

INTRODUCED BY COUNCIL MEMBER \_\_\_\_\_


  
City Attorney

2007 MAR 15 PM 3:00 OAKLAND CITY COUNCIL

ORDINANCE NO. 12791 C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO: ADD THE PERMANENT FULL TIME EQUIVALENT CLASSIFICATIONS OF LATENT PRINT EXAMINER I, LATENT PRINT EXAMINER II, AND LATENT PRINT EXAMINER III; TO RETITLE THE FULL TIME CLASSIFICATION ASSISTANT CRIMINALIST TO CRIMINALIST I; AND TO ADJUST THE SALARY OF THE FULL TIME CLASSIFICATION CLAIMS AND RISK MANAGER

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

SECTION 1. Effective, January 4, 2007, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SD1.75.58 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Hourly Pay Steps</u>	
Latent Print Examiner I	PS186- FTE	1	29.64
		2	31.20
		3	32.83
		4	34.57
		5	36.39

SECTION 2. Effective, January 4, 2007, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.12 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Monthly Pay Steps</u>	
Latent Print Examiner II	PS187- FTE	1	5637.22
		2	6038.89
		3	6356.03
		4	6691.60
		5	7042.96

SECTION 3. Effective, January 4, 2007, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit UH1.75.15 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Monthly Pay Steps</u>	
Latent Print Examiner III	PS188- FTE	1	6638.96
		2	6987.69
		3	7356.15
		4	7743.04
		5	8150.99

SECTION 4. Effective, January 4, 2007, the title of Assistant Criminalist is amended in Ordinance No. 12187 C.M.S. in the Unit SD1.75.064 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Hourly Pay Steps</u>	
Criminalist I	PS114 - FTE	1	31.36
		2	33.00
		3	34.74
		4	36.57
		5	38.49

SECTION 5. Effective, date of passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UM1.75.022 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Monthly Range</u>	
Claims and Risk Manager	EM209 - FTE	1	9344.56
		2	11473.76

IN COUNCIL, OAKLAND, CALIFORNIA, APR 17 2007, 20    

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, ~~KERNIGHAN~~, NADEL, QUAN, ~~REED~~ and PRESIDENT DE LA FUENTE - 6

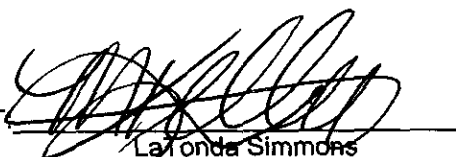
NOES- ~~0~~

ABSENT- Kernighan - 1

ABSTENTION- ~~0~~

Excused- Reed - 1

ATTEST



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

Introduction Date: APR 8 2007

**AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO: ADD THE PERMANENT FULL TIME EQUIVALENT CLASSIFICATIONS OF LATENT PRINT EXAMINER I, LATENT PRINT EXAMINER II, AND LATENT PRINT EXAMINER III; TO RE-TITLE THE FULL TIME CLASSIFICATION ASSISTANT CRIMINALIST TO CRIMINALIST I; AND TO ADJUST THE SALARY OF THE FULL TIME CLASSIFICATION CLAIMS AND RISK MANAGER**

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**Digest**

An Ordinance amending the salary schedule of Ordinance No. 12187 (the Salary Ordinance) to: add the permanent full time equivalent classifications of Latent Print Examiner I, Latent Print Examiner II, And Latent Print Examiner III; to re-title the full time classification Assistant Criminalist to Criminalist I; and to adjust the salary of the full time classification Claims And Risk Manager

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**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**Class Code: PS114 FTE**  
**Rep. Unit: SD1**  
**CSB Status: CC**

**CRIMINALIST I**

**DEFINITION**

Under direction in the Police Services Agency, performs professional and technical duties related to laboratory examination and physical and chemical analyses. Areas of examination may include analysis of drug and forensic alcohol analysis, biological evidence, trace evidence, firearm and toolmark evidence, and crime scene processing; provide testimony in court regarding laboratory findings; and perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is an entry-level professional classification in the Criminalist series. Incumbents perform laboratory examination and analysis of evidence and provide court testimony regarding findings.

The incumbent receives general supervision from Criminalist III and receives technical direction from Criminalist IIs and IIIs.

