

# AGENDA REPORT

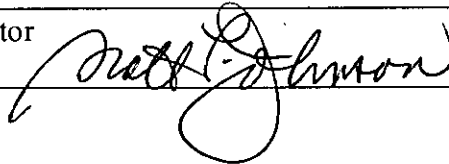
TO: DEANNA J. SANTANA  
CITY ADMINISTRATOR

FROM: KATANO KASAINÉ  
INTERIM DHRM DIRECTOR

SUBJECT: Equal Access Annual Compliance Report

DATE: September 24, 2013

City Administrator  
Approval



Date

9/11/13

COUNCIL DISTRICT: City-Wide

## RECOMMENDATION

Staff recommends that City Council accept the Annual Equal Access to Services Ordinance (Ordinance No. 12324 CMS) Compliance Report and its recommendations for improved citywide compliance.

## EXECUTIVE SUMMARY

The following report serves as the City Administrator's Annual Compliance Plan and Report regarding the implementation of the Equal Access to Services Ordinance (Ordinance No. 12324 C.M.S., OMC Section 2.30) and Settlement Agreement for the period July 1, 2012 through June 30, 2013. The Equal Access Settlement Agreement was approved by Council and signed on March 28, 2011. The report provides a detailed reporting of the City's compliance activities and makes recommendations for areas of improvement.

All City Agencies have submitted an "Agency Compliance Plan" for the reporting period.

There are four key areas for which departments report compliance:

1. Bilingual Staffing – To comply with the Equal Access Ordinance (EAO), departments must assign sufficient bilingual employees in public contact positions to effectively provide information and services to the public in each language spoken by a substantial number of Limited-English-Speaking (LES) persons. The ordinance establishes a formula by which minimum bilingual staffing needs are evaluated. If bilingual staffing levels have been determined to be less than the minimum required under the provisions of the ordinance to meet the needs of Limited English Speaking (LES) persons, departments report on whether their hiring activities complied with the requirements of the ordinance to fill vacancies with bilingual staff and if the department has taken appropriate steps to otherwise serve LES persons.
2. Translation of Documents – Vital documents provided to the public are to be translated into threshold languages (currently Spanish and Chinese). Departments determine which documents provide vital information to the public and report on the number of vital

documents maintained in their department and how many of the documents are translated into the threshold languages and any other languages.

3. Telephone Recordings – Departments are to maintain recorded telephonic messages in threshold languages to provide callers with basic information in English, Spanish, and Chinese (Mandarin or Cantonese). Departments report whether there are recorded outgoing messages in the required languages that provide basic information about the department and its services.
4. Communication with LES Populations – Departments report whether they have procedures to facilitate communication with LES populations including a method for receiving and responding to complaints.

### OUTCOME

This is an informational report providing an update on the City's implementation of the Equal Access to Services Ordinance. Staff recommends that City Council accept the Annual Equal Access to Services Ordinance Compliance Report and its recommendations for improved citywide compliance.

### BACKGROUND/LEGISLATIVE HISTORY

The Equal Access to Services Ordinance (Oakland City Ordinance No. 12324 Section 2.30 of the Oakland Municipal Code, "EAO") was passed on May 8, 2001 and was enacted for the purpose of providing equal access to city services to all Oakland residents, including those with limited proficiency in English. The City Administrator is charged with implementation, assessment, monitoring, and enforcement of The Equal Access Ordinance and providing an annual report on the City's compliance activities related to the EAO. To formalize the reporting procedure, the City Administrator issued Administrative Instruction #145 on November 9, 2011 to provide direction to departments about how to implement the EAO and the departments' reporting requirements under the EAO.

The EAO was written and approved at a time when the City organization was structured differently. The ordinance calls out units known as "agencies" and "departments" in a way that is very different from the way the City is now organized. The designations throughout this report and in the attachments for "agency" and "department" are based on the structure defined in the Equal Access to Services Ordinance, rather than other structures such as the budget or the Municipal Code. The EAO structure is maintained throughout the different sections of this report for cohesiveness.

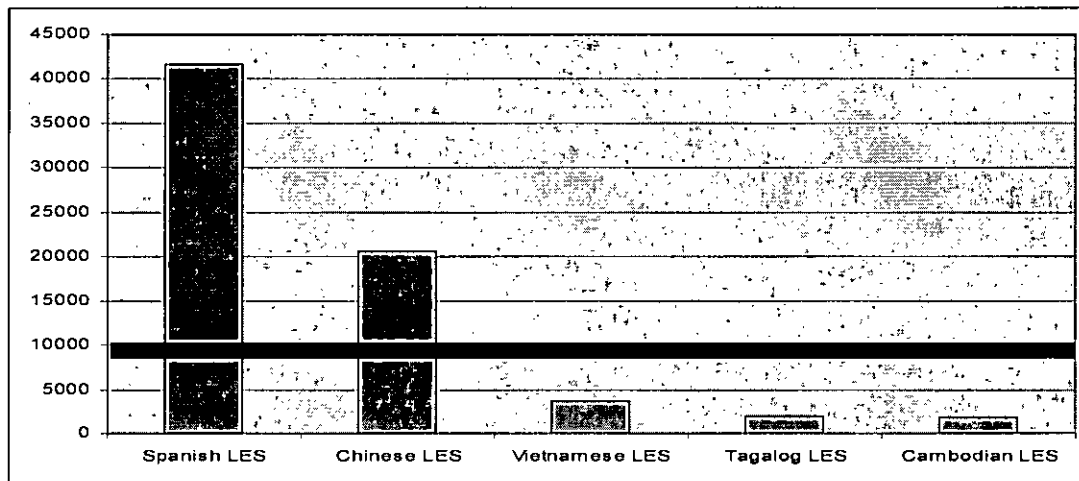
### ANALYSIS

1. Threshold Languages. The EAO defines a "threshold language" as follows: "at least ten thousand (10,000) limited English-speaking (LES) City residents who speak a shared

language other than English.” The City uses U.S. Census Bureau data to establish which languages meet the ordinance requirements for threshold languages.

Based on the U.S. Census Bureau’s American Community Survey 2011 data categorized as “Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over” for Oakland, California”, the top five languages spoken by LES populations in Oakland are: Spanish, Chinese, Vietnamese, Tagalog, and Cambodian. The total population of Oakland is 356,789 residents; languages spoken by more than 10,000 LES Oakland residents are Spanish (41,647) and Chinese (20,595). The Spanish-speaking LES population consists of 11.39 % of total Oakland population while the Chinese-speaking LES population consists of 5.63%.

City of Oakland Languages Spoken by Limited-English-Speaking Persons Chart



*\*Bold line denotes EAO threshold*

## 2. Bilingual Staffing & Assessment of Public Contact Positions

### *Citywide Assessment:*

The City had 2304 FTE Public Contact Positions (PCPs) in the reporting period, of which 249 FTE were vacant. Of the total PCPs, 271 FTE (11.8%) are bilingual Spanish/English, and 105 FTE (4.6%) are bilingual Chinese/ English. The latest Census data shows that the Spanish LES accounts for 11.39% of Oakland population, while Chinese LES accounts for 5.63%. Spanish/English bilingual staffing in the City meets the minimum requirement of the ordinance, but six (6) City departments need more bilingual Chinese PCP staffing to reach the minimum bilingual staffing goals.

The chart below shows a comparison between the quantitative minimum requirement set forth by the ordinance and the overall level of bilingual staffing each department reported. For geographically dispersed service locations such as Recreation Centers, Head Starts Centers, Libraries, staff use a community-based methodology to account for local neighborhood concentrations of LES populations. Neighborhood assessments are discussed

in the individual department compliance plans. The table below reflects the overall quantitative assessment of bilingual staffing in Public Contact Positions.

Citywide Assessment of Public Contact Positions Staffing				SPANISH PCP			CHINESE PCP		
AGENCY	FTE	PCP	VACANT PCP	STAFF	GOAL	MET EAO?	STAFF	GOAL	MET EAO?
Administrative/ Controller & Treasury	68.5	0.0	0.0	0.0	0	YES	0.0	0	YES
Administrative/ Human Resources	36.70	4.0	0.0	1.0	0	YES	2.0	0	YES
Administrative/ Information Tech	66	0.0	0.0	0.0	0	YES	0.0	0	YES
City Administrator	194.9	79.0	2.0	15.0	9	YES	5.9	4	YES
City Attorney	66.0	9.0	1.0	1.0	1	YES	0.0	1	NO
City Auditor	11.0	2.0	0.0	0.0	0	YES	0.0	0	YES
City Clerk	9.0	0.0	0.0	0.0	0	YES	0.0	0	YES
City Council	29.5	21.5	0.0	4.5	2	YES	0.5	1	NO
Community Svc/ Human Services	341.2	137.4	20.1	27.0	16	YES	18.6	8	YES
Community Svc/ Parks & Rec	262.6	251.2	13.0	33.3	29	YES	11.6	14	NO
Housing & Community Dev.	46.3	11.0	2.0	2.0	1	YES	1.0	1	YES
Mayor's Office	12.0	11.0	0.0	3.0	1	YES	0.0	1	NO
Planning & Building	126.5	99.5	8.0	15.0	11	YES	8.0	6	YES
Public Works	688.9	6.0	0.0	1.0	1	YES	2.0	0	YES
Oakland Public Library	215.5	164.9	29.0	28.5	19	YES	16.7	9	YES
Oakland Fire	592.7	538.8	100.5	45.3	61	NO	6.0	30	NO
Oakland Police	1129.3	968.8	83.5	93.5	110	NO	30.9	55	NO
<b>TOTAL</b>	<b>3892.60</b>	<b>2304.0</b>	<b>259.1</b>	<b>271.1</b>	<b>262</b>		<b>105.1</b>	<b>130</b>	

Departments follow the requirements of the EAO when hiring for vacant PCP positions and interim service measures are in place to provide service when bilingual staff is not available.  
*<See Table 1 for City Departments subject to EAO>*

In order to ensure that limited English speaking persons have sufficient access to certain crucial public services, the City has designated certain Departments as "Super PCP Departments." Specific goals are mandated by the ordinance for Super Public Contact Position (Super PCP) Departments. Bilingual staffing in many service areas has met or exceeded the minimum levels required under the ordinance for Super PCP Departments.  
*<See Table 2 for Super PCP Departments>*

City departments have demonstrated their commitment to compliance with the EAO by appointing management level employees as the Agency Language Access Coordinator as advised by Administrative Instruction No. 145. All departments have a designated Language Access Coordinator to coordinate the implementation of the EAO on an on-going basis.  
*<See Table 3 for List of Language Access Coordinators>*

Departments must maintain a list of employees who can speak the threshold languages. The number of Public Contact Positions and the number of bilingual employees in Public Contact Positions (BPCP), their titles, office locations, departments, and the languages other than English that the persons speak is provided by each department for analysis. Departments

maintain their rosters of bilingual staff throughout the year and report annually in the EAO Compliance Report regarding the assignments of BPCPs.

*<See Table 4 for List of PCP & BPCP by Location>*

*Newly filled Bilingual Public Contact Positions Assessment:*

Of the Public Contact Positions filled this reporting period, twenty-one (21) were filled with bilingual staff; eleven (11) were bilingual Spanish PCP and 10 were bilingual Chinese PCP.

<b>Bilingual PCP New Hire FY 2012-13 (Non-sworn Positions)</b>		
<u>Department</u>	<u>Reg. Title</u>	<u>Language</u>
City Administrator's Office	EXECUTIVE ASSISTANT TO THE ASSISTANT CITY ADMINISTRATOR	Cantonese
City Administrator's Office	PROGRAM ANALYST I	Spanish
Department of Human Resources	PUBLIC SERVICE REPRESENTATIVE	Cantonese
Department of Human Resources	PROGRAM ANALYST III	Cantonese
Department of Human Services	OUTREACH DEVELOPER	Spanish
Department of Human Services	EARLY CHILDHOOD INSTRUCTOR	Spanish
Department of Human Services	HEAD START SUPERVISOR	Spanish
Oakland Fire Department	FIRE PREVENTION BUREAU INSPECTOR, CIVILIAN	Cantonese
Oakland Police Department	POLICE CADET, PT	Spanish
Oakland Police Department	POLICE CADET, PT	Spanish
Oakland Police Department	POLICE CADET, PT	Cantonese
Oakland Police Department	POLICE CADET, PT	Cantonese
Oakland Police Department	CRIMINALIST I	Cantonese, Mandarin
Oakland Police Department	FORENSIC TECHNICIAN	Spanish
Oakland Public Library	LIBRARIAN, SENIOR	Spanish
Oakland Public Library	LIBRARIAN, SENIOR	Cantonese
Oakland Public Library	LIBRARIAN, SENIOR	Spanish
Office of Parks & Recreation	RECREATION PROGRAM DIRECTOR	Spanish
Office of Parks & Recreation	RECREATION PROGRAM DIRECTOR	Spanish
Office of Parks & Recreation	LIFEGUARD, PT	Cantonese
Public Works Agency	MANAGEMENT INTERN	Cantonese, Mandarin

*Job Seeker Assessment:*

Applicant Pool List for PCP Positions documented that 17% of applicants responding to City of Oakland job openings have self-identified as conversant in Spanish, and 4% have self-identified as conversant in Chinese. *<See Table 4b for Applicant Pool List >*

### 3. Translation of Vital Documents

The Equal Access Ordinance requires that documents provided to the public are to be translated into threshold languages (currently Spanish and Chinese). Departments are to report on the number of vital documents they maintain and how many of the documents are translated into the threshold languages and any other languages. A total of 196 documents were identified by departments as vital documents. 100% of the documents have been translated into Spanish and Chinese. This shows an improvement from the year before. In the previous reporting year, only 98% of the documents were translated. *<See Table 5 for FY 2012-13 Vital Documents>*

### 4. Telephone Recordings:

Departments are required to maintain recorded telephonic messages in threshold languages to provide callers with basic information about the department and its services in English, Spanish, and Chinese (Mandarin or Cantonese). Departments report whether there are recorded outgoing messages in the required languages. Last year 79% of the telephone lines were reported to have messages in Spanish and 70% had messages in Chinese. There has been an improvement in compliance since then. 91% of the phone lines are now providing messages in threshold languages. Specifically, 77 phone lines have been identified as commonly used by the public in accessing City services. 70 lines (91%) of the phone lines have been updated to provide department information in Spanish and Chinese. The Library and the Fire Department Administration (as distinct from Fire Dispatch) have not been able to record the required outgoing messages due to difficulty in working through different telephone systems at geographically dispersed locations. Both the Fire Department's Administration and the Library are engaged in ongoing discussions with the Department of Information Technology and Equal Access staff to identify solutions. In the meantime, the departments make bilingual staff available during business hours to address inquiries from LES persons. *<See Table 6 for Recorded Telephone Message Status>*

### 5. Communication with LES Populations

Departments report whether they have procedures to facilitate communication with LES populations including a method for receiving and responding to complaints. All departments use the City's standard complaint procedure when receiving complaints from LES persons regarding their access to services. City departments are required to document actions they take to resolve each complaint. No formal complaints were received in the reporting period.

#### *Language Assistance Services Provided through the Equal Access Office:*

In its effort to support City departments, the Equal Access Office has provided 110 written document translations. Multiple languages are often requested for each document. The most common documents translated are flyers, brochures, forms, and public notices. Every City department has requested the translations of documents during the year, with the greatest number of requests coming from the City Administrator's Office (20 documents), followed

by the Oakland Police Department (17 documents) and the Public Works Agency (16 documents).

Oral interpreters are often used as a mean to serve LES persons, particularly for public meetings or hearings. During the reporting period, the Equal Office fulfilled 121 oral interpretation requests, totaling 419 hours of interpretation. The most common languages requested include: Spanish, Chinese, and Vietnamese. Other languages requested include Arabic, Burmese, Japanese, Russian and Korean. Oakland Police Department's usage accounted for 38% of all requests and most requests are made for community meetings after business hours, workshops and classes. The Department of Planning and Building accounts for 32% of the usage. The majority of their requests are made for Rent Board Hearings during business hours. Department of Human Service's need for interpretation was mainly for off-site home visits during business hours. Simultaneous translation equipment was used to provide access to LES persons at community meetings 51 times during the year.

Other requests to the Equal Access Office included assistance in setting up hotlines, recording telephone messages, screening for language skills, providing statistical data, and outreach to the community. All of these efforts made by City departments contributed to meeting the need of LES patrons, and often departments have gone beyond what is required by the Ordinance. In addition to translating vital documents (as required by the Ordinance), departments have also made other documents available in different languages to increase public access to services.

Translation & Interpretation Usage	# of Requests
Written Translation	110
Oral Interpretation	121
Translation Headset	51

Departments Usage of Interpreters	% of Total
Oakland Police Department	38%
Planning and Building	32%
Dept of Human Services	23%
City Council	3%
Others	4%

The City makes available Over-the-Phone Interpretation Services to City departments. Agency Language Access Coordinators are provided with access codes to access services. The most requested languages are Spanish (83%), Cantonese (11%), Mandarin (3%), and Vietnamese (3%). Oakland Police Department is the heaviest volume user of this service, totaling 61,851 minutes of usage, which equates to 1031 hours of interpretations.

*<See Table 7 for Usage Chart for Over-the-Phone Interpreter Services>*

Over-the-Phone Interpretation Services	Usage in Minutes
Oakland Police 911	31,463
Oakland Police Non Emergency	30,388
Oakland Fire	4,092
Other City Departments	1,620
TOTAL Minutes	67,563

**6. Equal Access to Services Customer Survey**

One of the requirements of the EAO is that the City survey its service users to assess whether access to services is adequately provided to LES customers. An Equal Access to Services Customer Survey was implemented at major public contact locations City-wide and online via the City website during a 4-week period in May and June 2013. The Equal Access Language Survey <Attachment A> consisted of twelve questions focused around accessibility to City services and based on the requirements of the EAO. The survey was provided in English, Spanish and Chinese. There were 1149 surveys collected and more than 71,000 customer contacts were recorded. At the time of this writing, survey data is under review and analysis. A report on the survey results and associated recommendations will be presented to the Finance Committee at a future meeting.

**7. Best Practices for Compliance**

A best practice as evidenced throughout city agencies is the guidelines established in Administrative Instruction (A.I.) No.145 - Equal Access Ordinance Implementation. The A.I. provides departments with the City's standards for compliance and reporting. Additionally, departments rely on the services provided by the Equal Access Office within the Department of Human Resources Management to access document translation services, live interpretation, and scheduled interpreter services. A.I. set a baseline standard for Equal Access implementation and assessment.

**8. Structural Barriers Identified**

- (a) Limitations in the City's phone system and a particularly outdated phone system at off-site locations make it difficult to implement multi-language phone lines. Funding and staffing reduction have contributed to the challenge. As an interim measure, departments have posted flyers and provided the availability of bilingual staff during business hours to make service available to LES persons.
- (b) For public safety positions in the Police and Fire departments, staff assignments are made based on seniority and employee requests, not language skills. The Police and Fire Departments' ability to assign an individual to a specific geographical location (a police beat or fire station in Chinatown, for instance) to meet the need of LES population is limited by the Memoranda of Understanding (MOUs) with the City's public safety employee groups. In order to meet the requirement of the EAO, positions located at geographically dispersed fire houses and police beat assignments would have to be selectively certified for bilingual proficiency and filled with bilingual staff. Changing the



City's practice would require meeting and conferring with the representative unions to negotiate changes to the MOU language.

