



CIVIL SERVICE BOARD MEETING AGENDA

Date: September 19, 2019

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; 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
Vadim Sidelnikov, Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) UPDATES, SECRETARY TO THE BOARD INFORMATION

3) APPROVAL OF THE SEPTEMBER 19, 2019 CIVIL SERVICE BOARD MEETING AGENDA ACTION

4) CONSENT CALENDAR: ACTION

a) Ratification of Provisional Appointment

- Cashier
- Human Resource Clerk

b) Approval of Employee Requests for Leave of Absence

- City Attorney
- Library
- Planning & Building
- Police Department

c) Approval of Revised Classification Specification

- Planner V

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of August 15, 2019 Civil Service Board Meeting Minutes | ACTION |
| b) Approval of the July 18, 2019 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 |
| e) Update on Common Class Study | INFORMATION |

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 Government Code Section 54957.6:

1) Personnel Matter for Public Employee: 3.04(e) Appeal Regarding Changes to Classification: CA-2019-AP02 (V. Inman)

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

OPEN SESSION AGENDA**2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION****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, October 17, 2019. All materials related to agenda items must be submitted by Thursday, October 3, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: September 3, 2019

TO: The Honorable Civil Service Board **FROM:** Christine Doan
Human Resource Analyst

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

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

SUBJECT: Request for Provisional Appointment in Classification of Cashier to be ratified at the Civil Service Board Meeting of September 19, 2019

Attached is a request from the Finance Department to make a provisional appointment to a Cashier vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Cashier position receives, accounts for and reconciles cash, checks and bonds; maintains revenue and transaction records; transfers cash and maintains an impress fund; provides information to the public; and performs related duties as assigned.

The minimum qualifications for Cashier are: Education equivalent to the completion of the twelfth grade and six months full time experience as a cashier or a bank teller.

The selected candidate meets the minimum qualifications of the Cashier position with general education from College of Alameda and 9 months as a cashier. Recruitment, Classification & Benefits is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is anticipated to post on September 23, 2019.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Cashier position in the Finance Department beginning on September 3, 2019 and ending on or before December 24, 2019.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: September 19, 2019

AREA REQUESTED

POSITION: Cashier

DEPARTMENT: Finance Department

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: N/A

DATE PERSONNEL REQUISITION RECEIVED: August 1, 2019

CURRENT STATUS OF EXAMINATION: The job announcement is anticipated to post on September 23, 2019.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the incumbent to be trained and perform the Cashier duties while an eligibility list is being developed.

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 affect the Treasury Bureau operations as this Cashier position accepts deposits for the entire City.

Attachments:

- Employment Application: Yes
- Personnel Requisition: Yes
- Resume: Yes

Recruitment, Classification & Benefits Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Non - Oakland Resident*
- Current Employment Status: *Not a current City of Oakland Employee*



CITY OF OAKLAND

MEMORANDUM

DATE: August 28, 2019

TO: The Honorable Civil Service Board **FROM:** Greg Preece
Human Resources Manager

THROUGH: Ian Appleyard, HRM Director
Secretary to the Board

SUBJECT: Request for Provisional Appointments in the Classification of Human Resource Clerk to be ratified at the Civil Service Board Meeting of September 19, 2019

Attached is a request from the Human Resources Management Department to make a provisional appointment to a Human Resource Clerk vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Human Resource Clerk will perform a variety of complex clerical and administrative duties in support of the Human Resources Management Department, including to organize and maintain confidential personnel records and files; process personnel related forms; respond to inquiries from the public and internal staff concerning confidential information; process purchase orders and monitor the supply budget; and perform related duties as assigned.

Experience: Two years of progressively responsible clerical/secretarial work experience including one year of interacting with public in a public institution and preparing and processing confidential personnel forms, reports, correspondence and other information.

The selected candidate meets the minimum qualifications for the Human Resource clerk classification with two (2) years of clerical experience in a public agency performing similar duties. The Recruitment team is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120-days. The application period has already closed and HRM staff are in the process of screening applications.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Human Resource Clerk position in the Human Resources Management Department beginning on September 10, 2019 and ending on or before January 1, 2020.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: September 19, 2019

AREA REQUESTED

POSITION: Human Resource Clerk

DEPARTMENTS: Human Resources Management Department

APPOINTMENT DURATION: 120-days

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a

DATE PERSONNEL REQUISITION RECEIVED: August 28, 2019

CURRENT STATUS OF EXAMINATION: HRM will be using the HR Technician recruitment to fill this vacancy. The HR Technician recruitment closed on August 23, 2019 and HRM staff are reviewing applications.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved and HRM has initiated the recruitment. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Human Resource Clerk is needed to maintain confidential personnel records and files, process personnel forms, and respond to inquiries from the public and internal City of Oakland staff.

