganizing the work that is performed by Budget Bureau staff. A new Budget and Management Analyst series is being developed; the Budget and Management Analyst, Assistant classification already exists, and additional levels are being added to round out the new series.

The new Manager, Finance classification will be responsible for planning, organizing, managing, and directing the work of the department, including a variety of financial operations; assisting with the costing and budgeting related to contract negotiations with employee bargaining groups; participating in the development of labor negotiation strategies; developing and implementing goals, objectives, policies, and procedures; providing support to the Director regarding complex, confidential, and sensitive matters; assisting with the department and citywide budgets; and training and supervising assigned staff.

The new Budget & Management Analyst, Principal classification will be responsible for planning, organizing, and directing difficult, complex, detailed analytical work related to fiscal and budget functions; performing complex analysis of data regarding forecast modeling, statistical modeling, and project development; assisting with the costing of proposals and budgeting related to contract negotiations with employee bargaining groups; participating in the development of labor negotiation strategies; and supervising and training assigned staff. It is a supervisory classification.

No union involvement was required because the classifications are unrepresented. The Manager, Finance classification will be placed in bargaining unit UK2 – Executive Management Employees. The Budget and Management Analyst, Principal classification will be placed in bargaining unit UP1 – Unrepresented Professional Employees. The positions have broad, citywide responsibilities and directly influence the City’s labor practices and personnel policies. There is an inherent conflict of interest that exists for both classifications with participating in the costing of proposals and development of the City’s labor, fiscal, and personnel-related management strategies; they are highly responsible positions for which the consequence of error are great.

CIVIL SERVICE BOARD

Subject: Assistant Human Resources Director – Exemption and Classification Specification Approval

Date: May 17, 2018

Page 2

The City Charter, under Title IX Personnel Administration, section 902, sets forth the conditions under which positions may be exempt from Civil Service. Certain offices are expressly listed but section 9.02(f) provides that other positions may be exempted if recommended by City Council and approved by the Civil Service Board.

Manager, Finance is an expert level classification in the various financial fields including budget and finance, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff. Budget and Management Analyst, Principal is a high-level and highly skilled classification in the field of budget and finance, functioning as a consultant to department heads and professional and management staff. Both classifications are required to utilize a high degree of independence in carrying out the City Administrator's and City Council goals and objectives; the scope of responsibilities are broad and complex; the individuals in these classifications must deal with challenging, sensitive, and confidential matters; and assist management in complex labor negotiations costing. Staff recommends exempting both classification from the provisions of civil service for the reasons cited above.

Attached to this report are the City Council resolutions recommending that the Civil Service Board exempt the classifications of Manager, Finance and Budget and Management Analyst, Principal from the provisions of civil service. The resolutions were approved at the City Council meeting on May 15, 2018; copies of the executed resolutions are attached.

The salary ordinance amendment to add these new classifications to the Salary Schedule has already been routed through City Council for approval. The second reading occurred on June 5, 2018.

Staff recommends that the Civil Service Board exempt the classifications of **Manager, Finance** and **Budget and Management Analyst, Principal** from the provisions of civil service pursuant to Charter Section 902(f) and approve the classification specifications as proposed.

- Attachments:**
- A. Proposed Manager, Finance classification specification.
 - B. Proposed Budget and Management Analyst, Principal classification specification.
 - C. City Council Resolution Recommending Exemption of Manager, Finance.
 - D. City Council Resolution Recommending Exemption of Budget and Management Analyst Principal.



FINANCE MANAGER

Class Code: XXXXX FTE Exempt

DEFINITION

Under direction in the Finance Department, uses operational decision making in the direction and coordination of work of support operations; plans, organizes, manages, and directs the review and implementation of the City's major financial projects and policy efforts; plans, organizes and directs difficult, complex, and detailed analytical work related to fiscal and budgetary functions; trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level classification in the Finance Department. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position is at-will and exempt from the regulations of the Civil Service Board. This classification is distinguished from the Finance Director, which is responsible for managing an entire department.

The incumbent receives direction from the Finance Director and exercises supervision over assigned professional, technical, and administrative staff.