- (c) Prior budget reductions impacted service delivery capacity in every aspect of the City organization. For offices with very small staff budgets, the elimination of even a part time staff person can impact the department's ability to provide service. When the staffing reductions impact bilingual staff in Public Contact Positions, the ability to meet the need of Limited English Speakers is further reduced.

As an example, the Equal Access Office originally had 4.0 FTE and has been reduced to 2.0 FTE. The result has been that the staff has had to focus efforts on providing direct services such as serving as interpreters and translating documents, rather than focusing on coordination and support of compliance activities in City departments and providing training. The Oaklanders' Assistance Center has also suffered staff reductions and had previously been a resource for City Hall offices as well as LES persons seeking services. The lack of a bilingual-Chinese staff person in the Oaklanders' Assistance Center has hampered that office's ability to provide service in Chinese and requires greater reliance on over-the-phone translation or calling upon bilingual staff in other departments, which increases the wait time for providing service to LES persons.

#### 9. Enforcement mechanisms used by City Administrator

The Equal Access Office monitors the City's recruitment of public contact positions, and selective language certification. Equal Access Office staff reviews every approved personnel requisition to determine whether the position is a Public Contact Position (PCP) and if so, whether the hiring department has sufficient bilingual PCPs. If the hiring department does not have sufficient bilingual PCPs, the department is required to selectively certify the position for the appropriate language.

- Equal Access Office staff provides technical assistance, recommendation, and support to City Agencies in ensuring equal access to services in compliance with the ordinance.
- Through the annual reporting process, the City Administrator reviews and evaluates department compliance levels and activities. Wherever deficiencies are identified, the City Administrator works with department heads to implement necessary measures to correct the deficiencies.

#### AGENCY COMPLIANCE PLAN NARRATIVE EXCERPTS

Below are excerpts from the Agency Compliance Plans submitted by each of the EAO Agencies regarding their efforts to serve LES residents and comply with the EAO. Assessments made here are based on quantitative baseline as determined by numerical calculations set forth by the ordinance. Qualitative assessment results are to be presented when survey analysis is completed.

##### *City Administrator's Office*

The City Administrator's Office is committed to ensuring equal access to services by all Oakland citizens. The Office has met the quantitative baseline in bilingual staffing. City Administrator's

Office divisions have sufficient bilingual staff to provide services during business hours in threshold languages. Twenty-three (23) vital documents have been translated into threshold languages. Nine out of nine phone messages provide multi-language recordings.

***City Attorney's Office***

The City Attorney's office has one Spanish BPCP and zero Chinese BPCP. The Office uses interim measures to address the need of LES population by utilizing the two Spanish and two Chinese employees who are not PCPs but are bilingually certified and are available to provide assistance when needed. City Attorney's office provides translation of documents and telephone messages in threshold languages.

***City Auditor's Office***

The office has two PCP in the reporting year, of which zero was Spanish BPCP, and zero was Chinese BPCP. The City Auditor's Office maintains a list of non-PCPs who speak threshold languages and has more than one employee who can provide service to a LES person during business hours. In the event that these employees are not available, the office coordinates with the Equal Access Office to provide language assistance. Staff in the City Auditor's Office is trained in the use of interim measures such as using translation phone lines or referring calls to bilingual staff to assist LES persons when necessary. Vital documents and phone messages are translated.

***City Clerk's Office***

Due to the nature of the Clerk's Office, the department has been designated as a "Super PCP Department". Budget reductions have resulted in the elimination of designated PCP positions in the Clerk's Office, thus resulting in the department not being able to meet its Super PCP minimum bilingual staffing requirement. Within the department, there is one staff person who can assist people in Cantonese and Mandarin. Staff also utilizes telephone based language translation services to further assist LES population.

***City Council Office***

The recruitment of City Council aides is different than other City recruitments as Council positions are "at will" and exempt from civil service system. Advertising and hiring is done by each Council member for his or her office. Council offices are staffed with ample bilingual Spanish speaking employees, however, there is only a half-time Chinese speaking employee serving Chinese-speaking constituents. Council offices acknowledge this limitation and are committed to engaging in further dialogue as public contact positions become vacant.

***Administrative Services Division – Office of the Controller and Treasury***

Both the Controller's office and the Treasury Division provide support and service internally to the City organization. There are no Public Contact Positions in either of those divisions. The department has identified non-PCP staff that can provide language assistance in either Chinese or Spanish when necessary. Department staff is also trained to use the City's language access line for providing service to LES persons.

***Administrative Services - Department of Human Resources Management***

The Department of Human Resources Management (DHRM) has bilingual Spanish-speaking and Chinese-speaking staff available to serve LES persons who seek access to its services. The Equal Access Office is situated within the department and is readily available to provide resources and language assistance. DHRM has been working closely together with Equal Access Office in conducting outreach to Spanish-speaking and Chinese-speaking communities in selectively certified recruitments; and in screening for bilingual applicants to City positions.

***Administrative Services -Department of Information Technology***

The Department of Information Technology is an internal department and has no Public Contact Positions. The department has identified non-PCP staff that can provide language assistance in either Chinese or Spanish when necessary. Department staff is also trained to use the City's language access line for providing service to LES persons.

***Department of Housing & Community Development***

Two Super PCP Departments are now contained within the Department of Housing & Community Development: the Residential Rent Arbitration program and the Municipal Lending program. The Department has met the minimum bilingual staffing needs in the two Super PCP Departments. Overall the Department has met the quantitative baseline in bilingual staffing. All vital documents and public telephone lines are provided in threshold languages.

***Community Services Agency - Department of Human Services***

Department of Human Services works closely with the Equal Access Office to ensure that data related to language capacity is captured, maintained and revised throughout the year. The department meets federal grant mandates around language access in the Head Start Program. It is mandated that staff be able to speak in the first language of the families served and that all documents be translated accordingly. Specific units such as individual Head Start locations have identified key bilingual staff to facilitate communication with Limited English Speaking residents. Overall the Department has done well in meeting the minimum bilingual staffing requirement in the threshold languages. The Multipurpose Senior Service Program is a Super PCP unit and it has exceeded what the baseline requirement specified.

***Office of Parks and Recreation***

The Office of Parks and Recreation strives to provide bilingual staff throughout the department to meet the needs of LES persons. The additional of bilingual staff, especially Chinese BPCP, in several operational units would improve the availability of services. The department distributed over 3,000 English/ Spanish and 3,000 English/ Chinese flyers promoting their Summer Jobs hiring events. In addition to distribution through City offices and recreation sites; the department contacted many local organizations about job openings, including ten colleges, all Oakland Unified School District High School and Middle School locations, sixteen Libraries, forty Community Based Organizations, twenty-one Faith Based Organizations, and twenty-five Charter School/Education Centers.

Concentrated bilingual outreach efforts included visits to an additional sixteen community based organizations serving the Spanish speaking community and twenty-eight community based organizations and merchants serving the Chinese speaking community. Ten business owners in the 14<sup>th</sup> Street business district and seven business owners in the Dimond district also received posters to display in their windows. Announcements were posted online at the City's website, OPR's webpage and on Craig's List. The announcement was included in OPR's e-newsletter and Council offices assisted with publicity efforts by including hiring information in their e-newsletters. Newspaper advertisements were placed with the Post Group, El Mundo, Sing Tao Daily and Bay Area News Group papers and requests for Public Service Announcements were sent to KQED, KTOP, KRON 4, NBC Bay Area, Bay City News, and KTSF 26.

Due to a low attrition rate OPR has filled very few full-time (FT) or permanent part time (PPT) positions. Six permanent appointments were made from existing eligible lists: 3 full time Program Directors, one permanent part time (PPT) Recreation Attendant II, one PPT Recreation Specialist II, and one PPT Recreation Leader II. Of those, two were bilingual in Spanish. Five Recreation Centers are designed as Super PCP units, and four out of the five Recreation Centers met the minimum bilingual staffing requirements. The San Antonio Center is in need of one bilingual Spanish speaking employee.

#### ***Department of Planning and Building***

Overall, the Department of Planning & Building (DPB) has met the quantitative minimum requirement for bilingual staffing to service LES persons. Several units within the department are considered as Super PCP "departments." DPB has been identified as having insufficient Chinese-speaking staff to provide services to LES persons who speak Chinese in its Engineering/Plan Check & Inspections units. The department has identified non-PCP bilingual staff who can provide language assistance in Chinese when necessary. Equal Access staff will be providing training this year for English-speaking PCPs in DPB to help facilitate communication using the City's language access line for providing service to LES persons when bilingual staff are not available.

#### ***Public Works Agency***

The Public Works Call Center provides services to members of the public and responds to tens of thousands of calls annually. Public Works' bilingual staffing in the Call Center exceeds the minimum bilingual staffing required by the EAO. Bilingual staff are available to meet the needs of LES persons. Vital documents and public telephone lines provide information in threshold languages. Most of the department's positions are non-PCP positions.

#### ***Oakland Public Library***

The Library has identified key bilingual staff within each branch to facilitate communication with members of the limited English speaking population. Several of its units are identified as Super PCP, and the Library excels in providing bilingual services at local branches. The Library has large notices posted at the information/ check-out area of every branch and in the main library informing patrons of materials and staff availability in threshold languages.

**Mayor's Office**

The Mayor's Office consistently translates its outreach materials into Spanish or Chinese for distribution to communities and neighborhoods. It also provides translation equipment and translators in Spanish and Chinese as appropriate at public meetings where LES persons attend. Among the eleven PCPs assigned to the Mayor's Office, three are BPCP and all three can speak Spanish. The Department does not currently have any Chinese BPCP staff. Specifically, the Oaklander's Assistance Center is a Super PCP unit and does not have the minimum bilingual staffing to meet the needs of Oakland's Chinese LES population.

**Oakland Fire Department (OFD)**

The Fire Department's assignments of bilingual Firefighters are listed on the chart below. The 2011 Settlement Agreement and Administrative Instruction No. 145 specified that OPD and OFD's determination of the sufficiency of Bilingual Public Contact Positions (BPCPs) is based on the "city wide" methodology. However, OPD and OFD are also required to include in the Agency Compliance Plan an analysis of the sufficiency of BPCPs based on the location of police beats and firehouses using the community-based methodology. Equal Access staff assess the neighborhood concentrations of LES populations based on the zip code of the Fire Station addresses. From the perspective of the "city wide" methodology, OFD has exceeded the minimum bilingual staffing requirement for Spanish PCPs overall (11.39% or 14.7 FTE), but has not reached the minimum for bilingual-Chinese staffing (5.63% or 7.2 FTE).

**Analysis of BPCP in firehouses using the community based methodology**

#	ADDRESS/LOCATION	ZIP	STAFF	SP BPCP		SP LES %	CH BPCP		CH LES %
1	1603 M. L. King Jr. Way*	94612	9	1	11%	3.7%	1	11%	12.4%
3	1445 14th Street*	94607	9	1	11%	5.5%	0	0%	16.0%
4	1235 E. 14th Street*	94606	9	0	0%	7.4%	0	0%	13.0%
5	934 34th Street	94608	4	0	0%	3.3%	0	0%	1.6%
6	7080 Colton Boulevard	94611	4	0	0%	0.4%	0	0%	1.8%
7	1006 Amato Avenue	94605	4	0	0%	9.4%	0	0%	1.0%
8	462 51 <sup>st</sup> Street*	94609	9	0	0%	2.5%	0	0%	1.5%
10	172 Santa Clara Avenue	94610	4	0	0%	0.8%	0	0%	2.7%
12	822 Alice Street	94607	4	1	25%	5.4%	0	0%	15.6%
13	1225 Derby Avenue	94601	4	3	75%	26.5%	1	25%	4.4%
15	455 27 <sup>th</sup> Street*	94612	9	1	11%	3.7%	0	0%	12.4%
16	3600 13 <sup>th</sup> Avenue	94610	4	1	25%	0.8%	0	0%	2.7%
17	3344 High Street	94619	4	1	25%	5.0%	0	0%	4.8%
18	1700 50 <sup>th</sup> Avenue*	94601	8	3	38%	26.5%	0	0%	4.4%
19	5776 Miles Avenue	94618	4	0	0%	0.4%	0	0%	0.7%
20	1401 98 <sup>th</sup> Avenue*	94603	8	0	0%	24.2%	0	0%	1.1%
21	13150 Skyline Boulevard	94619	4	0	0%	5.0%	0	0%	4.8%

22	751 Air Cargo Road	94621	4	0	0%	24.5%	0	0%	0.6%
23	7100 Foothill Boulevard	94605	4	1	25%	9.4%	1	25%	1.0%
24	5921 Shepherd Canyon Road	94611	4	3	75%	0.4%	0	0%	1.8%
25	2795 Butters Drive	94602	4	0	0%	3.2%	0	0%	5.3%
26	2660 98 <sup>th</sup> Avenue	94603	4	1	25%	24.2%	0	0%	1.1%
27	8501 Pardee Drive	94621	4	0	0%	24.5%	0	0%	0.6%
29	1016 66 <sup>th</sup> Avenue	94621	4	1	25%	24.5%	0	0%	0.6%
			129	18	26%		3	4%	

\* denotes Double House with two companies.  
 LES % is determined by US Census, American Community Survey, by Zip Code

OFD has worked closely with the Equal Access Office to ensure thorough outreach for bilingual candidates and to screen candidates' bilingual ability. Department of Human Resources Management together with OFD conducted additional outreach via various avenues and locations to attract a diverse pool of applicants. News about OFD job opening were provided to the National Association of Hispanic Firefighters; El Mundo Spanish newspaper; CFFJAC (California Fire-fighter Joint Apprenticeship Committee); Asian Firefighter Association (San Francisco); Alameda County EMS; Contra Costa County EMS; Singtao Daily Chinese Newspaper; World Journal Chinese Newspaper; Gay Pride Parade; Art & Soul Festival; and KTOP Public Service Announcements.

The information in the chart below shows the percentages of bilingual candidates as they moved on from one step to the next step.

**Firefighter Trainee 2012**

Step	Date	Total		Bilingual Spanish		Bilingual Chinese	
Applications Received	11/16/2012	3409		548		44	
Invited to Written	2/4/2013	2662	78%	234	43%	16	36%
Invited to Oral Interview	3/4/2012	1112	33%	72	31%	14	88%
Referred to Department	5/14/2013	557	50%	63	88%	9	64%
Invited to Academy	TBD						
Academy Graduation	TBD						

**Oakland Police Department (OPD)**

The Oakland Police Department has a total of 623 Swom Police Officers, including the Internal Affairs Unit, Criminal Investigation Unit, Special Operations Division, Training Division and beat officers. Of all of the Swom Police, 10% (62.0 FTE) are bilingual in Spanish, and 3% (16.0 FTE) bilingual in Chinese. Applying the current LES population percentage, among the 623 Police Officers, the quantitative baseline goal for Spanish BPCP is 71.0 FTE and the goal for Chinese BPCP is 35.0 FTE. Based on citywide minimum requirements for bilingual staffing, there is a need for more bilingual swom personnel in the Police Department.

Police Officers	Police Officers	Spanish BPCP	Chinese BPCP	Other Language
District 1 (94607, 94612)	81	6	4	2
District 2 (94608, 94609, 94611, 94618)	54	3	3	2
District 3 (94602, 94606, 94610)	70	13	2	6
District 4 (94601, 94611)	67	7	0	0
District 5 (94603, 94605, 94621)	80	11	1	2
Other Division (CID, IAD, Training etc.)	271	22	6	15
<b>TOTAL</b>	<b>623</b>	<b>62</b>	<b>16</b>	<b>27</b>
<b>PERCENTAGE</b>	<b>100%</b>	<b>10%</b>	<b>3%</b>	<b>4%</b>

As discussed in the section on the Fire Department, the 2011 Settlement Agreement and Administrative Instruction No. 145 specified that OPD and OFD's determination of the sufficiency of Bilingual Public Contact Positions (BPCPs) is based on the "city wide" methodology. However, OPD is also required to include in the Agency Compliance Plan an analysis of the sufficiency of BPCPs based on the location of police beats using the community-based methodology. Equal Access staff use assess the neighborhood concentrations of LES populations based on the zip code of the police beat locations.

The Oakland Police Department's bilingual Police Officer location as assigned by beat is listed on the chart below and BPCP staff is compared to the percentage of LES for each district. Each Police beat district consists of multiple zip codes, thus, and average percentage based on zip codes is derived for analysis. Among the 352 Police Officers assigned on beat duties, the city-wide baseline of Spanish BPCP is 11.39%, which is 40 Police Officers. OPD met its quantitative baseline in Spanish BPCP among the five districts for beat assignment. The city-wide baseline of Chinese BPCP is 5.63%, which is 20 Police Officers. The Department currently has only 10 Chinese BPCP among the five districts. The Department will need to have 10 more bilingual English/ Chinese speaking Police Offices in order to meet the minimum requirements for bilingual staffing.

Location/ Beat/ Zip Code	Police Officers	Spanish BPCP	SP LES %	Chinese	CH LES %
District 1 (94607, 94612)	81	6	7%	4	5%
District 2 (94608, 94609, 94611, 94618)	54	3	6%	3	6%
District 3 (94602, 94606, 94610)	70	13	19%	2	3%
District 4 (94601, 94611)	67	7	10%	0	0%
District 5 (94603, 94605, 94621)	80	11	14%	1	1%
	352	40	11%	10	3%

SP LES % and CH LES % is determined by US Census, American Community Survey, by zip codes

The Police Department's 167<sup>th</sup> Academy of Police Office Trainee attracted 1805 applicants, among which 356 (20%) can speak Spanish, and 72 (4%) can speak Chinese. There are several steps in the recruitment process, and the percentages of advancement towards each step are shown on the chart below. The Police Department worked closely with the Equal Access Office

for outreach and for screening candidate's bilingual ability. Outreach was conducted through the following outlets (among others): East Bay Diversity Hire Event (Concord); San Bernardino Job Fair (San Bernardino); Castlemont High School Career Day (Oakland); Women in Policing Seminar (Oakland); Merritt College Spring Career Fair (Oakland); and Santa Rosa Junior College Fair (Santa Rosa). News about OPD job opening was posted on Facebook and Twitter, Craigslist, Singtao Chinese Newspaper, KTSF Channel 26 Chinese News, Comerciantes Latinos de Oakland (Oakland merchants) meeting, and more.

**Police Officer Trainee - The 167th Academy**

Step	Date	All Applicants		Bilingual Spanish		Bilingual Chinese	
Applications Received	6/11/2012	1805		356		72	
Invited to Written	7/3/2012	1636	91%	323	91%	66	92%
Invited to Physical Agility	7/28/2012	710	43%	120	37%	36	55%
Invited to Oral Interview	8/22/2012	494	70%	87	73%	27	75%
Referred to Department	9/17/2012	231	47%	44	51%	10	37%
Invited to Academy	3/25/2013	51	22%	12	27%	4	40%
Academy Graduation	TBD						

*City Administrator Additional Duties:*

*How has the City Administrator provided training and guidance to Departments to facilitate implementation of the EAO and how have Departments collaborated?*

The City Administrator convenes regular meetings with Agency Directors and key management staff. On-going communication facilitated collaboration and implementation of EAO. In working with departments to evaluate the effectiveness of their ability to provide services to LES persons, staff were provided instruction on the importance of qualitative evaluation of services and in some cases, City Administrator's Office trained department staff on EAO compliance assessment.