Other Alternatives Explored and Eliminated:

None.

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

Not having this vacancy filled while an eligibility list is established would hamper the Human Resources Management Department's ability to provide front counter services and other support functions to the public and other City of Oakland departments.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



MEMORANDUM

DATE: September 19, 2019

TO: The Honorable Civil Service Board

FROM: Tabitha Pulliam, HRM Technician, Recruitment & Classification / Staff to the Board

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

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of six (6) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Bonifacio, Ashley	Librarian I	Library	August 19, 2019 – January 31, 2020	CSR 8.07 (c)(iii) Personal Business
Manasse, Ed	Planner V	Planning and Building	August 26, 2019 – TBD	CRS 8.07 (c)(v) Exempt Position
Ortiz, Ana	Library Aide	Library	November 1, 2019 – November 7, 2019	CSR 8.07 (c)(i) Additional Education
Stein, Cynthia	Deputy City Attorney III	City Attorney	December 6, 2019 – February 28, 2020	CSR 8.07 (c)(iii) Personal Business
Rodriguez, Margaret	Librarian I	Library	September 6, 2019 – October 25, 2019	CSR 8.07 (c)(iii) Personal Business
Vergara, Veronica	Oakland Police	Police Communications Dispatcher	August 10, 2019 – November 30, 2019	CSR 8.07 (c)(iii) Personal Business

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Ashley Bonifacio Employee's ID 222 58 Today's Date 8/17/19

Department/Division Library Employee Job Title Librarian I

Request: 60 Days Hours From 8/19 To 1/31/20
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Ashley Bonifacio 8/17/19
 Employee's Signature Date

 Civil Service Board Approval Date

Jamie Iwatake 9/11/19
 Department Head Approval Date

 City Manager Approval Date

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



19 AUG 19 AM 10:46
**Unpaid Leave
of Absence**

Leave Type:

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

Employee's Name Ed Marasovic Employee's ID 13183 Today's Date 8/2/19

Department/Division Planning & Building Employee Job Title Planner II to Deputy Director/ City Planner

Request: TBD* Days Hours From 8/26/19 To TBD

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

No. of Days or Hours

Select Days or Hours

(Write appropriate code)

* Please see attached Article 16 from Local 21 MOU

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

* Additional Information

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

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

[Signature] 8/2/19
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 8/14/19
Department Head Approval Date

City Manager Approval Date

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

ARTICLE 16: SPECIAL PERSONNEL PROVISIONS FOR UNIT UM1

16.1 Appointment From Civil Service to Exempt Position

A represented employee appointed to an exempt position in Unit UM1 may take an approved leave of absence without pay from his/her classified position as provided for in Sections 8.07(b) and 8.07(c) of the Civil Service Rules.

- a. For a represented employee who has been appointed to a position in Unit UM1 and is on an approved leave from a classified position, the represented employee shall have the right to revert to a position in the same classification as that occupied by him/her at the time of commencement of such leave if the UM1 position is deleted from the budget, or to a position in any other non-exempt classification in which the represented employee had prior service. If no vacant position exists in the classification, the represented employee shall "bump" another represented employee with less seniority, in the manner provided under Section 9.02 (d) of the Civil Service Rules. If there is no incumbent in that classification with less seniority, the represented employee shall be placed on a reinstatement list in the manner provided under Section 9.03 of the Civil Service Rules.
- b. For a represented employee who has been appointed to a position in Unit UM1 and is on an approved leave from a classified position, upon termination of such exempt appointment for reasons other than deletion of the UM1 position from the budget, the represented employee will be considered for reinstatement to a position in the same classification as that occupied by him/her at the time of commencement of such leave, or to a position in any other non-exempt classification in which the represented employee had prior service..

Consideration for reinstatement to the former classification will be based on the circumstances of the removal from the exempt appointment and the represented employee's work record as determined by the appointing authority.

If reinstatement is approved by the appointing authority, either

- i. the represented employee shall be appointed to a vacant position in the former classification, or
- ii. if no such vacant position exists, the represented employee shall be placed on a reinstatement list, in the manner provided under Section 9.03 of the Civil Service Rules.