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

Develop departmental and citywide fiscal and administrative policies and procedures; assist in the identification of performance goals and objectives; assist in the development of the City's long and short-range strategic financial goals. Prepare and/or review analytical and complex reports prepared for City Administration, City Council or commissions concerning financial affairs; work closely with City Council and other public or private groups to explain fiscal operations, policies, and procedures.

Review, monitor, and coordinate the work of subordinate supervisory staff; conduct performance evaluations and recommend disciplinary action as necessary; participate in the selection of new employees.

Prepare the departmental budget and review subordinate bureau budget preparations.

Assist in the deployment of complex or sensitive labor negotiations costing and develop labor negotiation strategies; serve as a subject matter expert related to sensitive legal issues and litigation.

Establish and maintain positive working relationships with City officials, intergovernmental agencies, and departmental staff to ensure that Finance Department services are responsive to their diverse needs.

Represent the City in public meetings; give presentations to departments, City Council, Mayor, and citizen groups.

Prepare correspondence in response to public, other governmental agencies, City departments, City Administrator, Mayor, and City Council.

Research and remain apprised of best practices and innovations in governmental budgeting, financial transparency, and public finance.

Assign, review, train, and supervise staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- The principals and practices of financial and budgetary systems development and administration.
- Principles of financial and trend analysis and municipal finance.
- Laws, codes, charter provisions, rules, and regulations governing fiscal activities and departmental operations.
- Municipal government and organization.
- Administrative principles and methods, including goal setting, program and policy development and implementation, performance measurement, and employee supervision.
- Computer applications for word processing, spreadsheet analysis, database management, graphics, and financial planning and management.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, internal controls, and performance measures.
- Develop and administer a departmental budget.
- Analyze complex technical and administrative financial problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Apply accounting, auditing, and finance principles and techniques to a wide variety of operating issues.
- Prepare cogent, logical analytical reports on financial matters and factors affecting fiscal conditions.
- Supervise, train, and evaluate staff; provide leadership and motivate staff.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings.
- Work in a collaborative and cooperative team environment.
- Understand, interpret, explain, and apply relevant city, state, and federal laws and regulations.
- Prepare clear and concise reports, correspondence, and other written materials.
- Exercise sound independent judgment within general policy guidelines.
- Utilize computer systems and software applications.
- Establish and maintain positive working relationships with city and government officials, business representatives, advocates, city employees and the general public.

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

A Bachelor’s degree from an accredited college or university with major coursework in accounting, finance, public or business administration or related field. A Master’s degree in a related field is highly desirable.

Experience:

Five (5) years of progressively responsible professional experience in a fiscally complex agency performing budgetary or financial management and analysis in support of the agency’s fiscal operations. Must possess at least two (2) years of supervisory or managerial experience. Previous experience working with citizen organizations and elected officials is desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

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

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL


City Attorney

18 APR 26 PM 3:30

RESOLUTION No. 87179 C.M.S.

Introduced by Councilmember _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF MANAGER, FINANCE FROM THE OPERATION OF CIVIL SERVICE

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Manager, Finance classification is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Manager, Finance is an expert level classification in the various financial fields including budget and finance, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff; and

WHEREAS, the Manager, Finance is an executive manager with overall responsibility for budget and financial operations staff, is required to utilize a high degree of independence in carrying out the City Administrator's and City Council goals and objectives; the scope of responsibilities are broad and complex; the individual in this classification must deal with challenging, sensitive, and confidential matters; and assist management in complex labor negotiations costing; now, therefore be it

WHEREAS, the incumbent in the Manager, Finance position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore be it

RESOLVED, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Manager, Finance be exempted from the requirements of civil service; and be it

FURTHER RESOLVED, that the Civil Service Board is hereby requested to approve such exemption

MAY 15 2018

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, ~~AND PRESIDENT RAY~~ - 7

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST: 

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California



BUDGET AND MANAGEMENT ANALYST, PRINCIPAL

DRAFT

Class Code: XXXXX FTE Exempt

DEFINITION

Under direction in the Finance Department, plans, organizes and directs difficult, complex, detailed analytical work related to fiscal and budget functions; performs complex analysis of data regarding forecast modeling, statistical modeling and project development; supervises and trains assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory classification in the Finance Department. This classification is distinguished from the higher-level Budget Administrator in that incumbents of the latter are responsible for the overall administration, direction and support of operations in the City's Budget Bureau. It is distinguished from the lower level Senior Budget and Management Analyst in that the incumbent is responsible for general direction and supervision of staff and the completion of confidential analysis. A high degree of administrative independence is utilized in carrying out departmental goals and objectives. The incumbent is expected to carry out assignments without direction except as new or unusual circumstances require. Pursuant to the Oakland Charter 902(f), this position has been exempted from the regulations of the Civil Service Board.