Secondly, Equal Access Office together with the Department of Human Resources Management met with department Language Access Coordinators to review the new reporting format and to explain reporting requirements. Compliance report template was provided and EAO Office staff provided technical assistance in completing the report. The Language Access Survey was standardized and instructions were provided to each department as the survey was launched. Preliminary reports were received from City departments in late July. Following receipt of the new departmental reports, Departments collaborated with Equal Access staff by engaging in dialog to clarify their submissions and to ensure their effective reporting.

*Assess the adequacy of the process the City Administrator utilizes to monitor departmental compliance with the EAO.*

Over the past several years, significant gains have been achieved in raising awareness throughout the City organization regarding the requirements of the Equal Access to Services Ordinance and departments' responsibilities in meeting those requirements, as demonstrated by the steady



increase in the number of bilingual staff, translated documents, and recorded telephone messages. The Equal Access Office and its staff provide a key resource through which departmental compliance may be monitored and evaluated. The annual reporting process ensures continued awareness of the needs of LES persons and the City's commitment to and responsibility for providing services to those populations. The Equal Access Office is a 2.0 FTE unit. The City Administrator must rely on departments' commitment to following City policy in ensuring equal access to City services. The process of developing the annual report provides the opportunity to review department activities, obtain clarification of processes, and evaluate compliance efforts.

*Assess the adequacy of performance of the Equal Access Office and DHRM in implementing the EAO.*

The Equal Access Office is fully integrated to the Department of Human Resources Management under the Administrative Services Agency. This has enhanced and streamlined the process of evaluating City vacancies in compliance of EAO. A meeting was conducted with all the Agency Language Access Coordinators this year to review key areas of requirements of the Ordinance and compliance reporting needs. The office conducts research and analysis of City-wide and community based Census data in establishing baseline for EAO implementation and assessment. The office is also charged with the responsibility of working with all City departments in ensuring sufficient bilingual employees are hired. Authorized by the ordinance, Equal Access Office is responsible for monitoring the City's recruitment of public contact positions, and selective language certification, including the testing of bilingual employees. The office reviews every approved personnel requisition to determine whether the position is a Public Contact Position (PCP) and if so, whether the hiring department has sufficient bilingual PCPs. If the hiring department does not have sufficient bilingual PCPs, the department is required to selectively certify the position for the appropriate language. Office staff provides technical assistance, recommendation, and support to City Agencies. Overall, the Equal Access Office is vital to ensuring Oakland Citizens have equal access to services and that City Departments are in compliance with the ordinance.

**RECOMMENDATIONS**

- Over the past few years the City has undergone several staffing changes associated with budget cuts, reorganizations, and turnover. Staff recommends that new trainings be provided for all City departments regarding the requirements of the Equal Access Ordinance and how departments can best meet those requirements with existing resources. Included as part of the training would be a review of Administrative Instruction 145 which details department responsibilities under the Ordinance. Agency directors and Language Access Coordinators would be required to provide all hiring managers within the department with a copy of the Administrative Instruction to enhance awareness and understanding of the City's commitment to serving LES populations through bilingual staffing.
- To encourage a positive dialogue and encourage progress towards full compliance, a mid-year review of the translations of vital document and the recorded telephone messages shall be done with all City departments in FY 2013-14. Equal Access Office staff will offer

support, recommendations, and technical assistance to departments. Results will be reported in the next Annual Compliance Report.

- There is a need for a greater quantity and more visible notices to LES persons of the availability of services in the threshold languages of Spanish and Chinese. In FY 2013-14, Equal Access Office together with the City Administrator's Office will develop universal signs and notices in threshold language. Agency directors and Language Access Coordinators will be charged with the responsibility to make sure signs are posted in all public contact locations and service counters. While there were no formal complaints received by the Equal Access Office this year, it is unclear whether LES patrons were aware that they were entitled to equal services and had the right to complain if those needs were not being met. Visible signs will make available services known to the public.
- The Over-the-Phone Interpretation Services is a quick and convenient way to serve LES population, especially in drop-in situations when bilingual staff may not be readily available. This interpretation service can handle over 200 languages, 24 hours a day, 7 days a week. Interpreters are trained in handling emergency situations. Oakland Police Department accounted for the majority of the usage. Apart from Police and Fire, all other City agencies accounted for only 2% of the total usage. It is our recommendation that information on Over-the-Phone Interpretation Services be provided to all Language Access Coordinators and be made available to all public contact locations, and service counters. All receptionists and customer service representatives shall be equipped with information using the Over-the-Phone interpretation service within the next 120 days. Equal Access Office will offer training to front line service counter staff in FY 2013-14.
- To standardize the implementation of a "community based approach" in calculating the number of BPCP minimum for each department, staff recommends that Census data broken out by Zip Codes be used as the basis for the analysis of language requirements for geographic areas with high concentrations of LES persons. When the LES population percentage by Zip Code is higher than the City-wide percentage, the community-based calculation based on Zip Code shall be used. In all other occasions, the City-wide approach shall be used. *<See Table 8 for Limited English Speaking Population by Zip Code>*
- As the economy improves and there are opportunities to add staffing, it is recommended that additional Bilingual Public Contact Positions be added in key citywide service delivery areas. In particular, adding a BPCP position to the Oaklanders' Assistance Center and filling it an employee who is bilingual in either Cantonese or Mandarin is recommended as funding becomes available.
- As a next step, the Equal Access Survey is to be analyzed for information to assist in determining whether LES persons experience barriers to obtaining services. Results will be shared with each department and will also be presented at a future Finance & Management Committee meeting. Based on the survey results, departments will be required to develop corrective action plans as necessary.

**PUBLIC OUTREACH**

No public outreach was required.

**COORDINATION**

The Equal Access Office of the Department of Human Resources Management (DHRM) coordinated the collection, compilation, and reporting of data with the Language Access Coordinators in each City department. Budget & City Attorney's Office were consulted in preparation of this report.

**COST SUMMARY/IMPLICATIONS**

Acceptance of this report and its recommendations has no fiscal impacts or cost implications.

**SUSTAINABLE OPPORTUNITIES**

Economic – There is no economic opportunity associated with this report.

Environmental – There is no environmental opportunity associated with this report.

Social Equity – The Equal Access to Services Ordinance was enacted for the purpose of providing equal access to city services to all Oakland residents, including those with limited proficiency in English. Providing this annual report supports the City's efforts to provide services to Oakland residents who have limited English speaking ability.

For questions regarding this report, please contact May Tam, Program Analyst III, Equal Access Office of DHRM at (510) 238-2368.

Respectfully submitted,



Katano Kasaine, Interim Director  
Department of Human Resources Management

Prepared by:  
May Tam, Program Analyst III  
Equal Access Office of DHRM

Attachments:

- Table 1 – List of Agencies Subject to Equal Access Ordinance
- Table 2 – Super Public Contact Position Departments
- Table 3 – List of Agency Head and Language Access Coordinators
- Table 4 – Bilingual Public Contact Positions by Location
- Table 4b -Applicant Pool List for Public Contact Positions
- Table 5 – List of Vital Documents by Department
- Table 6 – List of Public Telephone Lines by Department
- Table 7 – Usage Chart of Over-the-Phone Interpretation Service
- Table 8 - Oakland EAO Threshold Limited English Speaking Population Data by Zip Code
- Attachment A – Equal Access Survey 2013

<b>AGENCY: ADMINISTRATIVE SERVICES DIVISION (ASD)</b>
<b>OFFICES OF THE CONTROLLER &amp; TREASURY</b>
Budget & Finance Administration Unit
Accounting Administration Unit
General Ledger
Payables
Stores Operations
Purchasing
Budget Analysis & Operations
Treasury Administration Unit
Treasury Operation Unit
Treasury Cashiering Unit
Treasury Payroll
Retirement

<b>DEPARTMENT OF HUMAN RESOURCES MANAGEMENT</b>
Personnel Admin/Human Resource Info Service
Recruitment and Classification
Human Resource Development unit
Employee Benefits Services
Risk Management
Employee Benefits Services
Equal Access

<b>DEPARTMENT OF INFORMATION TECHNOLOGY</b>
Administrative Services
Reprographic Services
Help Desk
Desktop Support
Server Maintenance & Support
Telecommunications
Systems & Database Administration
Application Development
Project Coordination
Network Security & Maintenance
Public Safety Maintenance & Installation
Public Safety Applications

<b>AGENCY: OFFICE OF THE CITY ATTORNEY, (OCA)</b>
City Attorney Administration Unit
Litigation Unit
Advisory Unit

<b>AGENCY: OFFICE OF THE CITY AUDITOR (CAU)</b>
<b>CITY AUDITOR'S OFFICE</b>

<b>AGENCY: OFFICE OF THE CITY CLERK (OCC)</b>
<b>CITY CLERK'S OFFICE</b>

<b>AGENCY: CITY COUNCIL OFFICES (CCO)</b>
<b>CITY COUNCIL'S OFFICES</b>
Council Administration Unit
District One Unit
District Two Unit
District Three Unit
District Four Unit
District Five Unit
District Six Unit
District Seven Unit
Council At Large Unit

<b>AGENCY: CITY ADMINISTRATOR'S OFFICE (CAO)</b>
<b>ADMINISTRATION UNIT</b>
Equal Opportunity Programs
Employee Relations
Contract Compliance
Employment Services
Outreach & Administrative Support
Ethics Unit
Budget Division
KTOP Operations
Neighborhood Services

<b>CITIZENS POLICE REVIEW BOARD</b>
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<b>NEIGHBORHOOD INVESTMENT</b>
Neighborhood Investment: Project Staffing
Real Estate
Workforce Development
Economic Development
Cultural Arts & Marketing
Public Art

<b>REVENUE</b>
Revenue - Administration
Revenue: Collections/Mandatory Garbage
Revenue: Audit/Compliance
Revenue: Strategic Support
Revenue: Business Tax
Revenue: Parking Meter Collection
Revenue: Parking Citation Assistance Center

<b>AGENCY: MAYOR'S OFFICE (MAY)</b>
<b>MAYOR'S ADMINISTRATION</b>
<b>OAKLANDER'S ASSISTANCE CENTER</b>

<b>AGENCY: HOUSING &amp; COMMUNITY DEVELOPMENT (DHCD)</b>
<b>HOUSING AND COMMUNITY DEVELOPMENT</b>
Admin: Housing & Community Development
Housing Development
CDBG Coordination
Homeownership Programs
<b>RESIDENTIAL RENT ARBITRATION</b>
<b>MUNICIPAL LENDING</b>

<b>AGENCY: DEPARTMENT OF PLANNING &amp; BUILDING (DPB)</b>
<b>AGENCY ADMINISTRATION</b>
<b>DPB ADMINISTRATION</b>
Planning
Zoning
Engineering: Project Coordination
<b>PLANNING AND ZONING</b>
Admin: Engineering
Building Inspection
Engineering: Permit Center
Building & Infrastructure Plan
Inspections: Commercial Building
Inspections: Residential Building
Inspections: Infrastructure
Inspections: Neighborhood Preservation
<b>BUILDING SERVICES</b>

<b>AGENCY: COMMUNITY SERVICES AGENCY (CSA)</b>
<b>DEPARTMENT OF HUMAN SERVICES</b>
<b>AGING AND ADULT SERVICES</b>
Linkages Program
Senior Companion Program
Outreach Program
Oakland Paratransit for the Elderly and Disabled
Senior Aide Program
Multipurpose Senior Service Program
<b>SENIOR CENTERS</b>
Senior Center (Citywide)
Senior Center (Downtown Oakland)
Senior Center (East Oakland)
Senior Center (North Oakland)
Senior Center (West Oakland)
<b>ADMINISTRATION</b>
DHS Administration Unit
Policy & Planning
Community Housing Services
<b>CHILDREN &amp; YOUTH AND POLICY &amp; PLANNING</b>
Head Start - Citywide
Head Start - Service Area I (Frank G. Mar - P/D2)
Head Start - Service Area I (Fannie Wall - F/D1)
Head Start - Service Area II (Tassafaronga - P/D2)
Head Start - Service Area I (Franklin - P/D2)
City Towers Head Start
Head Start - Service Area I (West Grand - F/D1)
Head Start - Home Base Program
Head Start - Service Area I (San Antonio Park - P/D2)
Head Start - Service Area II (San Antonio CDC - P/D2)
Head Start - Service Area II (Sun Gate - P/D2)
Head Start - Service Area II (Manzanita - P/D2)
Head Start - Service Area I (Virginia Ave - P/D2)
Head Start - Family Child Care (Seminary)
Head Start - Service Area II (Lion Creek Crossing - P/D2)
Head Start - Service Area I (Eastmont - P/D2)
Head Start - Service Area II (Arroyo Viejo - P/D2)
Head Start - Service Area II (85th Ave - F/D1)
Head Start - Service Area II (92nd Ave - P/D2)
Head Start - Service Area II (Brookfield - P/D2)
Head Start - Central Kitchen
Head Start - Central Office
Early HS - FAME (3717 Telegraph Ave. 94609)
Early HS - Broadway (2619 Broadway 94612)
<b>EARLY CHILDHOOD AND CHILDREN SERVICES</b>
Year Round Lunch Program
Youth Services

<b>AGENCY: COMMUNITY SERVICES AGENCY (CSA)</b>
<b>DEPARTMENT OF PARKS AND RECREATION</b>
<b>ADMINISTRATION</b>
Directors Unit
OPR Administrative Services
Budget and Fiscal
Accounting Unit
OPR Personnel Unit
Area 1 Rec Center Supervision
<b>CITY-WIDE PROGRAMS</b>
Central Reservations
Special Programs
Dunsmuir Heilman Historic Estate
Rotary Nature Center
Tennis / Davie
City-Wide Sports
Girls Sports
Youth & Adult Sports
Boating
Area One Special Sports Programs
Community Gardens
Feather River Camp
Malonga Casquelourd Center for the Arts
Studio One Art Center
City-Wide Programs Unit
Radical Roving Recreation
Discovery Center(s)
Ball Fields Maintenance
At-Risk Youth
<b>RECREATION CENTERS</b>
Bushrod Recreation Center
Defremery Recreation Center
Golden Gate Recreation Center
Montclair Recreation Center
Mosswood Recreation Center
Willie Keyes (Poplar) Recreation Center
East Oakland Sports Center
Allendale Recreation Center
Dimond Recreation Center
Franklin Recreation Center
Redwood Heights Recreation Center
Arroyo Recreation Center
Brookdale Recreation Center
Ira Jinkins Recreation Center
Rainbow Recreation Center
Tassafaronga Recreation Center
Digital Arts and Culinary Academy (Rainbow Teen Center)
Sheffield Village Recreation Center
Lincoln Recreation Center
FM Smith Recreation Center
San Antonio Recreation Center
Carmen Flores Recreation Center at Josie de la Cruz Park
<b>AQUATICS</b>
Aquatics Supervision
Dimond Aquatics (Lions Pool)
Defremery Aquatics
Temescal Aquatics
Fremont Aquatics

<b>AGENCY: OAKLAND PUBLIC LIBRARY (GPL)</b>
<b>SYSTEMWIDE SERVICES</b>
Director Unit
Departmental Operation Unit
Automation
Children Services/Youth Room
Community Relations
Acquisitions
On-Call Public Services
Literacy
Childrens Services/Youth
Support Services Unit
<b>MAIN LIBRARY LOCAL SERVICES</b>
Administrative Unit
Main Library Administration
Art/History/Literature
Magazines and Newspapers
Science Business and Sociology
Childrens Room
Circulation/Automation
<b>BRANCH LIBRARY LOCAL SERVICES</b>
Branch Administration
Brookfield Village Branch
Dimond Branch
Eastmont Branch
Elmhurst Branch
M.L. King Jr. Branch
Montclair Branch
Rockridge Branch
Temescal Branch
District I Administration (81st Ave Branch)
Golden Gate Branch
Lakeview Branch
Melrose Branch
Piedmont Branch
West Oakland Branch
African-American Museum & Library
Asian Branch
Latin American Branch

<b>AGENCY: PUBLIC WORKS AGENCY (PWA)</b>
<b>ADMINISTRATION</b>
Director and Human Resources Unit
Human Resources
PWA Fiscal Services
Management Information Systems Unit
Public Works Call Center
<b>ENGINEERING AND DESIGN</b>
Engineering and Construction - Administration
ADA Programs
Project Delivery - Administration
Construction Management and Material Testing
Project Management
Facilities Planning and Development
Surveying
Engineering Design and ROW - Administration
Streets and Structures
Right of Way Management
Sanitary Sewer Design
Watershed and Stormwater Program
Transportation Services - Administration
Traffic Capital Projects
Traffic Safety Program
IPPD Plans and Programming
<b>INFRASTRUCTURE AND OPERATIONS</b>
Infrastructure & Ops Asst Director's Office
Electrical Maintenance
Electrical Traffic Maintenance
Electrical Services: Meter Operations
Infrastructure Maint Admin
Storm Drain Maintenance
Sewer System Maintenance
Street & Sidewalk Maintenance
Equipment Services Administration
<b>FACILITIES AND ENVIRONMENT</b>
Facilities & Environ Asst. Director's Office
Facility Services Admin
Civic Center Complex
Hall of Justice Complex
Plant Operations
Roving Custodial
Parks/Bldg Maint Admin
Landscape Maintenance
Tree Services
Bldgs Electrical & Painting
Bldgs Structural
SCGA Admin
Street Cleaning
Graffiti Abatement & Rapid Response
Illegal Dumping
Clean Oakland Program
Environmental Services Admin
Env Svcs Recycling & Solid Waste
Env Svcs Environmental Remediation
Env Svcs Sustainability
Env Svcs Watershed Program
Env Svcs Energy Group

<b>AGENCY: OAKLAND FIRE DEPARTMENT (OFD)</b>
<b>OFFICE OF CHIEF ADMINISTRATION</b>
Field Operations Bureau
Operations Administrative Officer
Fire Suppression & Emergency Response
Special Operations
Communications Emergency Dispatch Unit
<b>FIRE PREVENTION AND SUPPORT SERVICES</b>
Fire Prevention & Public Education
Training & Support Services
Facilities Unit
Fleet Management Unit
SCBA Program
<b>FISCAL AND ADMINISTRATION SERVICES</b>
Budget & Planning
Human Resources
Accounting
Payroll
Risk Management
<b>EMERGENCY MANAGEMENT SERVICES</b>
Homeland Security
Emergency Management & EOC
Community Emergency Preparedness
<b>MEDICAL SERVICES, COMMUNICATIONS AND IT</b>
Clinical Training
Equipment & Infection Control
Licensure & Certifications
EMD Quality Assurance
Communications & Information Technology