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Ana Ortiz Employee's ID 23961 Today's Date 08/19/2019

Department/Division Library Employee Job Title Library Aide

Request: 7 Days Hours From 11/01/2019 To 11/07/2019
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

Ana Ortiz
Employee's Signature Date 08/20/19

Civil Service Board Approval Date

Jamie Tubek
Department Head Approval Date 8/20/19

City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Margaret Rodriguez Employee's ID 11803 Today's Date 8/7/19

Department/Division Library Employee Job Title Librarian 1

Request: 6 Days Hours From 9/6/19 To 10/25/19
No. of Days or Hours Select Days or Hours

Dates: 9/6, 9/13, 9/27, 10/4, 10/11, 10/25

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

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

*** Additional Information**

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

MSR 8/7/19


 Employee's Signature _____ Date 8-7-19

 Civil Service Board Approval Date


 Department Head Approval _____ Date 8/14/19

 City Manager Approval Date

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

Distribution: Original to DHRM Admin, Copy to HRIS Operations, Dept., and Employee



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Cynthia Stein Employee's ID 25269 Today's Date 8/29/2019

Department/Division Litigation Employee Job Title Deputy City Attorney III

Request: 12 weeks Days Hours From 12/6/19 To 2/28/20
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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* Additional Information

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

CFM
 Employee's Signature Date 8/29/19

 Civil Service Board Approval Date

M. J. ...
 Department Head Approval Date 8/29/19

 City Manager Approval Date

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Unpaid Leave of Absence

Leave Type:

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

Employee's Name Veronica Vergara Employee's ID 22740 Today's Date 18 July 19

Department/Division Oakland Police Communications Employee Job Title Police Communications Dispatcher

Request: 16 weeks Days Hours From 10 Aug 19 To 30 Nov 19
No. of Days or Hours Select Days or Hours

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

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

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18 July 19

Employee's Signature

Date

Civil Service Board Approval

Date

8/29/2019

Department Head Approval

Date

City Manager Approval

Date

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



CITY OF OAKLAND

MEMORANDUM

DATE: September 19, 2019

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Revised Classification Specification for Planner V

Based upon a classification review at the request of the Planning & Building Department (PBD), staff has proposed revisions to the **Planner V** classification specification. The classification specification was approved in April 2014 and was revised in January 2016.

Very minor revisions have been proposed. The biggest changes appear on Page 2 and include enhancing a task statement, refining the geography field of study, and adding that a Master's degree is desirable. Other minor edits involve adherence to the current classification specification template.

There are two allocated positions, both of which are currently vacant. The approved classification specification will be used in the near future to initiate the recruitment and selection process to fill these vacancies.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives discussed the potential impacts at two meetings in June and July 2019. In an email dated August 15, 2019, the union confirmed that there are no objections to the proposed revisions.

Additionally, the "common class" status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Planner V** classification specification.

Attachments: Revised draft Planner V classification specification.



PLANNER V

Class Code: AP279

Civil Service Classified

DEFINITION

Under direction in the Planning and Building Department, serves as a chief assistant to the Deputy Director/City Planner in the Bureau of Planning; plans, supervises, coordinates, and participates in complex planning and zoning services; develops and implements planning policies; reviews ordinances and resolutions; makes presentations to various groups; represents the department at the City Planning Commission and public agencies; trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division head classification with the responsibility for overall administration of a major division of the Bureau of Planning. This classification differs from Planner IV in that incumbents of the former participate in the development-creation of goals, objectives, and policies for the Department and oversee a major operational division within the assigned Bureau.

The incumbent receives direction from the Deputy Director/City Planner in the Planning and Building Department and exercises general supervision over professional, technical, and clerical staff.

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

Develop and implement division goals, objectives, policies, and priorities.

Plan, organize, coordinate and supervise the work of professional and technical staff in the development and maintenance of the General Plan, specific plans, community plans, plan amendments, environmental impact studies, and land use studies.

Plan, organize, coordinate and supervise the work of professional and technical staff in planning matters related to the Planning Commission, conditional use permits, Oakland Municipal Planning Code amendments, major projects, development agreements, etc.

Conduct the most difficult and complex independent planning studies.

Develop studies, designs, and plans for research projects; supervise the gathering, selecting, and analyzing of data; summarize conditions, derive conclusions, and make projections.