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

Perform physical and chemical examination of evidence using quantitative and qualitative laboratory techniques; evaluate nature, origin and significance of evidence in criminal cases.

Examine and identify controlled substances.

Examine evidence for biological materials and conduct DNA analysis.

Perform forensic alcohol analysis.

Maintain laboratory equipment, instruments and work areas.

Research, develop and/or evaluate methods and procedures for laboratory evaluation of physical evidence.

Perform laboratory evaluation of physical evidence.

Prepare laboratory reports of analysis; maintain records.

Serve as custodian of evidence and maintain chain of custody on evidence under control.

Provide expert testimony in court regarding laboratory findings.

Provide technical assistance to Criminalists in the analysis of various other evidence materials such as physiological fluids, firearms and trace evidence.

**QUALIFICATIONS**

## **CRIMINALIST I**

### **PAGE 2**

Knowledge of theories and principles of analytical chemistry and forensic science fundamental to the practice of criminalistics.

Knowledge of microscopy, chemical and instrumental analysis, laboratory equipment and safety.

Knowledge of report writing.

Knowledge of modern laboratory procedures, equipment and materials.

Ability to apply theories and principles of chemistry and forensic science to forensic casework situations.

Ability to prepare and maintain analytical and other laboratory records and technical reports.

Ability to communicate effectively and persuasively both orally and in writing utilizing correct English spelling, punctuation and grammar.

Ability to resolve analytical problems arising from casework through consultation of the scientific literature and/or applied research.

Ability to follow oral and written directions.

Ability to work effectively in a highly structured, rank organized environment.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

### **EDUCATION AND EXPERIENCE**

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

#### **Education:**

Graduation from an accredited college or university with a bachelor's degree in Criminalistics or a closely related physical or natural science which must include the successful completion of a minimum of 17 semester (or equivalent quarter) units of chemistry course work, including laboratory, covering general chemistry, organic chemistry and quantitative analysis.

Candidates seeking appointment to a forensic biology position must meet the FBI DNA Advisory Board's educational standards for DNA Examiner, which require successful completion of college coursework covering the subject areas of biochemistry, genetics, and molecular biology, or other subjects which provide a basic foundation of forensic DNA analysis. Coursework or training in statistics is also required. For forensic biology candidates, biochemistry may be acceptable in lieu of quantitative analysis.

**CRIMINALIST I**

**PAGE 3**

**Experience:**

None required

**LICENSE OR CERTIFICATE**

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

**OTHER REQUIREMENTS**

Must be twenty one (21) years of age or older.

Must pass a background investigation.

Analyst initials: AG

Civil Service Board #44266

Date approved/Exempt: August 13, 1992

Date revised: January 4, 2007



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**Class Code: PS186 FTE**  
**Rep. Unit: SD1**  
**CSB Status: CC**

**LATENT PRINT EXAMINER I**

**DEFINITION**

Under direction in the Oakland Police Department, performs the identification, development, and comparison of latent print evidence from items found at crime scenes or submitted to the laboratory for examination/comparison; documents the collection and comparison of evidence via standard documentation, photographic/digital imaging or other methods; writes reports based on the processing of prints; operates latent print and 10-print systems associated with automated fingerprint identification systems; testifies in court; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is an entry-level, non-sworn professional classification in the Latent Print series. Incumbents are responsible for the collection, development, preservation, comparison, documentation and reporting of their latent print work. Incumbents are expected to conduct casework within a framework of established procedures under minimal supervision and provide testimony regarding their findings. This class differs from Latent Print Examiner II in that incumbents in the latter provide technical direction over casework and perform more complex duties.

The incumbent receives general supervision from a Criminalist III and may receive technical direction from a Latent Print Examiner II or Criminalist II.

**EXAMPLES OF DUTIES** – *duties may include, but are not limited to the following:*

Compare latent fingerprints for identification purposes.

Operate all computers and computer-related equipment associated with automated fingerprint identification systems.

Develop latent prints on objects using a variety of chemical and/or powder methods.

Collect, develop and compare latent fingerprints or other impression evidence found at crime scenes or submitted to the laboratory.

Prepare field and laboratory notes and analytical reports; maintain all necessary laboratory records.

Testify in legal proceedings regarding all aspects of assigned duties.

Review casework from colleagues.

Assist with the training of new examiners and other law-enforcement or laboratory personnel.