<b>AGENCY: OAKLAND POLICE DEPARTMENT (OPD)</b>
<b>OFFICE OF CHIEF ADMINISTRATION</b>
Internal Affairs
Office of the Inspector General
Special Investigations Internal
Bureau of Investigations Administration
<b>BUREAU OF FIELD OPERATIONS</b>
Property and Evidence
Robbery
Property/Theft
Criminalistics Unit
Police Area 1
Police Area 2
Police Area 3
Support Operations
Traffic BFO
Special Operations
<b>CRIMINAL INVESTIGATION</b>
Identification Section
Criminal Investigations
Homicide
Targeted Enforcement Task Force I
Youth & Family Services
Assault
<b>BUREAU OF SERVICES</b>
Research, Planning & Crime Analysis
Bureau of Services - Administration Unit
Training Unit
Police Personnel
Police Information Technology
Fiscal Services
Background & Recruiting
Parking Enforcement
<b>ANIMAL SHELTERS</b>
<b>RECORDS</b>
<b>OPD 911 DISPATCH COMMUNITCTION</b>



Table 2

**Super Public Contact Positions (Super PCP) Departments FY 2012-13**

Agency/Department/Position	Minimum Requirement		Notes	Current Bilingual Staff		Spanish BPCP Status	Chinese BPCP Status
<b>ADMINISTRATIVE SERVICES DIVISION</b>							
1. Citizens Police Review Board (02211)	1 SP	1 CH	At least one PCP shall be designated as a Spanish-speaking BPCP and filled by selective certification accordingly.	1 SP	1 CH	Meets Requirement	Meets Requirement
2. Revenue: Administration (02831)	1 SP	1 CH	At least one Spanish-speaking and one Chinese-speaking employee shall be easily available to Business License Tax, Revenue Collections, and Citywide Liens at all times during business hours. A schedule setting forth the name and extension of each person shall be available in each Department.	4 SP	1 CH	Exceeds Requirement	Meets Requirement
3. Revenue: Collections/Mandatory Garbage (02841)							
4. Revenue: Audit/Compliance (02851)							
5. Revenue: Strategic Support (02861)							
6. Revenue: Business Tax (02871)							
7. Revenue: Parking Meter Collection (02891)							
8. Revenue: Parking Citation Assistance Center (02881)	1 SP	1 CH	At least one PCP shall be designated as a BPCP for each threshold language and filled by selective certification accordingly.	6 SP	3 CH	Exceeds Requirement	Exceeds Requirement
9. Equal Access Office (05221)	1 SP	1 CH	At least one PCP shall be designated as a BPCP for each threshold language and filled by selective certification accordingly.	1 SP	1 CH	Meets Requirement	Meets Requirement
<b>CITY CLERK'S OFFICE</b>							
10. City Clerk Unit (03121)	1 SP	1 CH	At least one Spanish-speaking and one Chinese-speaking employee shall be easily available to both the clerks' offices at all times during business hours. A schedule setting forth the name and extension of each person shall be available at the clerks' desks.	0 SP	1 CH	1 SP Needed	Meets Requirement
<b>HOUSING AND COMMUNITY DEVELOPMENT</b>							
11. Municipal Lending (89939)	1 SP	1 CH	At least one PCP shall be designated as a BPCP for each threshold language and filled by selective certification accordingly.	1 SP	1 CH	Meets Requirement	Meets Requirement
12. Residential Rent Arbitration (88969)	1 SP	1 CH	At least one PCP shall be designated as a BPCP for each threshold language and filled by selective certification accordingly.	1 SP	1 CH	Meets Requirement	Meets Requirement
<b>COMMUNITY SERVICES AGENCY - DEPARTMENT OF HUMAN SERVICES</b>							
13. Multipurpose Senior Service Program Unit (75231)	1 SP	1 CH	At least one PCP shall be designated as a BPCP for each threshold language and filled by selective certification accordingly.	2 SP	2 CH	Exceeds Requirement	Exceeds Requirement

Table 2

Agency/Department/Position	Minimum Requirement		Notes	Current Bilingual Staff		Spanish BPCP Status	Chinese BPCP Status
<b>COMMUNITY SERVICES AGENCY - OFFICE OF PARKS &amp; RECREATION</b>							
14. Lincoln Recreation Center (502234)	--	1 CH	At least one PCP shall be designated as a Chinese-speaking BPCP and filled by selective certification accordingly.	0 SP	1 CH	No Requirement	Meets Requirement
15. Manzanita Recreation Center (503235)	1 SP	--	At least one PCP shall be designated as a Spanish-speaking BPCP and filled by selective certification accordingly.	1 SP	0 CH	Meets Requirement	No Requirement
16. FM Smith Recreation Center (503237)	1 SP or 1 CH		At least one PCP shall be designated as either a Spanish-speaking or Chinese-speaking BPCP and filled by selective certification accordingly.	1 SP	0 CH	Meets Requirement	
17. San Antonio Recreation Center (503238)	1 SP	--	At least one PCP shall be designated as a Spanish-speaking BPCP and filled by selective certification accordingly.	0 SP	0 CH	1 SP Needed	
18. Carmen Flores Recreation Center (503239)	1 SP	--	At least one PCP shall be designated as a Spanish-speaking BPCP and filled by selective certification accordingly.	1 SP	0 CH	Meets Requirement	No Requirement
<b>OAKLAND PUBLIC LIBRARY</b>							
19. Administrative Unit (61211)	1 SP	1 CH	At least one PCP shall be designated as a BPCP for each threshold language in the Main Library and shall be filled by selective certification accordingly.	7.5 SP	3.9 CH	Exceeds Requirement	Exceeds Requirement
20. Main Library Administration (31221)							
21. Art/History/Literature (61231)							
22. Magazines and Newspapers (61235)							
23. Science Business and Sociology (61236)							
24. Children's Room (61237)							
25. Circulation/Automation (61243)							
26. Asian Branch (61341)	--	2 CH	At least two PCPs shall be designated as BPCP for Chinese—one for Mandarin and one for Cantonese—and filled by selective certification accordingly.	0 SP	8 CH	No Requirement	Exceeds Requirement
27. Latin American Branch (Cesar Chavez) (61345)	1 SP	--	At least one PCP shall be designated as a Spanish-speaking BPCP and filled by selective certification accordingly.	3.7 SP	0 CH	Exceeds Requirement	No Requirement
<b>MAYOR</b>							
28. Oaklander's Assistance Center (02111)	1 SP	1 CH	At least one PCP shall be designated as a BPCP for each threshold language and filled by selective certification accordingly, on the condition that the function and staffing of this office is substantively unchanged.	1 SP	0 CH	Meets Requirement	1 CH Needed

**Table 2**

Agency/Department/Position	Minimum Requirement	Notes	Current Bilingual Staff	Spanish BPCP Status	Chinese BPCP Status		
<b>DEPARTMENT OF PLANNING AND BUILDING</b>							
29. Planning (84211)	1 SP	1 CH	At least one Spanish-speaking and one Chinese-speaking employee shall be available at the (permit and building services) desks to assist the public at all times during business hours.	5 SP	0 CH	Exceeds Requirement	1 CH Needed
30. Zoning (84229)							
31. Engineering: Project Coordination (84432)	1 SP Internal & 1 SP External	1 CH Internal & 1 CH External	At least one PCP (inspector who works in the field) shall be designated as a BPCP for each threshold language and filled by selective certification accordingly. In addition, at least one PCP who works internally shall be designated as a BPCP for each threshold language and filled by selective certification accordingly.	2 SP Internal & 7 SP External	8 CH Internal	Exceeds Requirement	Exceeds the "internal requirement". But Do not meet the "external requirement"
32. Admin: Engineering (84411)							
33. Admin: Building Inspection (84412)							
34. Engineering: Permit Center (84421)							
35. Building & Infrastructure Plan Check (84431)							
36. Inspections: Commercial Building (84451)							
37. Inspections: Residential Building (84452)							
38. Inspections: Infrastructure (84453)							
39. Inspections: Neighborhood Preservation (84454)							
<b>PUBLIC WORKS AGENCY</b>							
40. Public Works Call Center (30131)	1 SP	1 CH	At least one PCP shall be designated as a BPCP for each threshold language and filled by selective certification accordingly.	1 SP	2 CH	Meets Requirement	Exceeds Requirement
<b>OAKLAND FIRE DEPARTMENT</b>							
41. Fire Communications Unit (20241)	3 SP	1 CH	The quantitative analysis shall determine the number of PCP dispatchers that shall be designated as BPCP for each threshold language. In addition to this number of BPCPs, at least one additional PCP dispatcher shall be designated as a BPCP for each threshold language and filled by selective certification accordingly.	3 SP	0 CH	Meets Requirement	1 CH Needed
42. Communications Emergency Dispatch Unit (20251)							

**Table 2**

Agency/Department/Position	Minimum Requirement	Notes	Current Bilingual Staff	Spanish BPCP Status	Chinese BPCP Status		
<b>OAKLAND POLICE DEPARTMENT</b>							
43. Animal Shelter (103130)	1 SP	--	At least one PCP shall be designated as a Spanish-speaking BPCP and filled by selective certification accordingly.	3 SP	2 CH	Exceeds Requirement	Exceeds Requirement
44. Training Unit (103430)							
45. Records Unit (103240)	1 SP	1 CH	At least one PCP shall be designated as a BPCP for each threshold language and filled by selective certification accordingly.	1 SP	1 CH	Meets Requirement	Meets Requirement
46. Records & Warrants (103242)							
47. Communications Unit (103310)	9 SP	4 CH	The quantitative analysis shall determine the number of PCP dispatchers that shall be designated as BPCP for each threshold language. In addition to this number of BPCPs, at least one additional PCP shall be designated as a BPCP dispatcher for each threshold language and filled by selective certification accordingly.	8 SP	4 CH	1 SP Needed	Meets Requirement

- \*PCP = Public Contact Position
- \*BPCP = Bilingual Public Contact Position
- \*SP = Spanish
- \*CH = Chinese

FY 2012-13

## List of Agency Directors, Language Access Coordinators &amp; Single Point of Contacts

Agency Director	Language Access Coordinator	Agency SPOC
<b>ADMINISTRATIVE SERVICES DIVISION</b>		
<p>Scott Johnson Assistant City Administrator 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-6906 fax: (510) 238-2223 email: <a href="mailto:sjohnson@oaklandnet.com">sjohnson@oaklandnet.com</a> assistant: Winnie Woo</p>	<p>Annie To Administrative Services Manager II 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-7494 fax: (510) 238-2223 email: <a href="mailto:ato@oaklandnet.com">ato@oaklandnet.com</a></p>	<p>Annie To Administrative Services Manager II 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-7494 fax: (510) 238-2223 email: <a href="mailto:ato@oaklandnet.com">ato@oaklandnet.com</a></p>
<p>Katano Kassaine Interim Director of Human Resources Management 150 Frank H. Ogawa Plaza, Suite 3332 Oakland, CA 94612 phone: (510) 238-6450 fax: (510) 238-4482 email: <a href="mailto:kkasaine@oaklandnet.com">kkasaine@oaklandnet.com</a></p>	<p>Kip Walsh Human Resource Manager 150 Frank H. Ogawa Plaza, 2nd Floor Oakland, CA 94612 phone: (510) 238-7334 fax: (510) 238-2059 email: <a href="mailto:kwalsh@oaklandnet.com">kwalsh@oaklandnet.com</a></p>	<p>Kip Walsh Human Resource Manager 150 Frank H. Ogawa Plaza, 2nd Floor Oakland, CA 94612 phone: (510) 238-7334 fax: (510) 238-2059 email: <a href="mailto:kwalsh@oaklandnet.com">kwalsh@oaklandnet.com</a></p>
<p>Ahsan Baig Acting Director of Information Technology 150 Frank H. Ogawa Plaza Oakland, CA 94612 phone: (510) 238-3010 fax: (510) 986-2800 email: <a href="mailto:abaig@oaklandnet.com">abaig@oaklandnet.com</a></p>	<p>Tyehimba Jelani Administrative Analyst II 150 Frank H. Ogawa Plaza Oakland, CA 94612 phone: (510) 238-3035 fax: (510) 238-3555 email: <a href="mailto:tielani@oaklandnet.com">tielani@oaklandnet.com</a></p>	<p>Annie To Administrative Services Manager II 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-7494 fax: (510) 238-2223 email: <a href="mailto:ato@oaklandnet.com">ato@oaklandnet.com</a></p>
<b>CITY ADMINISTRATOR'S OFFICE</b>		
<p>Deanna Santana City Administrator 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-3302 fax: (510) 238-2223 email: <a href="mailto:djsantana@oaklandnet.com">djsantana@oaklandnet.com</a> assistant: Amber Todd</p>	<p>Amber Todd Exec Asst to City Administrator 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-6369 fax: (510) 238-2223 email: <a href="mailto:atodd@oaklandnet.com">atodd@oaklandnet.com</a></p> <p>Sarah Schlenk Agency Administrative Manager 250 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-3982 fax: (510) 238-2226 email: <a href="mailto:sschlenk@oaklandnet.com">sschlenk@oaklandnet.com</a></p> <p>Patrick Caceres Policy Analyst Citizens Police Review Board 1 Frank H. Ogawa Plaza, Ste 1131 Oakland CA 94612 Phone: (510) 238-3325 Fax: (510) 238-7084 Email: <a href="mailto:pcaceres@oaklandnet.com">pcaceres@oaklandnet.com</a></p>	<p>Alexandra Orogas Assistant to the City Administrator 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-6587 fax: (510) 238-2223 Email: <a href="mailto:aorologas@oaklandnet.com">aorologas@oaklandnet.com</a></p> <p>Debbie Comeaux Accountant III 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-7662 fax: (510) 238-2223 Email: <a href="mailto:dcomeaux@oaklandnet.com">dcomeaux@oaklandnet.com</a></p>
<b>CITY ATTORNEY'S OFFICE</b>		
<p>Barbara Parker City Attorney 1 Frank H. Ogawa Plaza, 6th Floor Oakland, CA 94612 phone: (510) 238-3815 fax: (510) 238-6500 <a href="mailto:bparker@oaklandcityattorney.org">bparker@oaklandcityattorney.org</a></p>	<p>Yvonne Hudson- Harmon Legal Admin Services Manager 1 Frank H. Ogawa Plaza, 6th Floor Oakland, CA 94612 phone: (510) 238-3827 fax: (510) 238-6500 <a href="mailto:yhudson@oaklandcityattorney.org">yhudson@oaklandcityattorney.org</a></p>	<p>Yvonne Hudson- Harmon Legal Admin Services Manager 1 Frank H. Ogawa Plaza, 6th Floor Oakland, CA 94612 phone: (510) 238-3827 fax: (510) 238-6500 <a href="mailto:yhudson@oaklandcityattorney.org">yhudson@oaklandcityattorney.org</a></p>

TABLE 3

CITY AUDITOR'S OFFICE		
<p>Courtney Ruby City Auditor 1 Frank H. Ogawa Plaza, 4th Floor Oakland, CA 94612 phone: (510) 238-3378 fax: (510) 238-7640 email: <a href="mailto:cruby@oaklandnet.com">cruby@oaklandnet.com</a> assistant: Marti Paschal</p>	<p>Marti Paschal Exec Asst to the City Auditor 1 Frank H. Ogawa Plaza; 4th Floor Oakland, CA 94612 phone: (510) 238-3379 fax: (510) 238-7640 email: <a href="mailto:mpaschal@oaklandnet.com">mpaschal@oaklandnet.com</a></p>	<p>Marti Paschal Exec Asst to the City Auditor 1 Frank H. Ogawa Plaza, 4th Floor Oakland, CA 94612 phone: (510) 238-3379 fax: (510) 238-7640 email: <a href="mailto:mpaschal@oaklandnet.com">mpaschal@oaklandnet.com</a></p>
CITY CLERK'S OFFICE		
<p>LaTonda Simmons City Clerk 1 Frank H. Ogawa Plaza, 2nd Floor Oakland, CA 94612 phone: (510) 238-7370 fax: (510) 238-6868 email: <a href="mailto:lsimmons@oaklandnet.com">lsimmons@oaklandnet.com</a> assistant: Veronica Bourelly</p>	<p>Sandy Wong Management Assistant 1 Frank H. Ogawa Plaza, 2nd Floor Oakland, CA 94612 phone: (510) 238-7979 fax: (510) 238-6868 email: <a href="mailto:swong@oaklandnet.com">swong@oaklandnet.com</a></p>	<p>Sandy Wong Management Assistant 1 Frank H. Ogawa Plaza, 2nd Floor Oakland, CA 94612 phone: (510) 238-7979 fax: (510) 238-6868 email: <a href="mailto:swong@oaklandnet.com">swong@oaklandnet.com</a></p>
CITY COUNCIL'S OFFICE		
<p>Patricia Kemighan Council President 1 Frank H. Ogawa Plaza, 2nd Floor Oakland, CA 94612 phone: (510) 238-7002 fax: (510) 238-6910 email: <a href="mailto:pkernighan@oaklandnet.com">pkernighan@oaklandnet.com</a> assistant: Jennie Gerard</p>	<p>Susan Sanchez Executive Assistant to the City Council 1 Frank H. Ogawa Plaza, 2nd Floor Oakland, CA 94612 phone: (510) 238-6917 fax: (510) 238-6129 email: <a href="mailto:sasanchez@oaklandnet.com">sasanchez@oaklandnet.com</a></p>	<p>Susan Sanchez Executive Assistant to the City Council 1 Frank H. Ogawa Plaza, 2nd Floor Oakland, CA 94612 phone: (510) 238-6917 fax: (510) 238-6129 email: <a href="mailto:sasanchez@oaklandnet.com">sasanchez@oaklandnet.com</a></p>
COMMUNITY SERVICES AGENCY		
<p>Sara Bedford Interim Director of Human Services 150 Frank H. Ogawa Plaza, 4th Floor, Oakland, CA 94612 phone: (510) 238-6794 fax: (510) 238-2157 email: <a href="mailto:sbedford@oaklandnet.com">sbedford@oaklandnet.com</a> assistant: May Hill</p>	<p>Dana Perez Assistant to the Director 150 Frank H. Ogawa Plaza, 4th Floor, Oakland, CA 94612 phone: (510) 238-3247 fax: (510) 238-2157 email: <a href="mailto:dperez@oaklandnet.com">dperez@oaklandnet.com</a></p>	<p>Dana Perez Assistant to the Director 150 Frank H. Ogawa Plaza, 4th Floor, Oakland, CA 94612 phone: (510) 238-3247 fax: (510) 238-2157 email: <a href="mailto:dperez@oaklandnet.com">dperez@oaklandnet.com</a></p> <p>Sytara Ellis Headstart Program Coordinator 150 Frank H. Ogawa Plaza, 5th Floor, Oakland, CA 94612 phone: (510) 238-6803 fax: (510) 238-2157 email: <a href="mailto:sellis@oaklandnet.com">sellis@oaklandnet.com</a></p>
<p>Audree Jones-Taylor Director of Recreation Services 250 Frank H. Ogawa Plaza, Suite 3330 Oakland, CA 94612 phone: (510) 238-7527 fax: (510) 238-2224 email: <a href="mailto:ajones-taylor@oaklandnet.com">ajones-taylor@oaklandnet.com</a></p>	<p>Dana Riley Assistant to the Director 250 Frank H. Ogawa Plaza, Suite 3330 Oakland, CA 94612 phone: (510) 238-6495 fax: (510) 238-2224 email: <a href="mailto:driley@oaklandnet.com">driley@oaklandnet.com</a></p>	<p>Robert Davila Administrative Services Manager II 250 Frank H. Ogawa Plaza, Suite 3330 Oakland, CA 94612 phone: (510) 238-3926 fax: (510) 238-2224 email: <a href="mailto:rdavila@oaklandnet.com">rdavila@oaklandnet.com</a></p>
HOUSING AND COMMUNITY DEVELOPMENT		
<p>Michele Byrd Michele Byrd Director, Housing 250 Frank H. Ogawa Plaza, 5<sup>th</sup> Floor Oakland, CA 94612 phone: (510) 238-3714 fax: (510) 238-2087 email: <a href="mailto:mbyrd@oaklandnet.com">mbyrd@oaklandnet.com</a> assistant: Sylvia Shannon</p>	<p>Sylvia Shannon Administrative Analyst I 250 Frank H. Ogawa Plaza, 5<sup>th</sup> Floor Oakland, CA 94612 phone: (510) 238-3715 fax: (510) 238-3691 email: <a href="mailto:sshannon@oaklandnet.com">sshannon@oaklandnet.com</a></p>	<p>Sylvia Shannon Administrative Analyst I 250 Frank H. Ogawa Plaza, 5<sup>th</sup> Floor Oakland, CA 94612 phone: (510) 238-3715 fax: (510) 238-3691 email: <a href="mailto:sshannon@oaklandnet.com">sshannon@oaklandnet.com</a></p>