Serve as Secretary to the Planning Commission; write and edit reports, agendas, and minutes for the Planning Commission; provide meeting support services to the Commission.

Review drafts of ordinances, resolutions, and reports prepared by staff for presentation to the City Council.

Make presentations to the City Council, Planning Commission, neighborhood groups and professional organizations.

Coordinate and assist in the preparation of long-range plans with City departments and other public agencies and ensure efficient operational interface wherever operational coordination is essential for expected delivery of services.

Prepare and administer a division's budget.

Select, train, supervise, and evaluate subordinate staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Theories, concepts, and principles of urban planning, urban design, and land use.
- Federal, state, and local laws, regulations, and codes governing planning and zoning.
- Research and statistical methodology.
- Theory and practice of long-range planning.
- Computer systems and applications.
- Public speaking and presentation principles and practices.
- Public contact and community relations.
- Budget development and administration.
- Principles of supervision and development.

Ability to:

- Plan, organize, and direct a planning division.
- Interpret federal and state regulations pertaining to city planning and land use.
- Coordinate functions and activities between departments and outside agencies.
- Establish cooperative relationships with developers, architects, contractors, and the public.
- Communicate effectively in both oral and written form.
- Prepare reports, proposals, and written materials of an analytical, financial, technical or evaluative nature.
- Prepare and administer a division budget.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective work 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:

Bachelor's degree from an accredited college or university in planning, architecture, landscape architecture, urban geography, urban studies, or a related field. A Master's degree in a related field is desirable.

OR

~~A Master's degree from an accredited college or university in city or urban planning may be substituted for two years of work experience.~~

Experience:

Seven (7) years of progressively responsible work experience as a professional city planner, including two (2) years of supervisory experience.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY		
Established: 4/17/2014	CSB Resolution #: 44714	Salary Ordinance #:
Exempted: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	
Revision Date: 1/21/2016	CSB Resolution #: 44799	
Re-titled Date: / /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: August 15, 2019

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (arrived 5:38); Lauren Baranco (Absent); Yvonne Hudson-Harmon; Brooke Levin (Absent); Carmen Martinez (Absent); 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:

Speaker Bert Chang commented on item 6a - Revisions to the Transportation Engineer specification

2) UPDATES, SECRETARY TO THE BOARD:

General Recruitment and Classification Updates

3) APPROVAL OF THE AUGUST 15 2019 CIVIL SERVICE BOARD MEETING AGENDA:

44944 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to approve the August 15, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

4) CONSENT CALENDAR:

a) Approval of Employee Requests for Leave of Absence

- Economic and Workforce Development
- Information Technology
- Library
- Planning & Building

b) Approval of Revised Classification Specifications

- Recreation Center Director
- Equal Employment Opportunity & Civil Rights Director
(formerly titled Equal Employment Opportunities Officer)

44945 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Consent Calendar: Employee Requests for Leave of Absence and Approval of Revised Classification Specifications. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

5) OLD BUSINESS:

a) Approval of June 20, 2019 Civil Service Board Meeting Minutes

44946 Chair Gourdine requested the role to be called to approve the June 20, 2019 Civil Service Board Meeting Minutes. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions:

Board Members Absent: Baranco, Levin, Martinez

b) Approval of the July 18, 2019 Civil Service Board Meeting Minutes

44947 Chair Gourdine requested the role to be called to approve the July 18, 2019 Civil Service Board Meeting Minutes. With two ayes and two abstentions, the motion did not pass and will carry over to the September meeting.

Votes: Board Member Ayes: 2 – Gourdine, Johnson

Board Member Noes: None

Board Member Abstentions: Hudson-Harmon, Williams

Board Members Absent: Baranco, Levin, Martinez

- 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

- e) Update on Common Classification Study

Oral report received

6) NEW BUSINESS:

- a) Approval of Revised Classification Specification for Transportation Engineer

44948 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Revisions to the Classification Specification for Transportation Engineer. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

- b) Approval of New Classification Specification for Manager, Transportation and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

44949 A motion was made by Vice Chair Johnson and seconded by Board Member Hudson-Harmon to approve the New Classification Specification for Manager, Transportation. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

44950 A motion was made by Vice Chairman Johnson and seconded by Board Member Williams to approve the Exemption of the Classification from the Provisions of Civil Service. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

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 Government Code Section 54957.6:

1) Personnel Matter for Public Employee: 4.0 Appeal of Recruitment and Examination Process: PBD-2019-AP01 (A. Marshall)

Pursuant to California Government Code Section 54957 – Public Employee

Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

OPEN SESSION AGENDA

2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

With regard to the Personnel Matter for Public Employee: 4.0 Appeal of Recruitment and Examination Process: PBD-2019-AP01 (A. Marshall), Senior Deputy City Attorney Michelle Meyers reported that the Civil Service Board, by unanimous vote, denied the petition to hear the appeal due to lack of Civil Service Board jurisdiction.