The incumbent receives direction from the Budget Administrator or Assistant Budget Administrator and exercises supervision over assigned professional, technical, and administrative staff.

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

Lead the preparation, implementation, monitoring, and evaluation of the City budget and five-year capital program to ensure the fiscally responsible allocation of City resources.

Prepare, review, and develop Budget Bureau reports to the City Council, including the Five-Year Forecast, Revenue and Expenditure Reports, Council requests for information, and changes to City financial policies.

Prepare confidential analysis in support of the City's negotiations of collective bargaining agreements; prepare confidential analysis related to sensitive legal issues and litigation; participate in developing labor negotiation strategies.

Prepare and analyze highly complex and sensitive budget requests, policy proposals, and financial reports, including reports regarding the City's long-term obligations, revenue forecasts, and expenditure trends.

Perform complex or sensitive labor negotiations costing and participate in developing labor negotiation strategies.

Contribute to the development of the City's cost allocation mechanisms to accurately distribute costs incurred by City departments that benefit other City departments; review, analyze, and

provide recommendations on proposed budgets and requests for future funds; provide guidance and recommendations regarding daily budget transactions conducted by assigned departments.

Establish and maintain positive working relationships with City officials, intergovernmental agencies, and departmental staff to ensure that budget services are responsive to their diverse needs.

Represent the City in public meetings; prepare presentations for meeting with citizen groups and the City Council; serve as City staff liaison to assigned Boards and Commissions; provide recommendations and prepare suggestions for improving education, understanding, and engagement of the public regarding the City Budget and financial operations.

Assist in the maintenance of data integrity in the City's budget system, financial system, and open data portal.

Direct day-to-day operations of assigned staff in the Budget Bureau; provide training, staff development, and support to all levels of budget analyst staff; provide additional review of and support to Analysts' work products regarding highly sensitive or complex daily budgetary control functions.

Act as Budget Administrator or Assistant Budget Administrator during periods of absence.

Research and remain apprised of best practices and innovations in governmental budgeting, financial transparency, and public finance.

Perform advanced use of software applications and the City's financial and budgetary systems to analyze and implement the City Budget, to develop the budget book and related reports and presentations, and to provide other analysis as needed.

Assign, review, train, and supervise staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- The principals and practices of financial and budgetary systems development and administration.
- Statistical forecasting models including trend and sensitivity, economic and demographic analysis.
- Principles of financial and trend analysis and municipal budgeting.
- The application of statistical methods; quantitative analysis.
- The organization and structure of local government entities.
- English syntax, language mechanics, punctuation and spelling.
- Computer applications for word processing, spreadsheet analysis, database management, graphics, and financial planning and management.
- Principles and practices of management, supervision, and training.

Ability to:

- Produce, analyze, and validate revenue forecasting models, including trend analysis, time series analysis, and sensitivity analysis.
- Interpret local and state legislative policies and procedures, macroeconomic events, and legal actions.

- Exercise sound judgment, perform independent analysis, and make recommendations on confidential or difficult administrative and fiscal issues, including during stressful and difficult situations,
- Apply accounting, auditing, and finance principles and techniques to a wide variety of operating issues.
- Analyze data and present ideas clearly and effectively in both written and oral formats.
- Prepare cogent, logical analytical reports on financial matters and factors affecting fiscal conditions.
- Supervise, train, and evaluate staff; provide leadership and motivate staff.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings.
- Utilize software applications and financial and budgetary management systems to process, analyze, and present data.
- Establish and maintain positive working relationships with city and government officials, business representatives, advocates, city employees and the general public.

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration or related field. A Master's degree is highly desirable.