LIBRARY		
<p>Gerard Garzon Director of Library Services 125 14th Street, 1<sup>st</sup> Floor Oakland, CA 94612 phone: (510) 238-6720 fax: (510) 238-2232 email: <a href="mailto:ggarzon@oaklandnet.com">ggarzon@oaklandnet.com</a> assistant: Rosalia Romo</p>	<p>Crystal Ramie-Adams Management Assistant 125 14th Street, 1<sup>st</sup> Floor Oakland, CA 94612 phone: (510) 238-6716 fax: (510) 238-2232 email: <a href="mailto:cramie-adams@oaklandnet.com">cramie-adams@oaklandnet.com</a></p>	<p>Crystal Ramie-Adams Management Assistant 125 14th Street, 1<sup>st</sup> Floor Oakland, CA 94612 phone: (510) 238-6716 fax: (510) 238-2232 email: <a href="mailto:cramie-adams@oaklandnet.com">cramie-adams@oaklandnet.com</a></p>
MAYOR'S Office		
<p>Jean Quan Mayor 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-3141 fax: (510) 238-4731 email: <a href="mailto:jquan@oaklandnet.com">jquan@oaklandnet.com</a> assistant: Ellen Dillard</p>	<p>Hatzune Aguilar Sanchez Community Services Manager 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-7072 fax: (510) 238-4731 email: <a href="mailto:haguilar@oaklandnet.com">haguilar@oaklandnet.com</a></p>	<p>Debbie Comeaux Accountant III 1 Frank H. Ogawa Plaza, 3rd Floor Oakland, CA 94612 phone: (510) 238-7662 fax: (510) 238-2223 Email: <a href="mailto:dcomeaux@oaklandnet.com">dcomeaux@oaklandnet.com</a></p>
PLANNING & BUILDING		
<p>Rachel Flynn Director 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3315, Oakland, CA 94612 phone: (510) 238-2229 email: <a href="mailto:rflynn@oaklandnet.com">rflynn@oaklandnet.com</a></p>	<p>Melanie Cockerham Administrative Analyst II 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3315 Oakland, CA 94612 phone: (510) 238-3471 email: <a href="mailto:mcockerham@oaklandnet.com">mcockerham@oaklandnet.com</a></p>	<p>Melanie Cockerham Administrative Analyst II 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3315 Oakland, CA 94612 phone: (510) 238-3471 email: <a href="mailto:mcockerham@oaklandnet.com">mcockerham@oaklandnet.com</a></p>
PUBLIC WORKS		
<p>Vitaly Troyan Director, Public Works 250 Frank H. Ogawa Plaza, 4314 Oakland, CA 94612 phone: (510) 238-4470 fax: (510) 238-6428 email: <a href="mailto:vtroyan@oaklandnet.com">vtroyan@oaklandnet.com</a> assistant: Kelly Pschirrer</p>	<p>Yolanda Lopez Administrative Services Manager II 250 Frank H. Ogawa Plaza, 4314 Oakland, CA 94612 phone: (510) 238-2098 fax: (510) 238-2294 email: <a href="mailto:ylopez@oaklandnet.com">ylopez@oaklandnet.com</a></p>	<p>Yolanda Lopez Administrative Services Manager II 250 Frank H. Ogawa Plaza, 4314 Oakland, CA 94612 phone: (510) 238-2098 fax: (510) 238-2294 email: <a href="mailto:ylopez@oaklandnet.com">ylopez@oaklandnet.com</a></p>
FIRE DEPARTMENT		
<p>Teresa Deloach Reed Agency Director, Fire Services 150 Frank H. Ogawa Plaza, Suite 3354 Oakland, CA 94612 phone: (510) 238-4050 fax: (510) 238-7924 email: <a href="mailto:tdeloachreed@oaklandnet.com">tdeloachreed@oaklandnet.com</a> assistant: Rebecca Kozak</p>	<p>Dara Wiseman Fire Personnel Operation Specialist 150 Frank H. Ogawa Plaza, Suite 3354 Oakland, CA 94612 phone: (510) 238-7803 fax: (510) 238-7924 email: <a href="mailto:dwiseman@oaklandnet.com">dwiseman@oaklandnet.com</a></p>	<p>Dara Wiseman Fire Personnel Operation Specialist 150 Frank H. Ogawa Plaza, Suite 3354 Oakland, CA 94612 phone: (510) 238-7803 fax: (510) 238-7924 email: <a href="mailto:dwiseman@oaklandnet.com">dwiseman@oaklandnet.com</a></p>
POLICE DEPARTMENT		
<p>Sean Whent Interim Chief of Police 455 7th Street, 7th Floor Oakland, CA 94607 phone: (510) 238-3365 fax: (510) 238-4736 email: <a href="mailto:swhent@oaklandnet.com">swhent@oaklandnet.com</a></p>	<p>Penny Ha Support Services Supervisor 455 7th Street, 7th Floor Oakland, CA 94607 phone: (510) 238-3733 fax: (510) 238-4736 email: <a href="mailto:pha@oaklandnet.com">pha@oaklandnet.com</a></p>	<p>Cecilia Belue Police Services Manager I 455 7th Street, 7th Floor Oakland, CA 94607 phone: (510) 238-6971 fax: (510) 238-4736 email: <a href="mailto:cbelue@oaklandnet.com">cbelue@oaklandnet.com</a></p>

CITY ADMINISTRATOR'S OFFICE	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
02111 - City Manager Administration Unit	1 FOP 11 FL	Admin Asst to City Administrator	1.00	NO							
02111 - City Manager Administration Unit	1 FOP 11 FL	Administrative Analyst I	1.00	1.00				1.00			Cantonese / Mandarin
02111 - City Manager Administration Unit	1 FOP 11 FL	Administrative Assistant II (CONF)	1.00	1.00							
02111 - City Manager Administration Unit	1 FOP 11 FL	Assist to the City Administrator	1.00	NO							
02111 - City Manager Administration Unit	1 FOP 3 FL	Assist to the City Administrator	1.00	NO							French
02111 - City Manager Administration Unit	1 FOP 3 FL	Assistant City Administrator	0.00	NO							
02111 - City Manager Administration Unit	1 FOP 3 FL	Assistant City Administrator	1.00	NO							
02111 - City Manager Administration Unit	1 FOP 3 FL	Assistant City Administrator	1.00	NO							
02111 - City Manager Administration Unit	250 FOP 3 FL	City Administrator	1.00	NO							Spanish
02111 - City Manager Administration Unit	1 FOP 3 FL	City Administrator Analyst	1.00	NO							
02111 - City Manager Administration Unit	1 FOP 3 FL	City Administrator Analyst	1.00	NO							
02111 - City Manager Administration Unit	1 FOP 3 FL	City Administrator Analyst	1.00	NO							
02111 - City Manager Administration Unit	1 FOP 11 FL	City Administrator Analyst	1.00	NO							
02111 - City Manager Administration Unit	250 FOP 3 FL	Deputy City Administrator	1.00	1.00	1.00						Spanish
02111 - City Manager Administration Unit	1 FOP 3 FL	Exec Asst to Asst City Administrator	1.00	NO							
02111 - City Manager Administration Unit	1 FOP 3 FL	Exec Asst to Asst City Administrator	1.00	NO							Cantonese
02111 - City Manager Administration Unit	1 FOP 3 FL	Exec Asst to City Administrator	1.00	NO							
02111 - City Manager Administration Unit	250 FOP 3 FL	Management Intern, PT	0.00	NO							
02111 - City Manager Administration Unit	250 FOP 6303	Manager, Agency Administrative	1.00	NO							
02111 - City Manager Administration Unit	250 FOP 6303	Mayor's PSE 14	1.00	1.00	1.00						Spanish
02111 - City Manager Administration Unit	250 FOP 6303	Mayor's PSE 14	1.00	1.00							
02111 - City Manager Administration Unit	1 FOP 9 FL	Program Analyst III	1.00	NO							
02111 - City Manager Administration Unit	250 FOP 6303	Public Information Officer II	1.00	1.00							
02111 - City Manager Administration Unit	1 FOP 3 FL	Senior Aide PT	0.50	0.50							
02111 - City Manager Administration Unit	1 FOP 3 FL	Senior Aide PT	0.50	0.50							
02111 - City Manager Administration Unit	1 & 250 FOP		22.00	7.00	2.00	11.39%	(1.20)	1.00	6.63%	(0.61)	
02311 - Equal Opportunity Programs	150 FOP 2 FL	Equal Opportunity Specialist	1.00	NO							
02311 - Equal Opportunity Programs	150 FOP 2 FL	Human Resource Analyst, Principals	1.00	NO							
02311 - Equal Opportunity Programs	150 FOP		2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
02331 - Employee Relations	1 FOP 3 FL	Director of Human Resources Mgr	1.00	NO							
02331 - Employee Relations	150 FOP 2 FL	Human Resource Analyst, Principals	1.00	NO							Spanish
02331 - Employee Relations	150 FOP 2 FL	Human Resource Analyst, Principals	1.00	NO							
02331 - Employee Relations	150 FOP 2 FL	Human Resource Analyst, Senior	1.00	NO							
02331 - Employee Relations	150 FOP 2 FL	Human Resource Technician	1.00	NO							
02331 - Employee Relations	1 & 160 FOP		6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
02611 - Contract Compliance Unit	250 FOR 3341L	Administrative Services Manager, I	1.00	NO							
02611 - Contract Compliance Unit	250 FOP 3341	Manager, Contract & Employ Svcs	1.00	NO							
02611 - Contract Compliance Unit	250 FOP 3341	Office Assistant II	0.00	0.00							
02611 - Contract Compliance Unit	250 FOP 3341	Receptionist, E.32668, 21869	1.00	1.00							
02611 - Contract Compliance Unit	260 FOP		3.00	1.00	0.00	11.39%	0.11	0.00	5.63%	0.06	
02621 - Employment Services Unit	250 FOP 3341	Contract Compliance Field Tech	1.00	1.00							
02621 - Employment Services Unit	250 FOP 3341	Contract Compliance Office Asst	1.00	NO							
02621 - Employment Services Unit	250 FOP 3341	Contract Compliance Office Asst	1.00	1.00							Cambodian
02621 - Employment Services Unit	250 FOP 3341	Contract Compliance Office Asst	1.00	1.00							
02621 - Employment Services Unit	250 FOP 3341	Contract Compliance Officer	1.00	NO							
02621 - Employment Services Unit	250 FOP 3341	Contract Compliance Officer	1.00	NO							
02621 - Employment Services Unit	250 FOP 3341	Contract Compliance Officer, Sr	1.00	NO							
02621 - Employment Services Unit	250 FOP 3341	Employment Services Supervisor	1.00	1.00							
02621 - Employment Services Unit	250 FOP 3341	Job Developer	1.00	1.00							
02621 - Employment Services Unit	260 FOP		9.00	5.00	0.00	11.39%	0.57	0.00	5.63%	0.28	SP
02631 - Outreach & Administrative Support Unit	250 FOP 3341	Administrative Analyst II	1.00	NO							
02631 - Outreach & Administrative Support Unit	250 FOP 3341	Administrative Analyst II	1.00	NO							
02631 - Outreach & Administrative Support Unit	250 FOP 3341	Temp Contract Svcs Employee, P	1.00	NO							
02631 - Outreach & Administrative Support Unit	260 FOP		3.00	0.00							
02711 - Ethics Unit	1 FOP 11 FL	Exec Dir to Public Ethics Comm	1.00	NO							
02711 - Ethics Unit	1 FOP 11 FL	Program Analyst I, PT	0.50	NO							
02711 - Ethics Unit	1 FOP		1.50	0.00	0.00	11.39%	0.00	0.00	6.63%	0.00	
02811 - Budget Division	1 FOP 3 FL	Accountant III	1.00	NO							Tagalog
02811 - Budget Division	1 FOP 3 FL	Assist to the City Administrator	1.00	NO							
02811 - Budget Division	1 FOP 3 FL	City Administrator Analyst	1.00	NO							
02811 - Budget Division	1 FOP 3 FL	Budget Director	1.00	NO							Cantonese / Mandarin
02811 - Budget Division	1 FOP		4.00	0.00	0.00	11.39%	0.00	0.00	6.63%	0.00	
63221 - KTOP Operations	250 FOP 5 FL	Cable Operations Technician	1.00	NO							



ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP RCR Need	CH PCP	CH PCP Goal	CH PCP Need	Language
63221 - KTOP Operations	250 FOP 5 FL	Cable Operations Technician	1.00	NO							
63221 - KTOP Operations	250 FOP 5 FL	Cable Operations Technician	1.00	NO							
63221 - KTOP Operations	250 FOP 5 FL	Cable Operations Technician	1.00	NO							
63221 - KTOP Operations	250 FOP 5 FL	Cable TV Operations Chief Engine	1.00	NO							
63221 - KTOP Operations	250 FOP 5 FL	Cable TV Production Assistant	1.00	NO							
63221 - KTOP Operations	250 FOP 5 FL	Cable TV Production Assistant, PF	0.95	NO							
63221 - KTOP Operations	250 FOP 5 FL	Cable TV Production Assistant, PF	0.95	NO							
63221 - KTOP Operations	250 FOP 5 FL	Temp Contract Svcs Employee, PT	0.50	NO							
63221 - KTOP Operations	250 FOP		8.40	0.00							
CAO Administration and Divisions	1, 150 & 250 FOP		67.80	13.00	2.00	11.39%	(0.52)	1.00	6.63%	(0.27)	SP
02211 - Citizens Police Review Board Unit	1 FOP 11 FL	Complaint Investigator II	1.00	1.00							
02211 - Citizens Police Review Board Unit	1 FOP 11 FL	Complaint Investigator II	1.00	1.00	1.00						Spanish
02211 - Citizens Police Review Board Unit	1 FOP 11 FL	Complaint Investigator II	1.00	1.00				1.00			Taihanese
02211 - Citizens Police Review Board Unit	1 FOP 11 FL	Policy Analyst	1.00	NO							
02211 - Citizens Police Review Board Unit	1 FOP 11 FL	Senior Aide PT (Measure Y Eval S	0.50	NO							
02211 - Citizens Police Review Board Unit	1 FOP		4.50	3.00							
Citizens Police Review Board	1 FOP		4.50	3.00	1.00	11.39%	(0.66)	1.00	5.63%	(0.83)	
47211-Neighborhood Services Division	250 FOP 6FL	Program Analyst I	0.00	1.00	1.00						Spanish
47211-Neighborhood Services Division	250 FOP 6FL	Program Analyst I	1.00	1.00							
47211-Neighborhood Services Division	250 FOP 6FL	Program Analyst III	1.00	1.00							
47211-Neighborhood Services Division	250 FOP 6FL	Program Analyst III	1.00	1.00							
47211-Neighborhood Services Division	350 FOP 6FL		3.00	4.00	1.00	11.39%	(0.54)	0.00	5.63%	0.23	
Neighborhood Services Division	250 FOP 6FL		3.00	4.00	1.00	11.39%	(0.54)	0.00	5.63%	0.23	
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Account Clerk III	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Administrative Analyst II	1.00	NO					0.00%		Cantonese
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Administrative Assistant I	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOR 5 FL	Administrative Services Manager I	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Project Manager III	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Development/Redevelopment Pgrm	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Development/Redevelopment Pgrm	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Office Assistant II	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOR 5 FL	Program Analyst I	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Project Manager I	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Project Manager III	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Urban Economic Analyst II	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOR 5 FL	Urban Economic Analyst II	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Urban Economic Analyst II	1.00	NO							Cantonese
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Urban Economic Analyst II	1.00	NO							Cantonese
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Urban Economic Analyst II	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOR 5 FL	Urban Economic Analyst III	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Urban Economic Analyst III	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOR 5 FL	Urban Economic Analyst IV, Proj	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Urban Economic Analyst IV, Proj	1.00	NO							Spanish
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Urban Economic Coordinator	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP 5 FL	Urban Economic Coordinator	1.00	NO							
02421 - Neighborhood Investment: Project Staffing	250 FOP		23.00	0.00	0.00	11.39	0.00	0.00	5.66	#REF!	
02431 - Real Estate	250 FOP 4 FL	Real Estate Agent	1.00	NO							
02431 - Real Estate	250 FOP 4 FL	Real Estate Agent	1.00	NO							
02431 - Real Estate	250 FOP 4 FL	Real Estate Agent	1.00	NO				0.00			
02431 - Real Estate	250 FOP 4 FL	Real Estate Services Manager	1.00	NO							
02431 - Real Estate	250 FOP		4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
02444 - Oakland Army Base Redevelopment	250 FOP 5 FL	Student Trainee	0.50	NO							
02444 - Oakland Army Base Redevelopment	250 FOP 5 FL	Urban Economic Analyst III	1.00	NO							
02444 - Oakland Army Base Redevelopment	250 FOP		1.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Office of Neighborhood Investment	1 FOP		28.50	0.00	0.00	11.38%	1.00	0.00	5.63%	0.00	
02961 - Economic & Workforce Development Admin	250 FOP 3 FL	Director of Development	1.00	NO							
02961 - Economic & Workforce Development Admin	250 FOP		1.00	0.00							
02971 - Workforce Development	250 FOR 3 EL	Administrative Assistant I	1.00	NO							
02971 - Workforce Development	250 FOP 3 FL	Administrative Analyst II, PPT	0.50	NO							
02971 - Workforce Development	250 FOP 3 FL	Development/Redevelopment Pgrm	1.00	NO							
02971 - Workforce Development	250 FOP 3 FL	Exempt Limited Duration Employee	1.00	NO							
02971 - Workforce Development	250 FOP 3 FL	Program Analyst II	1.00	NO							



ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCR Need	CH PCP	CH PCP Goal	CH PCP Need	Language
02861 - Revenue: Strategic Support	250 FOP 1320	Tax Enforcement Officer II	1.00	1.00							
02861 - Revenue: Strategic Support	250 FOP		8.00	6.00	1.00	11.39%	(0.32)	0.00	6.63%	0.34	
02871 - Revenue: Business Tax	250 FOP 1320	Cashier	1.00	NO							
02871 - Revenue: Business Tax	250 FOP 1320	Revenue Assistant	1.00	1.00							
02871 - Revenue: Business Tax	250 FOP 1320	Revenue Assistant	1.00	1.00							
02871 - Revenue: Business Tax	250 FOP 1320	Revenue Assistant	1.00	1.00							
02871 - Revenue: Business Tax	250 FOP 1320	Revenue Assistant	1.00	1.00					100.00%		
02871 - Revenue: Business Tax	250 FOP 1320	Revenue Operations Supervisor	1.00	NO							
02871 - Revenue: Business Tax	250 FOP 1320	Tax Enforcement Officer II	1.00	1.00							
02071 - Revenue: Business Tax	250 FOP 1320	Tax Enforcement Officer II	1.00	1.00	1.00						Spanish
02871 - Revenue: Business Tax	250 FOP 1320	Tax Enforcement Officer II	1.00	1.00							
02871 - Revenue: Business Tax	250 FOP 1320	Tax Enforcement Officer III	1.00	NO							
02871 - Revenue: Business Tax	250 FOP 1320	Tax Representative II	1.00	1.00	1.00						Spanish
02871 - Revenue: Business Tax	250 FOP 1320	Tax Representative II	1.00	1.00				1.00			Cantonese / Vietnamese
02871 - Revenue: Business Tax	250 FOP 1320	Tax Representative II	1.00	1.00							
02871 - Revenue: Business Tax	250 FOP		16.00	12.00	2.00	11.39%	(0.53)	1.00	5.63%	(0.32)	
02891 - Revenue: Parking Meter Collection	Field	Parking Meter Collector	1.00	NO							
02891 - Revenue: Parking Meter Collection	Field	Parking Meter Collector	1.00	NO							
02891 - Revenue: Parking Meter Collection	Field	Parking Meter Collector	1.00	NO							
02891 - Revenue: Parking Meter Collection	Field	Parking Meter Collector	1.00	NO							
02891 - Revenue: Parking Meter Collection	Field	Parking Meter Collector	1.00	NO							
02891 - Revenue: Parking Meter Collection	Field	Parking Meter Collector	1.00	NO							
02891 - Revenue: Parking Meter Collection	Field	Parking Meter Collector	1.00	NO							
02891 - Revenue: Parking Meter Collection	Field	Parking Meter Collector Supervisor	1.00	NO							
02891 - Revenue: Parking Meter Collection	Field		8.00	0.00							
Revenue: Parking Citation Assistance Center	Field, 1 & 250 FOP		59.00	43.00	4.00	11.39%	(0.80)	1.00	5.63%	(1.42)	SP & CH
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Account Clerk III	1.00	NO							Mandarin
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Accountant III	1.00	NO							
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	City Administrator Analyst	1.00	NO							
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Office Manager	1.00	NO							
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00	1.00						Spanish
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00	1.00						Spanish
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00							
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00							Thai
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00	1.00						Spanish
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00				1.00			Cantonese / Mandarin
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00							
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00	1.00						Spanish
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00				1.00			Cantonese / Vietnamese
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00	1.00						Spanish
02881 - Revenue: Parking Citation Assistance Center	250 FOP 6300	Public Service Representative	1.00	1.00				1.00			Cantonese
02861 - Revenue: Parking Citation Assistance Center	250 FOP		18.00	14.00	6.00	11.39%	(4.41)	3.00	5.63%	(2.21)	
Parking Citation Assistance Center	250 FOP		1194.90	79.00	15.00	11.39%	(6.00)	5.67	5.63%	(1.85)	

CITY ATTORNEY'S OFFICE	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
04111 - City Attorney Administration Unit	1 FOP 6 FL	Accountant II	1.00	NO				1.00			Cantonese / Mandan
04111 - City Attorney Administration Unit	1 FOP 6 FL	City Attorney	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 8 FL	Claims Investigator II	1.00	1.00							
04111 - City Attorney Administration Unit	1 FOP 6 FL	Exec Asst to City Attorney	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 6 FL	Information System Administrator	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 8 FL	Legal Admin Assistant, Supervising	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 8 FL	Legal Administrative Assistant	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 5 FL	Legal Administrative Assistant	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 5 FL	Legal Administrative Assistant	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 8 FL	Legal Administrative Assistant	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 7 FL	Legal Administrative Assistant	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 7 FL	Legal Administrative Assistant	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 10 FL	Legal Administrative Assistant	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 10 FL	Legal Administrative Assistant	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 7 FL	Legal Support Supervisor	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 6 FL	Manager, Agency Administrative	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 6 FL	Manager, Legal Admin Services	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 6 FL	Microcomputer Systems Specialist I	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 10 FL	Open Government Coordinator	1.00	1.00	1.00						Spanish
04111 - City Attorney Administration Unit	1 FOP 7 FL	Paralegal	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 7 FL	Paralegal	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 5 FL	Paralegal	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 7 FL	Paralegal	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 5 FL	Paralegal	1.00	NO							
04111 - City Attorney Administration Unit	1 FOP 5 FL	Public Service Representative	1.00	1.00							
04111 - City Attorney Administration Unit	1 FOP 5 FL	Public Service Representative	1.00	1.00							
04111 - City Attorney Administration Unit	1 FOP 6 FL	Public Service Representative	1.00	1.00							
04111 - City Attorney Administration Unit	1 FOP 6 FL	Receptionist to the City Attorney	1.00	1.00							
04111 - City Attorney Administration Unit	1 FOP		28.00	6.00	1.00	11.39%	(0.32)	1.00	5.63%	(0.66)	
04211 - Litigation Unit	1 FOP 8 FL	City Attorney, Assistant	1.00	NO							
04211 - Litigation Unit	1 FOP 8 FL	Deputy City Attorney II	1.00	NO							
04211 - Litigation Unit	1 FOP 5 FL	Deputy City Attorney II	1.00	NO							
04211 - Litigation Unit	1 FOP 5 FL	Deputy City Attorney III	1.00	NO							
04211 - Litigation Unit	1 FOP 5 FL	Deputy City Attorney IV	1.00	NO							
04211 - Litigation Unit	1 FOP 8 FL	Deputy City Attorney IV	1.00	NO							
04211 - Litigation Unit	1 FOP 10 FL	Deputy City Attorney IV	1.00	NO							
04211 - Litigation Unit	1 FOP 8 FL	Deputy City Attorney V	1.00	NO							
04211 - Litigation Unit	1 FOP 8 FL	Deputy City Attorney V	1.00	NO							
04211 - Litigation Unit	1 FOP 8 FL	Exec Asst to Asst City Attorney	1.00	NO				1.00			Cantonese / Mandan
04211 - Litigation Unit	1 FOP 10 FL	Neighborhood Law Corp Attorney 1/22/2013	0.00	1.00							
04211 - Litigation Unit	1 FOP 10 FL	Neighborhood Law Corp Attorney 1/22/2013	1.00	0.00							Punjabi
04211 - Litigation Unit	1 FOP 10 FL	Neighborhood Law Corp Attorney 1/22/2013	1.00	1.00							
04211 - Litigation Unit	1 FOP 8 FL	Neighborhood Law Corp Attorney 1/22/2013	1.00	1.00							
04211 - Litigation Unit	1 FOP		13.00	3.00	0.00	11.39%	0.34	1.00	5.63%	(0.83)	
04311 - Advisory Unit	1 FOP 6 FL	City Attorney, Assistant	1.00	NO							
04311 - Advisory Unit	1 FOP 5 FL	Deputy City Attorney II	1.00	NO							
04311 - Advisory Unit	1 FOP 5 FL	Deputy City Attorney II	1.00	NO							Spanish
04311 - Advisory Unit	1 FOP 5 FL	Deputy City Attorney III	1.00	NO							
04311 - Advisory Unit	1 FOP 5 FL	Deputy City Attorney III	1.00	NO							
04311 - Advisory Unit	1 FOP 7 FL	Deputy City Attorney III	1.00	NO							
04311 - Advisory Unit	1 FOP 5 FL	Deputy City Attorney III	1.00	NO							
04311 - Advisory Unit	1 FOP 5 FL	Deputy City Attorney III	1.00	NO							
04311 - Advisory Unit	1 FOP 7 FL	Deputy City Attorney III	1.00	NO							
04311 - Advisory Unit	1 FOP 7 FL	Deputy City Attorney IV	1.00	NO							
04311 - Advisory Unit	1 FOP 10 FL	Deputy City Attorney IV	1.00	NO	1.00						Spanish
04311 - Advisory Unit	1 FOP 7 FL	Deputy City Attorney IV	1.00	NO							
04311 - Advisory Unit	1 FOP 7 FL	Deputy City Attorney IV	1.00	NO							
04311 - Advisory Unit	1 FOP 7 FL	Deputy City Attorney IV	1.00	NO							
04311 - Advisory Unit	1 FOP 5 FL	Deputy City Attorney V	1.00	NO							Spanish
04311 - Advisory Unit	1 FOP 10 FL	Deputy City Attorney V	1.00	NO							

CITY ATTORNEY'S OFFICE	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
04311 - Advisory Unit	1 FOP 11 FL	Deputy City Attorney V	1.00	0.00%							
04311 - Advisory Unit	1 FOP 7 FL	Deputy City Attorney V	1.00	0.00%							
04311 - Advisory Unit	1 FOP 5 FL	Deputy City Attorney V	1.00	0.00%							Japanese
04311 - Advisory Unit	1 FOP 7 FL	Exec Asst to Asst City Attorney	1.00	0.00%							
04311 - Advisory Unit	1 FOP 7 FL	Special Counsel	1.00	0.00%							
04311 - Advisory Unit	1 FOP		21.00	0.00%	1.00	11.39%	(1.00)	0.00	5.63%	0.00	
OFFICE OF THE CITY ATTORNEY			62.00	0.00%	2.00	11.39%	(0.97)	2.00	5.63%	(1.45)	

CITY AUDITOR'S OFFICE	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCR Goal	SP PCR Need	CH PCP	CH PCP Goal	CH PCP Need	Language
07111 - City Auditor Unit	1 FOP 4 FL	City Auditor	1.00	NON							
07111 - City Auditor Unit	1 FOP 4 FL	City Auditor, Assistant	1.00	NON							
07111 - City Auditor Unit	1 FOP 4 FL	Exec Asst to the City Auditor	1.00	1.00							
07111 - City Auditor Unit	1 FOP 4 FL	Performance Audit Manager	0.00	NON							
07111 - City Auditor Unit	1 FOP 4 FL	Performance Auditor, Sr.: E.31072.31072	1.00	NON							
07111 - City Auditor Unit	1 FOP 4 FL	Performance Audit Manager	0.00	NON							
07111 - City Auditor Unit	1 FOP 4 FL	Performance Auditor	1.00	NON							
07111 - City Auditor Unit	1 FOP 4 FL	Performance Auditor	1.00	NON							Korean
07111 - City Auditor Unit	1 FOP 4 FL	Performance Auditor, Sr.	1.00	NON							Mandarin
07111 - City Auditor Unit	1 FOP 4 FL	Performance Auditor, Sr.	1.00	NON							
07111 - City Auditor Unit	1 FOP 4 FL	Performance Auditor, Sr. TCSE	1.00	NON							
07111 - City Auditor Unit	1 FOP 4 FL	Performance Auditor, TCSE	1.00	NON							
07111 - City Auditor Unit	1 FOP 4 FL	Receptionist to the City Auditor	0.00	0.00							
07111 - City Auditor Unit	1 FOP 4 FL	Receptionist to the City Auditor, PT.N.32248.32248	1.00	1.00							
07111 - City Auditor Unit	1 FOP		11.00	2.00	0.00	11.39%	0.23	0.00	5.63%	0.11	
City Auditor's Office	1 FOP		11.00	2.00	0.00	11.39%	0.23	0.00	5.63%	0.11	
OFFICE OF THE CITY AUDITOR			11.00	2.00	0.00	11.39%	0.23	0.00	5.63%	0.11	

CITY CLERKS'S OFFICE	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
03121 - City Clerk Unit	1 FOP 1 FL	Administrative Analyst I	1.00	NO							
03121 - City Clerk Unit	1 FOP 2 FL	City Clerk	1.00	NO							Spanish
03121 - City Clerk Unit	1 FOP 2 FL	City Clerk, Assistant	1.00	NO							
03121 - City Clerk Unit	1 FOP 1 FL	Citywide Records Manager	1.00	NO							
03121 - City Clerk Unit	1 FOP 2 FL	Executive Assistant	1.00	NO							
03121 - City Clerk Unit	1 FOP 2 FL	Legislative Recorder	1.00	NO							
03121 - City Clerk Unit	1 FOP 2 FL	Legislative Recorder	1.00	NO							
03121 - City Clerk Unit	1 FOP 2 FL	Legislative Recorder	1.00	NO							
03121 - City Clerk Unit	1 FOP 2 FL	Management Assistant	1.00	NO							Cantonese, Mandarin
03121 - City Clerk Unit	1 FOP		9.00	0.00							
City Clerk's Office	1 FOP		9.00	0.00							
OFFICE OF THE CITY CLERK			9.00	0.00							

CITY COUNCIL OFFICES	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
00011 - Council Administration Unit	1 FOP 2 FL	City Council Admin Assistant	0.00	0.00							
00011 - Council Administration Unit	1 FOP 2 FL	City Council PSE 14, E.27220,24498	0.50	0.50	0.50						Spanish
00011 - Council Administration Unit	1 FOP 2 FL	Exec Asst to the City Council	0.00	0.00							
00011 - Council Administration Unit	1 FOP 2 FL	City Council PSE-51, E.260S2, 25589	1.00	1.00	1.00						Spanish
00011 - Council Administration Unit	1 FOP		1.50	1.50	1.50	11.39%	(1.33)	0.00	5.63%	0.00	
00111 - District One Unit	1 FOP 2 FL	City Council Admin Assistant	0.00	0.00							
00111 - District One Unit	1 FOP 2 FL	City Council PSE 14, PPT.L.24807, 24807	0.50	0.50							
00111 - District One Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00111 - District One Unit	1 FOP 2 FL	City Council PSE-51, E.28348, 28348	1.00	1.00							
00111 - District One Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00111 - District One Unit	1 FOP 2 FL	City Council PSE-51, E.31584, 27698	1.00	1.00							
00111 - District One Unit	1 FOP 2 FL	Council Member	1.00	1.00							
00111 - District One Unit	1 FOP		3.60	2.60	0.00	11.39%	0.28	0.00	6.63%	0.14	
00211 - District Two Unit	1 FOP 2 FL	City Council Admin Assistant	0.00	0.00							
00211 - District Two Unit	1 FOP 2 FL	City Council PSE 14, PPT.L.26275, 26275	0.50	0.50				0.50			Cantonese / Mandarin
00211 - District Two Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	1.00							
00211 - District Two Unit	1 FOP 2 FL	City Council PSE 14, PPT.L.33915, 33915	1.00	0.00							
00211 - District Two Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	1.00							
00211 - District Two Unit	1 FOP 2 FL	City Council PSE-51, E.25088, 25088	1.00	0.00							
00211 - District Two Unit	1 FOP 2 FL	Council Member	1.00	1.00							
00211 - District Two Unit	1 FOP		3.50	2.50	0.00	11.39%	0.28	0.50	5.63%	(0.36)	
00311 - District Three Unit	1 FOP 2 FL	City Council Admin Assistant	0.00	0.00							
00311 - District Three Unit	1 FOP 2 FL	City Council PSE 14, E.19923, 19923	0.50	0.50							
00311 - District Three Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00311 - District Three Unit	1 FOP 2 FL	City Council PSE-51, E.25655, 25855	1.00	1.00							
00311 - District Three Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00311 - District Three Unit	1 FOP 2 FL	City Council PSE-51, E.30970, 30970	1.00	1.00							
00311 - District Three Unit	1 FOP 2 FL	Council Member	1.00	1.00							
00311 - District Three Unit	1 FOP		3.50	2.50	0.00	11.39%	0.28	0.00	5.63%	0.14	
00411 - District Four Unit	1 FOP 2 FL	City Council Admin Assistant	0.00	0.00							
00411 - District Four Unit	1 FOP 2 FL	City Council PSE 14, PPT L 33619, 33619	0.50	0.50							
00411 - District Four Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00411 - District Four Unit	1 FOP 2 FL	City Council PSE-51, E.32272, 32272	1.00	1.00							
00411 - District Four Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00411 - District Four Unit	1 FOP 2 FL	City Council PSE-51, E.32273, 32273	1.00	1.00							
00411 - District Four Unit	1 FOP 2 FL	Council Member	1.00	1.00							
00411 - District Four Unit	1 FOP		3.50	2.60	0.00	11.39%	0.28	0.00	5.63%	0.14	
00511 - District Five Unit	1 FOP 2 FL	City Council Admin Assistant	0.00	0.00							
00511 - District Five Unit	1 FOP 2 FL	City Council PSE 14, PT.N.32101, 32101	0.25	0.25							
00511 - District Five Unit	1 FOP 2 FL	City Council PSE 14, PT.N.32101, 32101	0.25	0.25							
00511 - District Five Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00511 - District Five Unit	1 FOP 2 FL	City Council PSE-51, E.27347, 27347	1.00	1.00	1.00						Spanish
00511 - District Five Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00511 - District Five Unit	1 FOP 2 FL	City Council PSE-51, E.30935, 30935	1.00	1.00	1.00						Spanish
00511 - District Five Unit	1 FOP 2 FL	Council Member	1.00	1.00							Spanish
00511 - District Five Unit	1 FOP		3.50	2.60	2.00	11.39%	(1.72)	0.00	6.63%	0.14	
00611 - District Six Unit	1 FOP 2 FL	City Council Admin Assistant	0.00	0.00							
00611 - District Six Unit	1 FOP 2 FL	City Council PSE 14, PT.N.30074, 30074	0.17	0.17							
00611 - District Six Unit	1 FOP 2 FL	City Council PSE 14, PT.N.30074, 30074	0.17	0.17							
00611 - District Six Unit	1 FOP 2 FL	City Council PSE 14, PT.N.30074, 30074	0.17	0.17							
00611 - District Six Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00611 - District Six Unit	1 FOP 2 FL	City Council PSE 14, PT.N.30061, 30081	0.17	0.17							
00611 - District Six Unit	1 FOP 2 FL	City Council PSE 14, PT.N.30081, 30081	0.17	0.17							
00611 - District Six Unit	1 FOP 2 FL	City Council PSE-51, E.31590, 28273	1.00	1.00	1.00						Spanish
00611 - District Six Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00611 - District Six Unit	1 FOP 2 FL	City Council PSE 14, PT.N.30179, 30179	0.24	0.24							
00611 - District Six Unit	1 FOP 2 FL	City Council PSE 14, PT.N.30179, 30179	0.17	0.17							
00611 - District Six Unit	1 FOP 2 FL	City Council PSE 14, PT.N.30179, 30179	0.25	0.25							
00611 - District Six Unit	1 FOP 2 FL	Council Member	1.00	1.00							
00611 - District Six Unit	1 FOP		3.50	2.50	1.00	11.39%	(0.72)	0.00	6.63%	0.14	
00711 - District Seven Unit	1 FOP 2 FL	City Council Admin Assistant	0.00	0.00							
00711 - District Seven Unit	1 FOP 2 FL	City Council PSE 14, E.4898, 4898	0.50	0.60							
00711 - District Seven Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							