Respond to and search for evidence at crime scenes that may contain certain hazards; document all work performed at scenes and issue subsequent reports.

Utilize all available methods of photographic and/or digital documentation.

Complete evidence photo tags and fingerprint cards.

Roll prints from both living and deceased subjects.

Handle loaded firearms and/or ammunition safely.

Operate a motor vehicle in the performance of assigned duties.

Work irregular days and hours and under inclement weather conditions.

### **QUALIFICATIONS**

Working knowledge of fingerprint classification systems and theories, principles and scientific basis for fingerprint identification.

Working knowledge of processes for the development of latent prints from surfaces and objects in field and laboratory settings.

Working knowledge of cameras or other devices to document findings.

Working knowledge of the criminal justice system.

Working knowledge of safe work practices in a laboratory setting and at crime scenes.

Working knowledge of computer systems and software applications.

Working knowledge of correct English usage, spelling, punctuation, grammar, note-taking and report-writing.

Ability to recognize and distinguish patterns that are necessary for latent print comparison processes.

Ability to compare latent prints for identification purposes.

Ability to utilize automated fingerprint identification systems.

Ability to locate, collect and develop latent fingerprints or other impression evidence at crime scenes and in a laboratory setting.

Ability to utilize appropriate methodology for developing latent fingerprints.

Ability to prepare and analyze complex reports of a general and technical nature.



Ability to prepare and maintain all necessary laboratory records and technical reports.

Ability to communicate effectively orally and in writing.

Ability to provide expert testimony and prepare suitable court exhibits.

Ability to follow oral and written directions.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to maintain and make minor adjustments and repairs to equipment routinely utilized.

Ability to work effectively in a highly structured, rank-organized environment.

Ability to operate a motor vehicle in the performance of duties.

Ability to work irregular days and hours and under inclement weather conditions.

**EDUCATION AND EXPERIENCE**

*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 a related field including some college science courses.

**Experience:**

None required. At least one year of experience as a qualified latent print examiner is highly desirable.

**Note:**

Other acceptable combinations of education and experience are: (1) Associate Degree in a related field with some college science courses and three years of experience in latent print comparison and identification, two years of which must have been spent conducting independent latent print comparison and identification casework or (2) High School Diploma or G.E.D. and five years of experience in latent print comparison and identification and related matters, four years of which must have been spent conducting independent latent print comparison and identification casework.

**LICENSE OR CERTIFICATE**

Incumbents must acquire Latent Print Examiner Certification within one year of meeting the requirements for certification as specified by the International Association for Identification (IAI).

Successful incumbents in this job are expected to operate an automotive vehicle in the performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost-effective method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's

License throughout the tenure of employment OR demonstrate the ability to travel to various locations or transport equipment in a timely manner as required in the performance of duties.

**OTHER REQUIREMENTS**

Must be twenty-one (21) years of age or older.

Must pass a pattern-recognition examination.

Must pass a thorough background investigation.

Analyst initials JH  
Civil Service Board #  
Date Approved/ Exempt:  
Date Revised:



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**Class Code: PS187 FTE**  
**Rep. Unit: TW1**  
**CSB Status: CC**

**LATENT PRINT EXAMINER II**

**DEFINITION**

Under direction in the Oakland Police Department, performs the identification, development, and comparison of latent print evidence from items found at crime scenes or submitted to the laboratory for examination/comparison; documents the collection and comparison of evidence via standard documentation, photographic/digital imaging or other methods; writes reports based on the processing of prints; operates latent print and 10-print systems associated with automated fingerprint identification systems; testifies in court; trains and mentors Latent Print Examiner I; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a journey-level, non-sworn professional classification in the Latent Print series. Incumbents are responsible for conducting fully independent latent print casework, automated latent print searches, assisting at crime scenes, all aspects of documentation, and testifying in court as an expert witness. This class differs from Latent Print Examiner I in that incumbents of the latter perform less independent casework while working on less complex assignments. The Latent Print Examiner II performs more complex duties and trains/mentors the Latent Print Examiner I.

The incumbent receives general supervision from a Criminalist III and may receive direction from a Criminalist II. The incumbent may provide lead direction to Latent Print Examiner I.