Experience:

Five (5) years of progressively responsible professional experience in a government agency performing budgetary or financial management and analysis in support of the agency's fiscal operations, including performing computerized financial analysis, forecasting or budgeting in a fiscally complex organization. Must possess at least one (1) year of experience in a lead or supervisory role. Previous experience working with citizen organizations and elected officials is desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:		CSB Resolution #:	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:		CSB Resolution #:	Salary Ordinance #:

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL


City Attorney

18 APR 26 PM 3:31

RESOLUTION No. 87180 C.M.S.

Introduced by Councilmember _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF BUDGET & MANAGEMENT ANALYST, PRINCIPAL FROM THE OPERATION OF CIVIL SERVICE

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Budget & Management Analyst, Principal classification is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Budget & Management Analyst, Principal is a high-level and highly skilled classification in the field of budget and finance, functioning as a consultant to department heads and professional and management staff; and

WHEREAS, the Budget & Management Analyst, Principal is a supervisor with responsibility for day-to-day budget and financial operations staff, is required to utilize a high degree of independence in carrying out the City Administrator's and City Council goals and objectives; the scope of responsibilities are broad and complex; the individual in this classification must deal with challenging, sensitive, and confidential matters; and assist management in complex labor negotiations costing; now, therefore be it

WHEREAS, the incumbent in the Budget & Management Analyst, Principal position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore be it

RESOLVED, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Budget & Management Analyst, Principal be exempted from the requirements of civil service; and be it

FURTHER RESOLVED, that the Civil Service Board is hereby requested to approve such exemption

MAY 15 2018

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN,

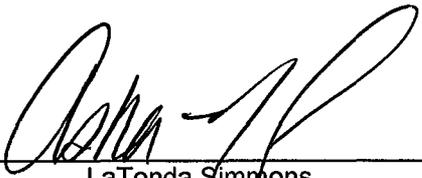
~~AND PRESIDENT~~ — 7

NOES - 0

ABSENT - 0

ABSTENTION - 0

Excused - 2

ATTEST: 

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California



CITY OF OAKLAND

MEMORANDUM

DATE: July 19, 2018

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 Proposed New Classification Specifications for Budget and
Management Analyst and Budget and Management Analyst, Senior

Based upon a classification review at the request of the Finance Department, staff has proposed the creation of two new classification specifications: (1) Budget and Management Analyst and (2) Budget and Management Analyst, Senior. The Finance Department is in the process of reorganizing the work that is performed by Budget Bureau staff. A new Budget & Management Analyst series is currently under development, which includes these journey level and advanced-journey level classifications in the series. The entry level classification is already represented by the International Federation of Professional and Technical Engineers (IFPTE, Local 21) and was recently revised and re-titled. The supervisory level will be unrepresented and not subject to mandatory bargaining obligations.

A summary of the duties expected to be performed by the new classifications is provided below:

The Budget and Management Analyst will perform professional-level assignments related to the City budget functions in the development, implementation, and administration of financial programs or projects; conduct organizational analysis, budget review, and analysis; provide budgetary and financial support to assigned departments; and participate in aspects of labor negotiations costing/strategies.

The Budget and Management Analyst, Senior will perform highly responsible, complex, and varied financial and analytical work related to the City budget functions; conduct operational, fiscal, and budgetary review and analysis; prepare complex revenue and expenditure forecasts; evaluate the impact of new or proposed legislation; participate in aspects of labor negotiations costing/strategies; coordinate activities of the Finance Department with other departments, divisions, and/or outside agencies; and train and provide lead direction to assigned staff.

Once vacancies are created in these classifications, the new classification specifications will be used to initiate future recruitment activities.

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

Additionally, no determination has been rendered regarding the “common class” status of this classification. The "Common Class" Project is currently underway, and more information will be available at a later date.

CIVIL SERVICE BOARD

Subject: Budget and Management Analyst (Journey and Senior level) Classification Specifications

Date: July 19, 2018

Page 2

Staff recommends that the Civil Service Board approve the proposed new **Budget and Management Analyst** and **Budget and Management Analyst, Senior** classification specifications.

Attachments: Proposed new classification specifications for Budget and Management Analyst and Budget and Management Analyst, Senior.