CITY COUNCIL OFFICES	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	7 PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
00711 - District Seven Unit	1 FOP 2 FL	Public Service Employee 51.E.10897.10897	1.00	1.00							
00711 - District Seven Unit	1 FOP 2 FL	City Councilmember's Assistant	0.00	0.00							
00711 - District Seven Unit	1 FOP 2 FL	City Council PSE-51.E.17659.17659	1.00	1.00							
00711 - District Seven Unit	1 FOP 2 FL	Council Member	1.00	NO PCP							
00711 - District Seven Unit	1 FOP		3.50	2.50	0.00	11.39%	0.28	0.00	5.63%	0.14	
00911 - Council At Large Unit	1 FOP 2 FL	City Council Admin Assistant	0.00	0.00							
00911 - Council At Large Unit	1 FOP 2 FL	City Council PSE 14.E.32215.32215	0.50	0.50							
00911 - Council At Large Unit	1 FOP 2 FL	City Councilmember's Assistant	1.00	1.00							
00911 - Council At Large Unit	1 FOP 2 FL	City Councilmember's Assistant	1.00	1.00							
00911 - Council At Large Unit	1 FOP 2 FL	Council Member	1.00	NO PCP							
00911 - Council At Large Unit	1 FOP		3.50	2.50	0.00	11.39%	0.28	0.00	5.63%	0.14	
City Council Office	1 FOP		29.50	21.50	4.50	11.39%	(2.05)	0.50	5.63%	0.71	CH
OFFICE OF THE CITY COUNCIL			29.50	21.50	4.50	11.39%	(2.05)	0.50	5.63%	0.71	CH

ADMINISTRATIVE SERVICES AGENCY	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
08111 - Budget & Finance Administration Unit	150 FOP 5215	Administrative Services Manager II	1.00	NO							Cantonese
08111 - Budget & Finance Administration Unit	150 FOP 5215	Agency Director, Admin Services	1.00	NO							
08111 - Budget & Finance Administration Unit	150 FOP 5215	Agency Director, Finance & Mgmt	1.00	NO							
06111 - Budget & Finance Administration Unit	150 FOP 5215	City Administrator Analyst	0.00	NO							
08111 - Budget & Finance Administration Unit	150 FOP 5215	Executive Assistant E.30541.30541	1.00	NO							
08111 - Budget & Finance Administration Unit	150 FOP 5215	Exec Asst to Agency Director	1.00	NO							
08111 - Budget & Finance Administration Unit	160 FOP		5.00	0.00							
08211 - Accounting Administration Unit	150 FOP 6353	Controller	1.00	NO							
08211 - Accounting Administration Unit	150 FOP 6353	Systems Accountant III	1.00	NO							
08211 - Accounting Administration Unit	160 FOP		2.00	0.00							
08222 - General Ledger	150 FOP 6353	Accountant II	1.00	NO							Cantonese
08222 - General Ledger	150 FOP 6353	Accountant II	1.00	NO							
08222 - General Ledger	150 FOP 6353	Accountant II	1.00	NO							
08222 - General Ledger	150 FOP 6353	City Administrator Analyst E.32729.31015	1.00	NO							
08222 - General Ledger	150 FOP 6353	Accountant III	0.00	NO							
08222 - General Ledger	150 FOP 6353	Accountant III	1.00	NO							Cantonese
08222 - General Ledger	150 FOP 6353	Accountant III	1.00	NO							Tagalog
08222 - General Ledger	150 FOP 6353	Accountant III	1.00	NO							Tagalog
08222 - General Ledger	150 FOP 6353	Accountant III	1.00	NO							Tagalog
08222 - General Ledger	150 FOP 6353	Accountant III	1.00	NO							
08222 - General Ledger	150 FOP 6353	Accountant III	1.00	NO							
08222 - General Ledger	150 FOP 6353	Accountant III	1.00	NO							
03222 - General Ledger	150 FOP 6353	Accountant III	1.00	NO							
08222 - General Ledger	150 FOP 6353	Accounting Technician	1.00	NO							
08222 - General Ledger	150 FOP 6353	Controller, Assistant	1.00	NO							
08222 - General Ledger	150 FOP 6353	Financial Analyst	1.00	NO							
08222 - General Ledger	150 FOP		15.00	0.00							
08241 - Payables	150 FOP 6353	Account Clerk III	1.00	NO							
08241 - Payables	150 FOP 6353	Accounting Technician	1.00	NO							
08241 - Payables	150 FOP 6353	Accounting Technician	1.00	NO							
08241 - Payables	150 FOP 6353	Accounting Technician	1.00	NO							
08241 - Payables	150 FOP 6353	Accounting Technician	1.00	NO							
08241 - Payables	150 FOP 6353	Controller, Assistant	1.00	NO							
08241 - Payables	150 FOP		6.00	0.00							
08242 - Stores Operations	150 FOP 6353	Storekeeper III	1.00	NO							
08242 - Stores Operations	150 FOP 6353	Storekeeper III	1.00	NO							
08242 - Stores Operations	150 FOP		2.00	0.00							
08243 - Purchasing	250 FOP 3341	Administrative Assistant II	1.00	NO							Tagalog
08243 - Purchasing	250 FOP 3341	Buyer	1.00	NO							
08243 - Purchasing	250 FOP 3341	Buyer	1.00	NO							
08243 - Purchasing	250 FOP 3341	Buyer	1.00	NO							
08243 - Purchasing	250 FOP 3341	Buyer	0.50	NO							
08243 - Purchasing	250 FOP 3341	Office Assistant II	1.00	NO							
08243 - Purchasing	250 FOP 3341	Office Assistant II	1.00	NO							
08243 - Purchasing	260 FOP 3341	Purchasing Supervisor	1.00	NO							
08243 - Purchasing	250 FOP		7.60	0.00	0.00	11.39%	0.00	0.00	5.63%	0.00	
08261 - Budget Analysis & Operations	150 FOP 6216	Assistant Budget Analyst	1.00	NO							
08261 - Budget Analysis & Operations	150 FOP 6216	Budget & Operations Analyst III	1.00	NO							
08261 - Budget Analysis & Operations	150 FOP 6216	Budget & Operations Analyst III	1.00	NO							
08261 - Budget Analysis & Operations	150 FOP 6216	Financial Analyst	1.00	NO							
08261 - Budget Analysis & Operations	160 FOP		4.00	0.00							
08711 - Treasury Administration Unit	150 FOP 5330	Administrative Assistant I	1.00	NO							
08711 - Treasury Administration Unit	150 FOP 5330	Treasury Manager	1.00	NO							
08711 - Treasury Administration Unit	160 FOP		2.00	0.00							
08721 - Treasury Operations Unit	150 FOP 5330	Accountant II	1.00	NO							
08721 - Treasury Operations Unit	150 FOP 5330	Financial Analyst	1.00	NO							
08721 - Treasury Operations Unit	150 FOP 5330	Financial Analyst	0.00	NO							
08721 - Treasury Operations Unit	150 FOP 5330	Human Res Systems Analyst, Senior E.33033.33033	1.00	NO							
08721 - Treasury Operations Unit	150 FOP 5330	Financial Analyst, Principal	1.00	NO							
08721 - Treasury Operations Unit	150 FOP 5330	Treasury Analyst II	1.00	NO							Cantonese
08721 - Treasury Operations Unit	150 FOP 5330	Treasury Analyst III	1.00	NO							
08721 - Treasury Operations Unit	150 FOP 5330	Treasury Analyst III	1.00	NO							
08721 - Treasury Operations Unit	150 FOP		7.00	0.00							

ADMINISTRATIVE SERVICES AGENCY	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
08731 - Treasury Cashiering Unit	150 FOP 5330	Cashier	1.00	0.00							
08731 - Treasury Cashiering Unit	150 FOP		1.00	0.00							
08741 - Treasury Payroll	150 FOP 5330	Accountant III	1.00	0.00							Spanish
08741 - Treasury Payroll	150 FOP 5330	Financial Analyst, Principal	1.00	0.00							
08741 - Treasury Payroll	150 FOP 5330	Human Res Operations Tech, Senior	1.00	0.00							
08741 - Treasury Payroll	150 FOP 5330	Human Res Operations Tech, Senior	1.00	0.00							
08741 - Treasury Payroll	150 FOP 5330	Human Res Operations Tech, Senior	1.00	0.00							
08741 - Treasury Payroll	150 FOP 5330	Human Res Operations Technician	1.00	0.00							Tagalog
08741 - Treasury Payroll	150 FOP 5330	Human Res Systems Analyst, Senior	1.00	0.00							Cantonese
08741 - Treasury Payroll	150 FOP 5330	Human Res Systems Analyst, Senior	1.00	0.00							
08741 - Treasury Payroll	150 FOP 5330	Human Resource Oper Supervisor	1.00	0.00							
08741 - Treasury Payroll	150 FOP 5330	Payroll Personnel Clerk II	1.00	0.00							
08741 - Treasury Payroll	150 FOP 5330	Payroll Personnel Clerk II	1.00	0.00							
08741 - Treasury Payroll	150 FOP 5330	Payroll Personnel Clerk III	1.00	0.00							
08741 - Treasury Payroll	150 FOP		12.00	0.00							
08751 - Retirement	150 FOP 3332	Administrative Assistant II	1.00	0.00							
08751 - Retirement	150 FOP 3332	Benefits Representative	1.00	0.00							
08751 - Retirement	150 FOP 3332	Benefits Representative	1.00	0.00							
08751 - Retirement	150 FOP 3332	Human Resources Manager	1.00	0.00							
08751 - Retirement	150 FOP 3332	Retirement Systems Accountant	1.00	0.00							
08751 - Retirement	150 FOP		5.00	0.00							
ADMINISTRATIVE SERVICES AGENCY	150 & 260 FOP		68.50	0.00	0.00	11.39%	0.00	0.00	5.63%	0.00	
ADMINISTRATIVE SERVICES AGENCY			68.50	0.00	0.00	11.39%	0.00	0.00	5.63%	0.00	

DEPT OF HUMAN RESOURCES MANAGEMENT	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	ISP PCP	SP PCP	CH PCP	CH PCP	CH PCP	Language
				Goal	Goal	Need	Need	Goal	Goal	Need	
05111 - Personnel Admin/Human Resource Info S	150 FOP 3332	Administrative Analyst II	1.00	NO							
05111 - Personnel Admin/Human Resource Info S	150 FOP 2 FL	Human Resources Manager	1.00	NO							
05111 - Personnel Admin/Human Resource Info S	150 FOP 3332	Director of Human Resources Mgmt	1.00	NO							
05111 - Personnel Admin/Human Resource Info S	150 FOP 3332	Executive Assistant	1.00	NO							
05111 - Personnel Admin/Human Resource Info S	150 FOP 3332	Human Resource Technician	1.00	NO							
05111 - Personnel Admin/Human Resource Info S	150 FOP 3332	Office Assistant II	1.00	NO							
05111 - Personnel Admin/Human Resource Int	160 FOP		6.00	0.00							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Analyst (CONF)	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Analyst (CONF)	1.00	NO							Spanish
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Analyst (CONF)	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Analyst (CONF)	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Analyst (CONF)	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Analyst, Principal	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Analyst, Principal	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Analyst, RPT	0.70	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Analyst, Senior	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Oper Supervisor	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Technician	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Technician	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Technician	1.00	NO							
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Technician	1.00	NO							Cantonese
05211 - Employment and Classification Unit	150 FOP 2 FL	Human Resource Technician	1.00	NO							Cantonese
05211 - Employment and Classification Unit	150 FOP 2 FL	Public Service Representative	1.00	1.00				1.00			
05211 - Employment and Classification Unit	160 FOP		16.70	1.00	0.00	11.39%	0.11	1.00	5.63%	(0.94)	
05511 - Human Resource Development Unit	150 FOP 2 FL	Employee Assist Svcs Coordinator	0.00	NO							
05511 - Human Resource Development Unit	150 FOP 2 FL	Human Resource Technician	1.00	NO							Cantonese
05511 - Human Resource Development Unit	150 FOP 2 FL	Office Assistant II	1.00	1.00							
05511 - Human Resource Development Unit	150 FOR		2.00	1.00	0.00	11.39%	0.11	0.00	5.63%	0.08	
05611 - Employee Benefits Services	150 FOP 2 FL	Benefits Analyst	1.00	NO							
05611 - Employee Benefits Services	150 FOP 2 FL	Benefits Representative	1.00	NO							
05611 - Employee Benefits Services	150 FOP 2 FL	Benefits Representative	1.00	NO							
05611 - Employee Benefits Services	160 FOP		3.00	0.00							
05621 - Risk Management	160 FOP 5342	Benefits Technician	1.00	NO							
05621 - Risk Management	150 FOP 5342	Benefits Technician	1.00	NO							
05621 - Risk Management	150 FOP 5342	Budget & Operations Analyst III	1.00	NO							
05621 - Risk Management	150 FOP 5342	Claims & Risk Manager	1.00	NO							
05621 - Risk Management	150 FOP 5342	Disability Benefits Coordinator	1.00	NO							
05621 - Risk Management	150 FOP 5342	Employee Fleet & Safety Coordinator	1.00	NO							
05622 - Risk Management	151 FOP 5342	Admin Assistant II	1.00	NO							
05621 - Risk Management	150 FOP 5342	Safety & Loss Control Specialist	1.00	NO							
05621 - Risk Management	160 FOP		8.00	0.00	0.00	11.39%	0.00	0.00	5.63%	0.00	
Recruitment, Classification, Risk and Benefits	160 FOR		34.70	2.00	0.00	11.39%	0.23	1.00	5.63%	(0.89)	
05221 - Equal Access	160 FOP 2 FL	Program Analyst III	1.00	1.00				1.00			Cantonese
05221 - Equal Access	150 FOP 2 FL	Program Analyst I	1.00	1.00	1.00						Spanish
05221 - Equal Access	160 FOP		2.00	2.00	1.00	11.39%	(0.77)	1.00	6.63%	(0.89)	
Equal Access	160 FOP		2.00	2.00	1.00	11.39%	(0.77)	1.00	6.63%	(0.89)	
DEPARTMENT OF HUMAN RESOURCES MANAGEMENT			36.70	4.00	1.00	11.39%	(0.54)	0.00	5.63%	(1.22)	

DEPT OF HOUSING & COMMUNITY DEV	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	ISP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
89919 - Admin: Housing & Community Development	250 FOP 3 FL	Account Clerk III	1.00	1.00				1.00			Cantonese / Mandarin
89919 - Admin: Housing & Community Development	250 FOP 5 FL	Administrative Analyst I	1.00	NO							
89919 - Admin: Housing & Community Development	250 FOP 5 FL	Administrative Services Manager I	1.00	NO							
89919 - Admin: Housing & Community Development	250 FOP 6 FL	Project Manager III	1.00	1.00				1.00			Cantonese / Mandarin
89919 - Admin: Housing & Community Development	250 FOP 5 FL	Director, DHCD	1.00	NO							
89919 - Admin: Housing & Community Development	250 FOP 6 FL	Program Analyst III	1.00	1.00				1.00			Cantonese / Mandarin
89919 - Admin: Housing & Community Development	250 FOP 5 FL	Housing Development Coordinator III	0.75	NO							
89919 - Admin: Housing & Community Development	250 FOP 5 FL	Project Manager II	1.00	NO							
89919 - Admin: Housing & Community Development	250 FOP		7.75	3.00							
89929 - Housing Development	250 FOP 5 FL	Development/Redevelopment Pgrm MGR	1.00	NO							
89929 - Housing Development	250 FOP 5 FL	Housing Development Coordinator III	1.00	NO							
89929 - Housing Development	250 FOP 5 FL	Housing Development Coordinator IV	1.00	NO							
89929 - Housing Development	250 FOP 5 FL	Housing Development Coordinator IV	1.00	NO							
89929 - Housing Development	250 FOP 5 FL	Housing Development Coordinator IV	1.00	NO							
89929 - Housing Development	250 FOP 5 FL	Housing Development Coordinator IV	1.00	1.00	1.00						Spanish
89929 - Housing Development	250 FOP 5 FL	Office Assistant II	1.00	NO							
89929 - Housing Development	250 FOP		7.00	1.00							
89949 - CDBG Coordination	250 FOP 5 FL	Administrative Assistant II	1.00	NO							
89949 - CDBG Coordination	250 FOP 5 FL	Administrative Assistant II	1.00	NO							
89949 - CDBG Coordination	250 FOP 5 FL	Community Dev Rrgm Coordinator	1.00	NO							
89949 - CDBG Coordination	250 FOP 5 FL	Community Dev Rrgm Coordinator	1.00	NO							
89949 - CDBG Coordination	250 FOP 5 FL	Community Dev Rrgm Coordinator	1.00	NO							
89949 - CDBG Coordination	250 FOP 5 FL	Development/Redevelopment Pgrm MGR	1.00	NO							
89949 - CDBG Coordination	250 FOP		6.00	0.00							
89989 - Homeownership Programs	250 FOP 5 FL	Home Management Counselor III	1.00	NO							
89989 - Homeownership Programs	250 FOP		1.00	0.00							
Housing and Community Development	250 FOP		21.75	4.00	1.00	11.39%	(0.54)	3.00	5.63%	(2.77)	
89939 - Municipal Lending	250 FOP 5 FL	Administrative Analyst II	1.00	NO							Tagalog
89939 - Municipal Lending	250 FOP 5 FL	Administrative Assistant I	1.00	NO							
89939 - Municipal Lending	250 FOP 5 FL	Administrative Assistant I	1.00	NO							
89939 - Municipal Lending	250 FOP 5 FL	Administrative Assistant II	1.00	NO							
89939 - Municipal Lending	250 FOP 5 FL	Development/Redevelopment Pgrm MGR	1.00	NO							
89939 - Municipal Lending	250 FOP 5 FL	Loan Servicing Administrator	1.00	NO							
89939 - Municipal Lending	250 FOP 5 FL	Loan Servicing Specialist	1.00	NO							Tagalog
89939 - Municipal Lending	250 FOP 5 FL	Mortgage Advisor	1.00	NO							
89939 - Municipal Lending	250 FOP 5 FL	Mortgage Advisor	1.00	NO							
89939 - Municipal Lending	250 FOP 5 FL	Program Analyst I	1.00	NO							Tagalog
89939 - Municipal Lending	250 FOP 5 FL	Rehabilitation Advisor III	1.00	1.00	1.00						Spanish
89939 - Municipal Lending	250 FOP 5 FL	Rehabilitation Advisor III	1.00	NO							
89939 - Municipal Lending	250 FOP 5 FL	Rehabilitation Advisor III	1.00	NO							Korean
89939 - Municipal Lending	250 FOP 5 FL	Rehabilitation Advisor III	1.00	NO							
89939 - Municipal Lending	250 FOP 5 FL	Student Trainee, PT	0.50	NO							
89939 - Municipal Lending	250 FOR		14.50	1.00	1.00	11.39%	(0.89)	0.00	5.63%	0.06	
Municipal Lending	260 FOP		14.50	1.00	1.00	11.39%	(0.89)	0.00	5.63%	0.06	
89969 - Residential Rent Arbitration	250 FOP 5 FL	Administrative Assistant I	1.00	NO							
89969 - Residential Rent Arbitration	250 FOP 5 FL	Administrative Assistant I	1.00	NO							
89969 - Residential Rent Arbitration	250 FOP 5 FL	Hearing Officer	1.00	NO							
89969 - Residential Rent Arbitration	250 FOP 5 FL	Hearing Officer	1.00	NO							Cantonese / Mandarin