**EXAMPLES OF DUTIES** – *duties may include, but are not limited to the following:*

Compare latent fingerprints for identification purposes.

Operate all computers and computer-related equipment associated with automated fingerprint identification systems.

Develop latent prints on objects using a variety of chemical and/or powder methods.

Collect, develop and compare latent fingerprints or other impression evidence found at crime scenes or submitted to the laboratory.

Prepare field and laboratory notes and analytical reports; maintain all necessary laboratory records.

Testify in legal proceedings regarding all aspects of assigned duties.

Review casework from colleagues.

Respond to and search for evidence at crime scenes that may contain certain hazards; document all

work performed at scenes and issue subsequent reports.

Utilize all available methods of photographic and/or digital documentation.

Assist with the training of new examiners and other law-enforcement or laboratory personnel.

Roll prints from both living and deceased subjects.

Complete evidence photo tags and fingerprint cards.

Handle loaded firearms and/or ammunition safely.

Operate a motor vehicle in the performance of assigned duties.

Work irregular days and hours and under inclement weather conditions.

**QUALIFICATIONS**

Extensive knowledge of fingerprint classification systems and theories, principles and scientific basis for fingerprint identification.

Extensive knowledge of processes for the development of latent prints from surfaces and objects in the field and laboratory settings.

Considerable knowledge of automated fingerprint identification systems.

Considerable knowledge of correct English usage, spelling, punctuation, grammar, note-taking and report-writing.

Considerable knowledge of cameras or other devices to document findings.

Considerable knowledge of safe work practices in a laboratory setting and at crime scenes.

Considerable knowledge of the criminal justice system.

Working knowledge of computer systems and software applications.

Ability to recognize and distinguish patterns that are necessary for latent print comparison processes.

Ability to compare latent prints for identification purposes.

Ability to utilize appropriate methodology for developing latent fingerprints.

Ability to locate, collect and develop latent fingerprints or other impression evidence at crime scenes and in a laboratory setting.

Ability to prepare and maintain all necessary laboratory records and technical reports.

Ability to prepare and analyze complex reports of a general and technical nature.

Ability to provide expert testimony and prepare suitable court exhibits.

Ability to maintain and make minor adjustments and repairs to equipment routinely utilized.

Ability to attend autopsies for further crime scene processing.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to communicate effectively orally and in writing.

Ability to follow oral and written directions.

Ability to work effectively in a highly structured, rank-organized environment.

Ability to operate a motor vehicle in the performance of duties.

Ability to work irregular days and hours and under inclement weather conditions.

**EDUCATION AND EXPERIENCE**

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 a related field including some college science courses.

**Experience:**

Three years of progressively responsible experience in latent print comparison and identification including at least two years conducting independent latent print comparison and identification casework.

**Note:**

Other acceptable combinations of education and experience are: (1) Associate Degree in a related field with some college science courses and six years of experience in latent print comparison and identification, five years of which must have been spent conducting independent latent print comparison and identification casework or (2) High School Diploma or G.E.D. and seven years of experience in latent print comparison and identification and related matters, six years of which must have been spent conducting independent latent print comparison and identification casework.

**LICENSE OR CERTIFICATE**

Possession of a current Latent Print Examiner Certification from the International Association for Identification (IAI) is required; must recertify as necessary.

Successful incumbents in this job are expected to operate an automotive vehicle in the performance

of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost-effective method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations or transport equipment in a timely manner as required in the performance of duties.

**OTHER REQUIREMENTS**

Must be twenty-one (21) years of age or older.

Must pass a pattern-recognition examination.

Must pass a thorough background investigation.

Analyst initials JH  
Civil Service Board #:  
Date Approved/ Exempt:  
Date Revised:



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**Class Code: PS188 FTE**  
**Rep. Unit: UH1**  
**CSB Status: CC**

**LATENT PRINT EXAMINER III**

**DEFINITION**

Under direction in the Oakland Police Department, supervises assigned laboratory staff; performs the identification, development, and comparison of latent print evidence from items found at crime scenes or submitted to the laboratory for examination/comparison; documents the collection and comparison of evidence via standard documentation, photographic/digital imaging or other methods; writes reports based on the processing of prints; operates latent print and 10-print systems associated with automated fingerprint identification systems; testifies in court; trains and mentors Latent Print Examiner I and II; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a supervisory, non-sworn professional classification in the Latent Print series. Incumbents are responsible for supervising and training assigned staff, reviewing the work of staff, conducting fully independent latent print casework and automated latent print searches, assisting at crime scenes, all aspects of documentation, and testifying in court as an expert witness. This class differs from Latent Print Examiner II in that incumbents of the latter do not supervise assigned staff. It differs from the Crime Laboratory Manager in that the latter is responsible for overseeing administration of the laboratory.