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, August 15, 2019. All materials related to agenda items must be submitted by Thursday, August 1, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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

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



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

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

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CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: July 18, 2019

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (arrived 5:38);
Lauren Baranco (Absent); Yvonne Hudson-Harmon (Absent);
Brooke Levin; Carmen Martinez; Beverly A. Williams (Absent)

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

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM:

No speakers

2) UPDATES, SECRETARY TO THE BOARD:

General Recruitment and Classification Updates presented by Greg Preece, HRM Manager.

3) APPROVAL OF THE JULY 18 2019 CIVIL SERVICE BOARD MEETING AGENDA:

44940 A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to approve the July 18, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Hudson-Harmon, Williams

4) CONSENT CALENDAR:

a) Approval of Employee Requests for Leave of Absence

- Library
- Oakland Police Department

44941 A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to approve the Consent Calendar: Employee Requests for Leave of Absence. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Hudson-Harmon, Williams

5) OLD BUSINESS:

a) Approval of June 20, 2019 Civil Service Board Meeting Minutes

44942 A motion was made by Chair Gourdine and seconded by Vice Chair Johnson to approve the June 20, 2019 Civil Service Board Meeting Minutes. With two ayes and two abstentions, the motion did not pass and will carry over to the August meeting.

Votes: Board Member Ayes: 2 – Gourdine, Johnson

Board Member Noes: None

Board Member Abstentions: Levin, Martinez

Board Members Absent: Baranco, Hudson-Harmon, Williams

b) Determination of Schedule of Outstanding Board Items

Report received and filed

c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

Report received and filed

d) Update on Common Classification Study

Oral report, presented by Greg Preece, received

6) NEW BUSINESS:

a) Approval of New Classification Specification for Buyer, Senior

44943 A motion was made by Board Member Levin and seconded by Vice Chair Johnson to approve the New Classification Specification for Buyer, Senior. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Hudson-Harmon, Williams

b) Quarterly Report per Section 3.04 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

(7 ADJOURNMENT 6:20 p.m.

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 15, 2019. All materials related to agenda items must be submitted by Thursday, August 1, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
 PENDING LIST – SEPTEMBER 19, 2019**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
CAO-2019-AP02	Contract & Compliance Officer	Contract & Compliance	3.04(e) Appeal to Board Regarding Changes in Classification	September 19, 2019	
CAO-2019-AP03	Senior Contract & Compliance Officer	Contract & Compliance	3.04(e) Appeal to Board Regarding Changes in Classification	November 14, 2019	Tentatively Scheduled

2. OTHER PENDING ITEMS

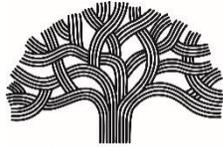
Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: September 19, 2019

TO: THE HONORABLE CIVIL SERVICE BOARD

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

THROUGH: Ian Appleyard, HR Director, Secretary to the Board

SUBJECT: TEMPORARY EMPLOYEES – Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of All ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the August 15, 2019 meeting that referenced data as of July 26, 2019. 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 September 6, 2019, there are a total of eighty-six (86) employees in the TCSE (26), TCSE/Annuitant (33), and ELDE (27) categories. Nine (9) assignments were closed, and eight (8) new assignments were added. Of the total, there are (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 eighty-six (86) temporary assignments, we are reporting zero (0) in this period as out of compliance with Rule 5.06.

RECOMMENDATION

Staff recommends that the Civil Service Board accept the monthly report on temporary assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs).

For questions regarding this report, please contact Greg Preece, Recruitment & Classification at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting September 6, 2019.
- B. TCSE/ELDE Compliance Trend Chart: As of September 6, 2019.