BUDGET AND MANAGEMENT ANALYST

DRAFT

Class Code: XXXXX FTE Civil Service Classified

DEFINITION

Under general direction in the Finance Department, performs professional-level assignments related to the City budget functions in the development, implementation, and administration of financial programs or projects; conducts organizational analysis, budget review, and analysis; provides budgetary and financial support to assigned departments; participates in aspects of labor negotiations costing/strategies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification in the Budget and Management Analyst series. Incumbents apply a broad understanding of administrative, financial, and analytical principles, practices, and laws. This classification is distinguished from the higher level Senior Budget and Management Analyst in that the incumbent of the latter is responsible for Citywide functions, the independent management and completion of special projects, and may provide lead direction to staff. It is further distinguished from the lower level Assistant Budget and Management Analyst in that the incumbent of the former proficiently performs the full range of analytic functions in support of departments and city operations.

The incumbent receives direction from the Budget Administrator, Assistant Budget Administrator, Principal Budget and Management Analyst, or Senior Budget and Management Analyst.

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

Provide budgetary assistance and consultative support to assigned departments; provide status reports to assigned department heads and the Finance Department's executive team.

Analyze budget requests; assess the financial and service impacts of proposed policy changes and evaluate the operational needs of assigned departments.

Provide accurate periodic forecasts of expenditures and revenues, monitor the operating revenue and expenditure budgets of assigned departments, and develop corrective proposals when necessary to maintain the integrity of the City budget and finances.

Perform daily budgetary control functions for assigned departments, including reviews of changes to the operating budget, changes to positions, and requests to hire positions.

As directed, participate in aspects of labor negotiations costing and in supporting labor negotiation strategies.

Forecast, review, and monitor departmental revenues, including taxes, fees, fines, and grants.

Maintain awareness of significant policy discussions, service delivery issues, best practices, and legislative trends affecting assigned departments.

Evaluate, review, and prepare financial impact statements for proposed city ordinances,

resolutions, and other policy changes.

Analyze, review, and evaluate fiscal and operational performance measurements for assigned departments.

Provide timely analysis for ad-hoc projects as assigned.

Maintain proficiency in the application of rules, policies, and software applications to the management of City resources.

Perform advanced use of software applications and the City's financial and budgetary systems to analyze and implement the City Budget, to develop the budget book and related reports and presentations, and to provide other analysis as needed.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Governmental financial analysis and forecasting, budgeting, and public accounting practices and procedures.
- Governmental revenue sources and factors that influence revenue and expenditure levels.
- Federal, State, and local legislative processes and legislative analysis.
- Computer operations and applications related to accounting and financial analysis and reporting.
- Budget development in a municipal government.
- Principles and practices of governmental organization and management.

Ability to:

- Analyze complex departmental budget requirements, programs, policies, procedures, and operations.
- Identify opportunities for organizational and operational improvements and to develop plans for the implementation of such improvements.
- Prepare and present oral and written reports.
- Analyze and interpret financial data and perform trend analysis.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings.
- Utilize software applications and financial and budgetary management systems to process, analyze, and present data.
- 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 is acceptable.

Education:

A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration or related field. A Master's degree is highly desirable.

Experience:

Two (2) years of progressively responsible professional experience in a government agency performing budgetary or financial analysis in support of the agency’s fiscal operations.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

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



BUDGET AND MANAGEMENT ANALYST, SENIOR

DRAFT

Class Code: XXXXX FTE Civil Service Classified

DEFINITION

Under direction in the Finance Department, performs highly responsible, complex, and varied financial and analytical work related to the City budget functions; conducts operational, fiscal and budgetary review and analysis; prepares complex revenue and expenditure forecasts; evaluates the impact of new or proposed legislation; participates in aspects of labor negotiations costing/strategies; coordinates activities of the Finance Department with other departments, divisions, and/or outside agencies; trains and provides lead direction to assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced-journey level classification in the Budget and Management Analyst series. This classification is distinguished from the higher-level Principal Budget and Management Analyst in that the incumbent of the latter supervises professional staff and performs confidential analyses. It is further distinguished from the lower level Budget and Management Analyst in that incumbents of the former are responsible for Citywide functions, the independent management and completion of special projects, and providing technical direction to staff. The Senior Budget and Management Analyst is expected to perform duties with limited direct supervision.

The incumbent receives direction from the Budget Administrator, Assistant Budget Administrator, or Principal Budget Management Analyst and exercises technical direction over professional staff and supervision of administrative support staff.