The incumbent receives general supervision from the Crime Laboratory Manager provides general supervision to Latent Print Examiner I and II.

**EXAMPLES OF DUTIES** – *duties may include, but are not limited to the following:*

Provide supervision and lead direction, training and technical assistance to assigned laboratory personnel.

Ensure the quality of the methods and operation of the Latent Print Unit within the Crime Laboratory.

Assist with the training of new examiners and other law-enforcement or laboratory personnel.

Assist the Crime Laboratory Manager with the identification of required training and acquisition of necessary equipment; assist with the preparation of the crime laboratory budget.

Research technical journals, textbooks, chemical manuals and other source materials to determine the best methods of performing latent print processing and development.

Conduct research into new methods and procedures of scientific criminal investigation, specifically in the realm of latent print comparison and/or processing/development.

Review casework from colleagues.

Testify in legal proceedings regarding all aspects of assigned duties.

Compare latent fingerprints for identification purposes.

Operate all computers and computer-related equipment associated with automated fingerprint identification systems.

Develop latent prints on objects using a variety of chemical and/or powder methods.

Collect, develop and compare latent fingerprints or other impression evidence found at crime scenes or submitted to the laboratory.

Prepare field and laboratory notes and analytical reports; maintain all necessary laboratory records.

Respond to and search for evidence at crime scenes that may contain certain hazards; document all work performed at scenes and issue subsequent reports.

Utilize all available methods of photographic and/or digital documentation.

Roll prints from both living and deceased subjects.

Complete evidence photo tags and fingerprint cards.

Handle loaded firearms and/or ammunition safely.

Operate a motor vehicle in the performance of assigned duties.

Work irregular days and hours and under inclement weather conditions.

**QUALIFICATIONS**

Extensive knowledge of supervision, training and development.

Extensive knowledge of fingerprint classification systems and theories, principles and scientific basis for fingerprint identification.

Extensive knowledge of processes for the development of latent prints from surfaces and objects in the field and laboratory settings.

Considerable knowledge of automated fingerprint identification systems.

Considerable knowledge of correct English usage, spelling, punctuation, grammar, note-taking and report-writing.

Considerable knowledge of cameras or other devices to document findings.



Considerable knowledge of safe work practices in a laboratory setting and at crime scenes.

Considerable knowledge of the criminal justice system.

Working knowledge of computer systems and software applications.

Working knowledge of recent literature and newly developed methods and procedures regarding latent print development, analysis, identification and comparison.

Ability to supervise, train and evaluate assigned staff.

Ability to recognize and distinguish patterns that are necessary for latent print comparison processes.

Ability to compare latent prints for identification purposes.

Ability to utilize appropriate methodology for developing latent fingerprints.

Ability to locate, collect and develop latent fingerprints or other impression evidence at crime scenes and in a laboratory setting.

Ability to prepare and maintain all necessary laboratory records and technical reports.

Ability to prepare and analyze complex reports of a general and technical nature.

Ability to provide expert testimony and prepare suitable court exhibits.

Ability to maintain and make minor adjustments and repairs to equipment routinely utilized.

Ability to attend autopsies for further crime scene processing.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to communicate effectively orally and in writing.

Ability to follow oral and written directions.

Ability to work effectively in a highly structured, rank-organized environment.

Ability to operate a motor vehicle in the performance of duties.

Ability to work irregular days and hours and under inclement weather conditions.

**EDUCATION AND EXPERIENCE**

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 a related field including some college science courses.

**Experience:**

Four years of progressively responsible experience in latent print comparison and identification including at least three years conducting independent latent print comparison and identification casework.

**Note:**

Other acceptable combinations of education and experience are: (1) Associate Degree in a related field with some college science courses and seven years of experience in latent print comparison and identification, six years of which must have been spent conducting independent latent print comparison and identification casework or (2) High School Diploma or G.E.D. and eight years of experience in latent print comparison and identification and related matters, seven years of which must have been spent conducting independent latent print comparison and identification casework.