**CIVIL SERVICE BOARD
SEPTEMBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (9)								
DEPT. OF TRANSPORTATION	Ortiz	Julieth	35211 - Great Streets Delivery Administration	8/12/2019	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	PERMANENT
CITY ADMINISTRATOR	Nisperos	Mike	66211 - Community Police Review Agency	5/28/2019	TCSE/ Annuitant	165	Temporary Interim Executive Director for CPRA to meet City Charter Section 604.	SEPARATED
FIRE	Theshome	Theodeross	20521 - Budget Unit	5/4/2019	ELDE		Temporary assignment to cover essential duties of incumbent out of leave	SEPARATED
HUMAN SERVICES	Hicks	Kathleen	78111 - DHS Administration Unit	1/2/2019	ELDE		Filing in for Executive Assistant staff out on leave.	PERMANENT
HUMAN SERVICES	Kunitz		78232 - Head Start - Central Office Program	5/18/2019	ELDE		Temporary emergency staffing for Health & Nutrition Coordinator to ensure health & nutrition standards for upcoming school year	SEPARATED
INFORMATION TECHNOLOGY	Ibrahim	Mamadou	46531 - Technology Department	9/22/2018	ELDE		Temporary project to help develop and implement the new PRIME System for OPD.	SEPARATED
PLANNING & BUILDING	Alvin	Corey	84211 - Planning	9/11/2018	ELDE		Temporary project to coordinate the implementation of the environmental protection measures for the Oakland Army Base Redevelopment project.	SEPARATED
PLANNING & BUILDING	Singh	Randhir	84111 - Admin: Planning, Building & Neighborhood	3/23/2019	ELDE		Temporary project to implement the Electronic Content Management System, including deployment of software and digitization of records.	SEPARATED
PUBLIC WORKS	Gettone	Jacquelyne	30121 - PWA Fiscal Services	12/15/2018	TCSE	67	Temporary support to assist with multiple complex departmental projects	SEPARATED
NEW THIS PERIOD (8)								
ECONOMIC & WORKFORCE DEVELOPMENT	Yang	Carolyn	85411 - Economic Development	7/27/2019	TCSE	187	Temporary assistance with departmental project	COMPLIANT
FINANCE	Agaba	Rogers	08411 - Revenue Administration Unit	8/10/2019	TCSE	142	Temporary support to assist with multiple complex departmental projects	COMPLIANT
FINANCE	Rios Bolanos	Ulises	08431 - Business Tax Unit	8/19/2019	TCSE	90	Temporary project to assist with new and on going back llogged division work load	COMPLIANT
FINANCE	Stoker	Barbara	08431 - Business Tax Unit	8/10/2019	TCSE	142	Temporary project to assist with new and on going back logged division work load	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	38	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
HUMAN SERVICES	Bouey	Martina	78235 - HS Central Office Administration	7/27/2019	ELDE		Critical support to the Assistant Human Services Director during transitional period	COMPLIANT
INFORMATION TECHNOLOGY	Geary	Theodore	46111 - Administrative Services	8/3/2019	TCSE	142	Temporary project to analyze, design, develop and test software enhancements to the Oracle Advanced Benefits System.	COMPLIANT
HUMAN RESOURCES MGMT.	Li	Wei	05211 - Employment and Classification	8/26/2019	ELDE		Temporary project to integrate the Oracle benefits system.	COMPLIANT
COMPLIANT (78)								
CITY ADMINISTRATOR	Han	Delphina	02491 - Oakland Animal Services	3/9/2019	TCSE	375	Temporary assistance to support the volunteer program in Oakland Animal services	COMPLIANT
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/2019	ELDE		Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT

As of: September 6, 2019

**CIVIL SERVICE BOARD
SEPTEMBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	King-Bailey	Colin	65111 - Public Ethics Commission	6/17/2019	TCSE	0	Temporary project to assist with creating digital campaign finance, ethics, and lobbyist data tools for Public Ethics Commission	COMPLIANT
CITY ADMINISTRATOR	Gibson	Mercedes	02112 - Communications & Media	5/4/2019	TCSE	50	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491 - Oakland Animal Services	4/23/2018	TCSE/ Annuitant	100	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Ruelas	Brenda	2113 - Communications & Media	4/20/2019	TCSE	341	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	96	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	Woodall-Johnson	Marissa	02491 - Oakland Animal Services	4/6/2019	TCSE	92	Temporary relief veterinarian support at the Oakland animal shelter.	COMPLIANT
CITY ADMINISTRATOR	Umapathy	Kiran	02112 - Communications & Media	6/26/2019	TCSE	50	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/2019	TCSE/ Annuitant	135	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	174	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	0	Filling in for Council staff out on leave	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytane	35214 - Complete Streets Planning & Project	11/5/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	178	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Corona Jr.	Manuel	35214 - Complete Clean Streets	1/26/2019	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/2018	TCSE/ Annuitant	226	Temporary assignment to support and train section leaders, assist with budget planning and implementation for 2019-2021	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	90	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Phillips	Eva	35242 - Complete Streets Maintenance	12/15/2018	TCSE	250	Temporary project to evaluate/analyze the impacts of new mobility modes of transportation	COMPLIANT
DEPT. OF TRANSPORTATION	Pond-Danchik	Noel	35245 - Safe Streets Division-Bicycle & Pedestrian Program	11/5/2018	ELDE		Temporary assignment to assist in the implementation of the Bicycle & Pedestrian Program/Safe Streets	COMPLIANT
ECONOMIC & WORKFORCE	Duhon-Kelley	Coco	85511 - Cultural Arts & Marketing	7/13/2019	TCSE	230	Temporary assistance to help establish more efficient systems in the grant contracting process.	COMPLIANT
ECONOMIC & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/2017	TCSE	35	Temporary project support in the Film Office.	COMPLIANT
FINANCE	Austin	Shawnita	08441 - Revenue Collections Unit	4/20/2019	TCSE	340	Temporary assistance to maintain operations in the Liens unit during contract negotiations	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	235	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Duperval	Shela	08421 - Revenue Audit Unit	2/13/2019	TCSE	343	Temporary receptionist assistance during high volume tax renewal season	COMPLIANT

As of: September 6, 2019

**CIVIL SERVICE BOARD
SEPTEMBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Gomez	Jimena	08741 - Treasury Payroll	3/11/2019	ELDE		Temporary assistance with special projects and essential functions in the Payroll unit	COMPLIANT
FINANCE	Gonzales	Christopher	08921 - Parking Citation Assistance Center	2/26/2019	TCSE	360	Temporary assignment to assist with Receptionist duties in the Parking Citations Assistance Center. Recruitment is underway.	COMPLIANT
FINANCE	Roberts Jackson	Tanisha	08921 - Parking Citation Assistance Center	7/13/2019	TCSE	292	Urgent temporary assistance processing backlog in the parking citation assistance center	COMPLIANT
FINANCE	Smith	Starr	103242 - Parking Citation Assistance Center	1/18/2019	ELDE		Urgent temporary assignment on special projects in support of Public Service Reps	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	183	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FIRE	Fairley Summers	Helen Marie	20241 - Fire Communications Unit	8/11/2018	TCSE/ Annuitant	0	Temporary assistance to train new Fire Communication Dispatchers and special project related to on-boarding and training	COMPLIANT
FIRE	Hunt	Michael	20110 - Fire Chief Unit	3/23/2019	ELDE		Temporary assignment to support the department on numerous special projects, including coordination of projects between various departments.	COMPLIANT
FIRE	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant	83	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE	Morris	Christopher	20611 - Education & Training Administration	12/1/2018	ELDE		Spec under development/revision for Fire Equipment Technician; duties not yet fully defined.	COMPLIANT
HOUSING & COMMUNITY DEV.	Brady	Ellen	89969 - Residential Rent Arbitration	6/15/2019	ELDE		Critical assistance with the City's Rent Arbitration program.	COMPLIANT
HOUSING & COMMUNITY DEV.	Campos	Claudette	89969 - Residential Rent Arbitration	12/15/2018	ELDE		Critical temporary support for the Rent Adjustment Program Manager	COMPLIANT
HOUSING & COMMUNITY DEV.	Perez-Pacheco	Guadalupe	89939 - Municipal Lending	5/18/2019	TCSE	353	Urgent temporary assistance in the Housing Resource Center	COMPLIANT
HOUSING & COMMUNITY DEV.	Thompson	Norma	89929 - Housing Development	4/17/2019	TCSE/ Annuitant	169	Temporary 6 month assignment to help train staff as Housing Development Services Manager	COMPLIANT
HUMAN RESOURCES MGMT.	Banks	James	05311 - Employee Labor Relations	4/6/2019	TCSE	318	Temporary assignment to support the City-Wide training program.	COMPLIANT
HUMAN RESOURCES MGMT.	Look	Daryl	05211 - Human Resources Management	9/24/2018	TCSE/ Annuitant	161	Temporary staffing to support classification and recruitment needs for city operations	COMPLIANT
HUMAN SERVICES	Abram	Kartiea	78111 - DHS Administration Unit	11/5/2018	ELDE		Temporary support to prepare for Federal Review, new grant rollouts and other special projects.	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	0	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	0	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	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	0	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
HUMAN SERVICES	Ukagumaoha	Jahswill	78111 - DHS Administration Unit	2/11/2019	ELDE		Temporary funded HEAP Program; implement and administer major housing development and direct outreach to homeless encampments; develop emergency housing programs	COMPLIANT
LIBRARY	Lopez	Jane	61132 - Children's Services/Youth Room	5/4/2019	TCSE/ Annuitant	38	Temporary assignment to help fill staffing gaps at Main Library.	COMPLIANT