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

Provide budgetary assistance and consultative support to assigned departments; provide status reports to assigned department heads and the Finance Department's executive team.

Provide additional review of and support to Budget and Management Analysts' work products regarding highly sensitive or complex daily budgetary control functions.

Assist and lead elements of the preparation, implementation, monitoring, and evaluation of the City budget and five-year capital program to ensure the fiscally responsible allocation of City resources.

Assist in the preparation, review and development of Budget Bureau reports to the City Council, including the Five-Year Forecast, Revenue and Expenditure Reports, Council requests for information, and changes to City Financial Policies.

Perform and/or contribute to labor negotiations costing and support labor negotiation strategy development.

Prepare and analyze highly complex and sensitive budget requests, policy proposals, and financial

reports; including reports regarding the City's long-term obligations, revenue forecasts, and expenditure trends.

Assist with the development of the City's cost allocation mechanisms to accurately distribute costs incurred by City departments that benefit other City departments; review, analyze, and provide recommendations on proposed budgets and requests for future funds; provide guidance and recommendations regarding daily budget transactions conducted by assigned departments.

Represent the City in public meetings; prepare presentations for meeting with citizen groups and the City Council; serve as City staff liaison to assigned Boards and Commissions; provide recommendations and prepare suggestions for improving education, understanding, and engagement of the public regarding the City Budget and financial operations.

Assist in the maintenance of data integrity in the City's budget system, financial system, and open data portal.

May serve in a limited supervisory capacity and/or serve as a project lead providing direction to assigned staff.

Research and remain apprised of best practices and innovations in governmental budgeting, financial transparency, and public finance.

Perform advanced use of software applications and the City's financial and budgetary systems to analyze and implement the City Budget, to develop the budget book and related reports and presentations, and to provide other analysis as needed.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Governmental financial analysis and forecasting, budgeting and accounting.
- Governmental revenue sources and factors that influence revenue and expenditure levels.
- Federal, State and local legislative processes and legislative analysis.
- Computer applications for word processing, spreadsheet analysis, database management, graphics and financial management.
- Principles and practices of training and supervision.
- Budget development in a municipal government.
- Principles and practices of governmental organization, and management.

Ability to:

- Analyze complex departmental budget requirements, programs, policies, procedures, and operations.
- Manage multiple complex projects involving analysis.
- Meet short deadlines and effectively manage high levels of stress.
- Prepare and present oral and written reports.
- Analyze and interpret data from various sources; perform trend analysis; draw conclusions and make recommendations.
- Assign and evaluate work; train and supervise staff.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings.

- Utilize software applications and financial and budgetary management systems to process, analyze, and present data.
- 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 is acceptable.

Education:

A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration or related field. A Master’s degree is highly desirable.

Experience:

Four (4) years of progressively responsible professional experience in a government agency performing budgetary or financial management and analysis in support of the agency’s fiscal operations.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

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



STAFF REPORT

DATE: July 19, 2018

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager

THROUGH: Ian Appleyard, Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in April (for quarter end March 31, 2018). This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending June 30, 2018. During this reporting period, one (1) study was completed, two (2) studies were canceled, and five (5) new studies were received. There are currently seventeen (17) active classification studies.

EXPLANATION OF DELAYS

Five (5) active studies have passed the one-year mark:

- City Administrator Analyst
- Contract Compliance Officer
- Librarian II
- Contract Compliance Officer, Senior
- Program Analyst I

The review of the City Administrator Analyst position involves a classification that is exempt from Civil Service. The resolution took longer than expected to reach and will be finalized no later than the week of July 9, 2018. Completion will be reflected on the next Quarterly Update.

For the remaining classification studies, the delays were due to competing demands and resource allocation issues. HRM is working hard to address the backlog while focusing on other urgent priorities but recognizes studies are still rolling overdue in the meantime. All Recruitment and Classification Division human resource analysts are in the process of being trained on how to conduct classification studies. By building capacity among staff, the intent is to have more trained individuals who can complete studies rather than relying on the same staff analyst every time. HRM remains focused on making improvements that will ensure classification study requests are addressed as quickly as possible in the current environment.