**LICENSE OR CERTIFICATE**

Possession of a current Latent Print Examiner Certification from the International Association for Identification (IAI) is required; must recertify as necessary.

Successful incumbents in this job are expected to operate an automotive vehicle in the performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost-effective method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations or transport equipment in a timely manner as required in the performance of duties.

**OTHER REQUIREMENTS**

Must be twenty-one (21) years of age or older.

Must pass a pattern-recognition examination.

Must pass a thorough background investigation.

Analyst initials JH  
Civil Service Board #:  
Date Approved/ Exempt:  
Date Revised:



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**Class Code: EM209 FTE**  
**Rep. Unit: UM1**  
**CSB Status: CU**

**MANAGER, CLAIMS AND RISK**

**DEFINITION**

Under administrative direction in the Finance and Management Agency, plans, organizes, manages and directs the risk management, loss control and insurance administration programs; trains and supervises assigned staff; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a manager classification responsible for a variety of risk management, loss control, insurance administration, and worker's compensation programs. The Claims and Risk Manager receives direction from the Director of the Finance and Management Agency and exercises direction over the Safety and Loss Control Specialist, Disability Benefits Coordinator, professional, technical and assigned clerical, and contract staff.

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

Plan, organize, manage and direct the work of the Risk Management Division including safety and loss, disability benefits, insurance administration, safety, worker's compensation and vocational rehabilitation programs and activities.

Develop and implement management systems, procedures and standards for risk management program administration and evaluation.

Direct the preparation of a variety of studies and reports relating to current and long-range risk management program needs; develop specific proposals to meet them.

Negotiate, coordinate and administer a wide variety of contracts for insurance, administration and consulting services.

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the division.

Direct the selection, supervision and work evaluation for division staff; provide for staff training and development.

Prepare or review reports for the City Administrator, City Council or commissions; work closely with Council and other public and private groups to explain or coordinate plans for proposed projects and to respond to their concerns.

Establish and maintain positive working relationships with individuals, service providers, public and private agencies and others to ensure that programs and activities are responsive to City needs.

## **MANAGER, CLAIMS AND RISK**

### **Page 2**

Coordinate the work of the division with other City departments, outside agencies and concerned citizens.

Monitor developments related to risk management, loss control, and worker's compensation programs, evaluate their impact on City operations and implement policy and procedure improvements.

### **QUALIFICATIONS**

Extensive knowledge of the principles and practices of risk management, claims management and asset protection; and self-insurance plan program development and administration.

Extensive knowledge of laws and regulations relating to risk management, asset protection, safety and worker's compensation programs.

Considerable knowledge of policies and procedures regarding insurance processing and control.

Considerable knowledge of administrative principles and methods, including goal setting, program and policy development and implementation, and employee supervision.

Considerable knowledge of principles and practices of public relations.

Considerable knowledge of the principles and practices of contract administration.

Working knowledge of the principles and practices of budget development and administration.

Working knowledge of computer systems and applications.

Ability to manage and direct a comprehensive risk management program.

Ability to plan, organize, direct and coordinate a variety of risk management programs to meet City needs.

Ability to select, motivate and evaluate staff and provide for their training and professional development.

Ability to analyze complex technical and administrative risk management problems, evaluate alternative solutions and recommend or adopt effective courses of action.

Ability to develop and implement goals, objectives, policies, procedures, work standards and internal controls.

Ability to communicate effectively orally and in writing.

Ability to prepare clear and concise reports, correspondence and other written materials.

## **MANAGER, CLAIMS AND RISK**

**Page 3**

Ability to exercise sound independent judgement within general policy guidelines.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

### **EDUCATION AND EXPERIENCE**

*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 public or business administration, industrial engineering or related field.

#### **Experience:**

Three years of responsible supervisory or managerial experience in risk management program administration in a public agency setting.

### **LICENSE OR CERTIFICATE**

Certification of completion as an Associate in Risk Management by the Insurance Institute of America is highly desirable.

A successful 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 a cost effective or efficient method for traveling to the various locations required. The individual who is 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.

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Civil Service Board #:

Date Approved/Exempted:

Date Revised:

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