As of: September 6, 2019

**CIVIL SERVICE BOARD
SEPTEMBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
LIBRARY	Willhalm	Laurie	61132 - Children Services/Youth Room	4/7/2019	TCSE/ Annuitant	210	Temporary assignment to help fill staffing gaps during Library expanded hours (Children's Librarian)	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	216	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Lehmer-Chang	Aaron	84111 - Admin: Planning & Building	6/1/2019	ELDE		Temporary project to support the planning, coordinating, implementation and evaluation of external web publications.	COMPLIANT
PLANNING & BUILDING	Mason	Melvin	84412 - Admin: Building Inspection	4/6/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
PLANNING & BUILDING	Neri	Kevin	84412 - Admin: Building Inspection	4/6/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
PLANNING & BUILDING	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/2019	TCSE/ Annuitant	128	Temporary assistance with back-log of inspections.	COMPLIANT
PLANNING & BUILDING	Stanley	Brandon	84412 - Admin: Building Inspection	4/7/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
POLICE	Bazile	Luc	106210 - Police Personnel	1/12/2019	ELDE		Temporary, urgent support as departmental Mail Courier; duties not yet fully defined	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	65	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Denson III	Benjamin	106610 - Background & Recruiting	12/1/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	DeSalvo	Barbara	108630 - Cease Fire	12/31/2018	ELDE		Grant funded temp assistance to develop strategic and sustainable project implementation plans; adopt best practices and policies.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	20	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	41	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	274	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	286	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Long	Jacqueline	108630 - Ceasefire	12/31/2018	ELDE		Temporary assistance to complete the OPD Ceasefire Unit Project	COMPLIANT
POLICE	Mackson	Trevor	106610 - Background & Recruiting	12/1/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	165	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Casilang	Chris	30541 - Equipment Services Administration	4/20/2019	TCSE	352	Temporary assistance with excess work load in the Heavy Equipment shop.	COMPLIANT

**CIVIL SERVICE BOARD
SEPTEMBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

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PUBLIC WORKS	Clark	Brazile	30683 - Environmental Services - Environment Remediation	3/9/2019	ELDE		Temporary assignment to the "Environmental Stewardship Team" to help administer Earth Day, Creek To Bay and MLD Days of Service, and special community cleanups.	COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	3/25/2019	ELDE		Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	COMPLIANT
PUBLIC WORKS	Jones	Sabrina	30131 - Public Works Administration	5/18/2019	ELDE		Temporary project to manage Oakland 311 Call center transition to a shared-service model and manage requests from outside agencies	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	1/2/2019	TCSE/ Annuitant	402	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Lew	Mi Kyung	30234 - Facilities Planning & Development	2/23/2019	ELDE		Temporary support with delay or services and assist with back-log of important projects	COMPLIANT
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	0	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Pschirrer	Kelly	30533 - Sewer System Maintenance	3/9/2019	ELDE		Special project in the planning and execution of the "Public Works University" - duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Rodgers	Bobbie	30112 - Public Works Administration	5/18/2019	TCSE	342	Temporary special projects to support the expansion of the Oakland 311 Call Center	COMPLIANT
PUBLIC WORKS	Smith	Ayana	30541 - Equipment Services Administration	3/23/2019	TCSE	343	Temporary assignment to assist in the specialized Equipment Services Unit	COMPLIANT
PUBLIC WORKS	Stern	Jennifer	30245 - Watershed & Storm Water Program	12/1/2018	ELDE		Temporary assistance to provide regulatory compliance & critical storm water response services	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	51	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
Non-Compliant (0)								