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: July 19, 2018

Page 2

Note: The Administrative Assistant II study that was received on November 28, 2016 was completed on April 2, 2018. It rolled overdue for the same reasons as mentioned above.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending June 30, 2018, showing a total of ninety-eight (98) classifications: during this reporting period there were eight (8) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; there are five (5) classifications being advanced by HRM to the Board for the July 19, 2018, meeting; an additional eighteen (18) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are fifty-one (51) classification specification reviews assigned and under review by analysts; and there are an additional sixteen (16) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	8
Scheduled to CSB for Approval	5
Under Review for Scheduling of Meet & Confer with Representative Union	18
Assigned to Analyst for Review	51
Pending for Assignment	16
TOTAL	98

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

Attachment A – Classification Studies (Desk Audits) as of June 30, 2018

Attachment B – Classification Specifications under review as of June 30, 2018

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

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	FINANCE	City Administrator Analyst	11/4/2016			Yes	Will be issued no later than 7/13/2018 and will count toward the next quarter.
2	CAO	Contract Compliance Officer	11/7/2016			Yes	Anticipated completion is July 2018.
3	OPW	Administrative Assistant II	11/28/2016	4/2/2018	490	Yes	Completed.
4	LIBRARY	Librarian II	3/7/2017			Yes	Anticipated completion is July 2018.
5	CAO	Contract Compliance Officer, Senior	3/16/2017			Yes	Anticipated completion is July 2018.
6	OPR	Recreation Program Director	4/7/2017	4/1/2018		No	Canceled. Employee's promotion took effect on 3/24/18.
7	OPR	Recreation Program Director	4/7/2017	4/1/2018		No	Canceled. Employee's promotion took effect on 3/24/18.
8	OFD	Program Analyst I	5/9/2017			Yes	In progress.
9	EWD	Program Analyst I	10/10/2017			No	In progress.
10	LIBRARY	Librarian, Supervising	10/25/2017			No	In progress.
11	OPW	Administrative Assistant II	11/8/2017			No	In progress.
12	FINANCE	Tax Auditor II	11/14/2017			No	In progress.
13	HSD	Accountant II	12/21/2017			No	In progress.
14	EWD	Program Analyst II	12/21/2017			No	In progress.
15	FINANCE	City Administrator Analyst	3/20/2018			No	Tied to #1 above. Will be issued no later than 7/13/2018 and will count toward the next quarter.
16	FINANCE	Cashier	4/9/2018			No	New assignment.
17	CAO	Contract Compliance Officer	5/1/2018			No	New assignment.
18	FINANCE	Tax Auditor II	5/18/2018			No	New assignment.
19	OPD	Police Services Technician II	5/29/2018			No	New assignment.
20	EWD	City Administrator Analyst	6/18/2018			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (8)					
AF055	FINANCE	Assistant Budget Analyst	TW1	SPEC REVISION	Approved at 4/19/18 CSB Meeting
TBD	HRM	Assistant Human Resources Director	TBD	NEW SPEC	Approved at 5/17/18 CSB Meeting
TC119	HRM	Human Resource Technician, Senior	TW1	SPEC REVISION	Approved at 6/21/18 Meeting
SC246	ATTORNEY	Open Government Coordinator	UM2	SPEC REVISION	Approved at 4/19/18 CSB Meeting
SC193	OPW	Park Supervisor I	UH1	SPEC REVISION	Approved at 6/21/18 Meeting
NEW	OPD	Police Communications Dispatcher, Senior	TBD	NEW SPEC	Approved at 6/21/18 Meeting
SC229	OPW	Tree Supervisor I	UH1	SPEC REVISION	Approved at 6/21/18 Meeting
TC144	OPD	Veterinary Technician	SD1	SPEC REVISION	Approved at 5/17/18 CSB Meeting
SCHEDULED (5)					
TBD	FINANCE	Budget & Management Analyst	TBD	NEW SPEC	Scheduled for 7/19/18 CSB Meeting
TBD	FINANCE	Budget & Management Analyst, Principal	TBD	NEW SPEC	Scheduled for 7/19/18 CSB Meeting
TBD	FINANCE	Budget & Management Analyst, Senior	TBD	NEW SPEC	Scheduled for 7/19/18 CSB Meeting
SC129	HSD	Cook, Supervising (formerly Cook III)	UH1	SPEC REVISION	Scheduled for 7/19/18 CSB Meeting
TBD	FINANCE	Manager, Finance	TBD	NEW SPEC	Scheduled for 7/19/18 CSB Meeting
PENDING MEET & CONFER (18)					
SC116	OPW	Clean Community Supervisor	UH1	SPEC REVISION	Meeting with Local 21 on 7/19/18
AP144	CPRA	Complaint Investigator III	TW1	SPEC REVISION	In progress with Local 21
SC124	OPW	Construction & Maintenance Supervisor I	UH1	SPEC REVISION	Preparing proposed spec revisions for department review
MA112	OPW	Construction & Maintenance Supervisor I	UH1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	CITYWIDE	Courier	TBD	NEW SPEC	Drafting new class spec
TC143	OFD	Fire Equipment Technician	SB1	SPEC REVISION	On hold
TBD	HSD	Head Start / Early Head Start Assistant Teacher	TBD	NEW SPEC	Awaiting meeting date with Local 1021
PP158	OPW	Litter/Nuisance Enforcement Officer	SC1	SPEC REVISION	Meeting with Local 1021 on 7/16/18
MA107	CITYWIDE	Manager, Capital Improvement Program	UM1	SPEC REVISION	Meeting with Local 21 on 7/19/18
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS170	OPD	Police Property Specialist	SC1	SPEC REVISION	Not able to meet in October 2017; future Local 1021 meeting date to be determined
TBD	OPW	Sign Technician, Senior	TBD	NEW SPEC	Awaiting meeting date with Local 1021
TR186	OPW	Traffic Sign Maker	SC1	SPEC REVISION	Awaiting meeting date with Local 1021
TR186	OPW	Transportation Engineer, Supervising	SC1	SPEC REVISION	Meeting with Local 21 on 7/19/18
TBD	DOT	Transportation Planner I	TBD	NEW SPEC	Meeting with Local 21 on 7/19/18

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	DOT	Transportation Planner II	TBD	NEW SPEC	Meeting with Local 21 on 7/19/18
TBD	DOT	Transportation Planner III	TBD	NEW SPEC	Meeting with Local 21 on 7/19/18
IN PROGRESS (51)					
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Finalizing proposed spec revisions with departments
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Finalizing proposed spec revisions with departments
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Finalizing proposed spec revisions with departments
TR203	OPD	Animal Care Attendant	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TBD	PBD	Assistant Director of Planning & Building	TBD	NEW SPEC	Drafting new class spec
PS180	OFD	Battalion Chief	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
AF047	FINANCE	Budget & Operations Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department review
EM122	OPD	Chief of Police	UN1	NEW SPEC	Drafting new class spec
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS184	OFD	Fire Fighter Paramedic	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
MA148	OFD	Fire Marshal, Assistant (Non-Sworn)	UM2	SPEC REVISION	Preparing meet and confer notice for union.
PS142	OFD	Fire Prevention Bureau Inspector (Civilian)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
TR140	OPW	Gardener Crew Leader	SC1	SPEC REVISION	Reviewing proposed changes from department
TR141	OPW	Gardener I	SC1	SPEC REVISION	Reviewing proposed changes from department
TR142	OPW	Gardener II	SC1	SPEC REVISION	Reviewing proposed changes from department
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	Preparing proposed spec revisions for department review
TC117	HRM	Human Resource Technician	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS149	OFD	Lieutenant of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TBD	DOT	Manager, Transportation Bureau	TBD	NEW SPEC	Drafting new class spec
TR162	OPW	Park Equipment Operator	SC1	SPEC REVISION	Reviewing proposed changes from department
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
AP282	PBD	Planning Investigator	SD1	SPEC REVISION	New assignment
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
TR178	OPW	Stationary Engineer	SB1	SPEC REVISION	In initial discussion with department about assignment
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
PENDING ASSIGNMENT (16)					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
NEW	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
EM264	DOT	Director of Transportation	UK1	NEW SPEC	
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Assess classification as part of cleanup and clarification of intern classifications
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS121	CAO	Executive Asst to the Assistant City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS126	CAO	Executive Asst to the City Administrator	U31	SPEC REVISION	Draft pending CAO approval
EM242	CAO	Inspector General	UK1	NEW SPEC	Initially approved by CSB 4/11/13; June 2013 - new revisions under discussion
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Pending analyst assignment

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of intern classifications
AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department