DEPT OF HOUSING & COMMUNITY DEV.	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SR PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
89969 - Residential Rent Arbitration	250 FOP 5 FL	Program Analyst II	1.00	1.00	1.00						Spanish
89969 - Residential Rent Arbitration	250 FOP 5 FL	Program Analyst II	1.00	1.00				1.00			Cantonese / Mandarin
89969 - Residential Rent Arbitration	250 FOP 5 FL	Program Analyst III	1.00	1.00							
89969 - Residential Rent Arbitration	250 FOP 5 FL	Project Manager II	1.00	NO							
89969 - Residential Rent Arbitration	250 FOP 5 FL	Temp Contract Svcs Employee RT.N.33377.30072	0.50	NO							
89969 - Residential Rent Arbitration	250 FOP 5 FL	Temp Contract Svcs Employee RT.N.33378.30734	0.50	NO							
89969 - Residential Rent Arbitration	250 FOP 5 FL		9.00	3.00	1.00	11.39%	(0.66)	1.00	5.63%	(0.83)	
Residential Rent Arbitration	250 FOP 5 FL		9.00	3.00	1.00	11.39%	(0.66)	1.00	5.63%	(0.83)	
89979 - Commercial Lending	250 FOP 5 FL	Loan Servicing Specialist	1.00	NO							
89979 - Commercial Lending	250 FOP 5 FL	Account Clerk	1.00	1.00				1.00			Cantonese / Mandarin
89979 - Commercial Lending	250 FOP 5 FL		2.00	1.00							
<b>DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT</b>			<b>47.25</b>	<b>7.00</b>	<b>3.00</b>	<b>11.39%</b>	<b>(2.20)</b>	<b>5.00</b>	<b>5.63%</b>	<b>(4.61)</b>	



ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	CH PCP	CH PCP Goal	CH PCP Need	Language
76631 - Senior Center Unit	150 FOP 4 FL	Custodian, PT N 18838, 18838	0.10	NO	0.00					
76631 - Senior Center Unit	150 FOP 4 FL	Manager, Senior Services	1.00	NO	0.00					
76631 - Senior Center Unit	150 FOP 4 FL	Outreach Worker, PT N 28347, 28347	1.00	NO	0.00					
76631 - Senior Center Unit	150 FOP 4 FL	Program Analyst II, PPT	1.00	NO	0.00					
76631 - Senior Center Unit	150 FOP 4 FL	Senior Aide, PT	0.08	NO	0.00					
76631 - Senior Center Unit	150 FOP 4 FL	Senior Aide, PT N 31257, 13551	0.08	NO	0.00					
76631 - Senior Center Unit	150 FOP 4 FL	Senior Aide, PT N 31257, 13551	0.08	NO	0.00					
76631 - Senior Center Unit	150 FOP 4 FL	Senior Aide, PT N 31257, 13551	0.08	NO	0.00					
76631 - Senior Center Unit	150 FOP 4 FL	Senior Aide, PT N 31257, 13551	0.08	NO	0.00					
76631 - Senior Center Unit	150 FOP 4 FL	Student Trainer, PT N 33360, 33360	1.00	NO	0.00	11.39%	0.00	0.00	0.00	0.00
76631 - Senior Center Unit	200 Grand Ave	Administrative Assistant I, PPT	0.64	NO	0.00					
76631 - Senior Center Unit	200 Grand Ave	Custodian, PP	0.75	NO	0.00					
76631 - Senior Center Unit	200 Grand Ave	Senior Center Director	0.80	NO	0.00					
76631 - Senior Center Unit	200 Grand Ave	Senior Center Director	2.18	NO	0.00	3.54%	0.05	0.00	0.00	0.00
76631 - Senior Center Unit	9255 Edgus Ave	Custodian	1.00	NO	0.00					
76631 - Senior Center Unit	9255 Edgus Ave	Office Assistant II, PPT	0.64	NO	0.00					Spanish
76631 - Senior Center Unit	9255 Edgus Ave	Senior Center Director	0.80	NO	0.00					
76631 - Senior Center Unit	9255 Edgus Ave	Administrative Assistant I, PPT	2.44	NO	0.00	11.51%	0.09	0.00	0.00	0.00
76631 - Senior Center Unit	5714 MLK Jr Way	Custodian, PPT	0.64	NO	0.00					
76631 - Senior Center Unit	5714 MLK Jr Way	Senior Center Director	0.75	NO	0.00					
76631 - Senior Center Unit	5714 MLK Jr Way	Senior Center Director	0.80	NO	0.00					
76631 - Senior Center Unit	1724 Adeline St	Administrative Assistant I, PPT	0.64	NO	0.00					
76631 - Senior Center Unit	1724 Adeline St	Custodian, PPT	0.75	NO	0.00					
76631 - Senior Center Unit	1724 Adeline St	Senior Center Director	0.80	NO	0.00					
76631 - Senior Center Unit	1724 Adeline St	Administrative Assistant I, PPT	2.18	NO	0.00	3.54%	0.05	0.00	0.00	0.00
76631 - Senior Center Unit	Various	Accountant I, PPT	14.90	NO	5.12		0.00	0.00	0.00	
78111 - DHS Administration Unit	150 FOP 4 FL	Accountant I, PPT	14.90	NO	5.12		0.00	0.00	0.00	
78111 - DHS Administration Unit	150 FOP 4 FL	Administrative Assistant I	1.00	NO	0.00					Vietnamese
78111 - DHS Administration Unit	150 FOP 4 FL	Administrative Assistant I	1.00	NO	0.00					Spanish
78111 - DHS Administration Unit	150 FOP 4 FL	Administrative Assistant I	0.50	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Administrative Assistant I, E 32647, 32647	0.50	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Administrative Assistant I, E 32647, 32647	0.50	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Administrative Services Manager II	1.00	NO	0.00					Tagalog
78111 - DHS Administration Unit	150 FOP 4 FL	Administrative Services Manager II	1.00	NO	0.00					Tagalog
78111 - DHS Administration Unit	150 FOP 4 FL	Assistant to the Director	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Crossing Guard, PT N 32919, 32919	0.17	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Crossing Guard, PT N 32919, 32919	0.17	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Crossing Guard, PT N 32919, 32919	0.17	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Crossing Guard, PT N 32919, 32919	0.17	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Director of Human Services	1.00	NO	0.00					Spanish
78111 - DHS Administration Unit	150 FOP 4 FL	Exempt Limited Duration Employee, J 32392, 32392	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Exempt Limited Duration Employee, Q 28515, 28515	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Health & Human Svcs Prgm Planner	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Management Assistant I, E 33054, 33054	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Mayor's PSE, J 32380, 32380	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Office Assistant I, PPT	0.60	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Payroll Personnel Clerk III	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Program Analyst I	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Program Analyst	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Program Analyst II, PPT	0.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Program Analyst II, PPT	0.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Outreach Developer	1.00	NO	0.00					
78111 - DHS Administration Unit	150 FOP 4 FL	Exempt Limited Duration Employee, Q 32259, 32259	1.00	NO	0.00					Spanish
78311 - Policy & Planning	150 FOP 4 FL	Administrative Assistant I, PPT	19.60	NO	1.00	11.39%	0.11	0.00	0.06	0.06
78311 - Policy & Planning	150 FOP 4 FL	Health & Human Svcs Prgm Planner	0.80	NO	0.00					Spanish
78311 - Policy & Planning	150 FOP 4 FL	Health & Human Svcs Prgm Planner	1.00	NO	0.00					
78311 - Policy & Planning	150 FOP 4 FL	Health & Human Svcs Prgm Planner	1.00	NO	0.00					



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78311 - Policy & Planning	150 FOP 4 FL	Program Analyst I	1.00	NO							
78311 - Policy & Planning	150 FOP 4 FL	Program Analyst II	1.00	NO							
78311 - Policy & Planning	150 FOP 4 FL	Program Analyst II, PPT	0.00	NO							
78311 - Policy S Planning	150 FOP 4 FL	Program Analyst ILE.33434.32260	0.50	NO							
78311 - Policy S Planning	150 FOP 4 FL	Program Analyst III	1.00	NO							
78311 - Policy S Planning	150 FOP 4 FL	Program Analyst III, PPT	0.60	NO							
78311 - Policy & Planning	150 FOP		6.90	0.00							
78411 - Community Housing Services	150 FOP 4 FL	Accountant II	1.00	NO							Spanish / Tagalog
78411 - Community Housing Services	150 FOP 4 FL	Community Housing Services Manager	1.00	NO							
78411 - Community Housing Services	150 FOP 4 FL	Housing Development Coordinator III	1.00	NO							
78411 - Community Housing Services	150 FOP 4 FL	Housing Development Coordinator III	1.00	NO							
78411 - Community Hoosing Services	150 FOP 4 FL	Program Analyst I	1.00	NO							
78411 - Community Housing Services	150 FOP 4 FL	Program Analyst II	1.00	NO							
78411 - Community Housing Services	150 FOP 4 FL	Program Analyst II	1.00	NO							
78411 - Community Housing Services	150 FOP		7.00	0.00							
DHS/Administration	160 FOP		33.60	1.00	0.00	11.39%	0.11	0.00	5.83%	0.06	
78231 - Head Start Unit	647 55th St	Early Childhood Center Director	0.80	NO							
78231 - Head Start Unit	647 55th St	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	647 55th St	Early Childhood Instructor	0.60	0.80				0.80			Cantonese / Mandarin
78231 - Head Start Unit	647 55th St	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	647 55th St	Family Advocate (Fannie Wall/West Grand)	0.45	0.45							
78231 - Head Start Service Area I (Fannie Wall/West Grand)	647.65th St		3.66	2.85	0.00	1.18%	0.03	0.80	0.71%	0.78	
78231 - Head Start Unit	1050 West Grand Ave	Early Childhood Center Director	0.90	NO							
78231 - Head Start Unit	1058 West Grand Ave	Early Childhood Instructor	0.90	0.90							
78231 - Head Start Unit	1058 West Grand Ave	Early Childhood Instructor	0.90	0.90							Vietnamese
78231 - Head Start Unit	1058 West Grand Ave	Early Childhood Instructor	0.90	0.90							Tagalog
78231 - Head Start Unit	1058 West Grand Ave	Early Childhood Instructor	0.90	0.90							
78231 - Head Start Unit	1058 West Grand Ave	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	1058 West Grand Ave	Family Advocate (Fannie Wall/West Grand)	0.45	0.45							
78231 - Head Start Service Area I (West Grand/FD)	1058 West Grand Ave		5.76	4.85	0.00	5.02%	0.24	0.00	0.71%	0.03	
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Center Director	0.80	NO							Tagalog
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Instructor	0.80	0.80							Ibo
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Instructor	0.80	0.80				0.80			Cantonese / Mandarin
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Instructor	0.00	0.00							
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Instructor Sub (LDA)	0.90	0.90							
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Instructor	0.90	0.90							Vietnamese
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Family Advocate	0.80	0.80	0.60						Spanish
78231 - Head Start Unit	7200 Bancroft Ave, Ste 20	Family Advocate	0.80	0.80							
78231 - Head Start Service Area I (Eastmont/PD)	7200 Bancroft Ave, Ste 203		9.00	6.20	2.40	11.51%	1.46	0.80	0.71%	0.74	
78231 - Head Start Unit	1010 E. 15th St	Early Childhood Center Director	0.80	NO							Cantonese / Mandarin
78231 - Head Start Unit	1010 E. 15th St	Family Advocate (Franklin/Frank G. Mar/San Antonio Park)	0.27	0.27				0.27			Cantonese / Mandarin
78231 - Head Start Unit	1010 E. 16th St	Family Advocate (Franklin/Frank G. Mar/San Antonio Park)	0.27	0.27							
78231 - Head Start Service Area I (Franklin/PD)	1010 E. 16th St		1.33	0.53	0.00	7.38%	0.04	0.27	1.01%	0.21	
78231 - Head Start Unit	274 12th St	Early Childhood Center Director	0.80	NO							
78231 - Head Start Unit	274 12th St	Early Childhood Instructor	0.80	0.80				0.80			Cantonese / Mandarin
78231 - Head Start Unit	274 12th St	Family Advocate (Franklin/Frank G. Mar/San Antonio Park)	0.27	0.27				0.27			Cantonese / Mandarin
78231 - Head Start Unit	274 12th St	Family Advocate (Franklin/Frank G. Mar/San Antonio Park)	0.27	0.27							
78231 - Head Start Service Area I (Frank G. Mar/PD)	274.12th St		2.13	1.33	0.00	1.18%	0.02	1.07	24.14%	0.74	
78231 - Head Start Unit	1701 E. 19th St	Early Childhood Center Director	0.80	NO							Mandarin / Vietnamese
78231 - Head Start Unit	1701 E. 19th St	Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit	1701 E. 19th St	Early Childhood Instructor	0.90	0.90							Vietnamese
78231 - Head Start Unit	1701 E. 19th St	Early Childhood Instructor	1.00	1.00				1.00			CHINESE
78231 - Head Start Unit	1701 E. 19th St	Family Advocate (Franklin/Frank G. Mar/San Antonio Park)	0.27	0.27				0.27			Cantonese / Mandarin
78231 - Head Start Unit	1701 E. 19th St	Family Advocate (Franklin/Frank G. Mar/San Antonio Park)	0.27	0.27							
78231 - Head Start Service Area I (San Antonio Park)	1701 E. 19th St		4.03	3.23	0.80	11.51%	0.43	1.27	10.30%	0.83	
78231 - Head Start Unit	4335 Virginia Ave	Early Childhood Center Director	0.80	NO							Ibo
78231 - Head Start Unit	4335 Virginia Ave	Early Childhood Instructor	0.80	0.80	0.80						Spanish / Tagalog
78231 - Head Start Unit	4335 Virginia Ave	Early Childhood Instructor	0.80	0.80							Tagalog
78231 - Head Start Unit	4335 Virginia Ave	Early Childhood Instructor	0.80	0.80	0.80						Spanish

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78231 - Head Start Unit	4335 Virginia Ave	Early Childhood Instrctor	0.90	0.90							
78231 - Head Start Unit	4335 Virginia Ave	Family Advocate (Virginia Ave/Family Child Care)	0.80	0.40							
78231 - Head Start Unit	4335 Virginia Ave	Family Advocate	0.90	0.90							
Head Start Service Area I (Virginia Ave P/D)	4335 Virginia Ave		8.80	4.60	1.60	7.38%	1.26	0.00	0.71%	0.03	
78231 - Head Start Unit	7701 Krause Ave	Early Childhood Center Director	0.80								Ibo
78231 - Head Start Unit	7701 Krause Ave	Early Childhood Instructor	0.90	0.90							
78231 - Head Start Unit	7701 Krause Ave	Family Advocate (Arroyo Viejo/Tassafaronga/Lion Creek Cr)	0.80	0.27							
78231 - Head Start Unit	7701 Krause Ave	Family Advocate (Arroyo Viejo/Tassafaronga/Lion Creek Cr)	0.60	0.27	0.27						Spanish
Head Start Service Area II (Arroyo Viejo P/D)	7701 Krause Ave		3.30	1.43	0.27	11.51%	0.10	0.00	0.71%	0.01	
78231 - Head Start Unit	975 85th Ave	Early Childhood Center Director	0.60								
78231 - Head Start Unit	975 85th Ave	Early Childhood Instructor	0.80	0.80	1.80						Spanish / Tagalog
78231 - Head Start Unit	975 85th Ave	Family Advocate (Arroyo Viejo/Tassafaronga/Lion Creek Cr)	0.80	0.27							
78231 - Head Start Unit	975 85th Ave	Family Advocate (Arroyo Viejo/Tassafaronga/Lion Creek Cr)	0.80	0.27	0.27						Spanish
Head Start Service Area II (Tassafaronga)	975 85th Ave		3.20	1.33	2.07	18.59%	1.82	0.00	0.71%	0.01	
78231 - Head Start Unit	6818 Lion Way, Ste 110	Early Childhood Center Director	0.80								
78231 - Head Start Unit	6818 Lion Way, Ste 110	Early Childhood Instrctor	0.80	0.80				0.80			Cantonese / Mandarin
78231 - Head Start Unit	6818 Lion Way, Ste 110	Early Childhood Instructor	0.90	0.90							Tagalog
78231 - Head Start Unit	6818 Lion Way, Ste 110	Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit	6818 Lion Way, Ste 110	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	6818 Lion Way, Ste 110	Family Advocate (Arroyo Viejo/Tassafaronga/Lion Creek Cr)	0.80	0.27							
78231 - Head Start Unit	6818 Lion Way, Ste 110	Family Advocate (Arroyo Viejo/Tassafaronga/Lion Creek Cr)	0.80	0.27	0.27						Spanish
Head Start Service Area II (Lion Croak Cross)	6818 Lion Way, Ste 110		5.70	3.83	1.07	3.38%	0.78	0.50	5.68%	0.58	
78231 - Head Start Unit	2563 Int'l Blvd	Early Childhood Center Director	0.80								
78231 - Head Start Unit	2563 Int'l Blvd	Early Childhood Instructor	0.80	0.80				0.80			Cantonese / Mandarin
78231 - Head Start Unit	2563 Int'l Blvd	Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit	2563 Int'l Blvd	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	2563 Int'l Blvd	Early Childhood Instructor	0.80	0.80				0.80			CHINESE
78231 - Head Start Unit	2563 Int'l Blvd	Family Advocate (Sun Gate/San Antonio CDC)	0.40	0.40	0.40						Spanish
78231 - Head Start Unit	2563 Int'l Blvd	Family Advocate (Sun Gate/San Antonio CDC)	0.40	0.40							
Head Start Service Area II (Sun Gate P/D)	2563 Int'l Blvd		4.80	4.00	1.20	18.58%	0.46	1.60	4.26%	1.43	
78231 - Head Start Unit	2228 E. 15th St	Early Childhood Center Director	0.80								
78231 - Head Start Unit	2228 E. 15th St	Early Childhood Instructor	0.80	0.80							Tagalog
78231 - Head Start Unit	2228 E. 15th St	Early Childhood Instructor	0.90	0.90				0.90			Hindi / Punjabi
78231 - Head Start Unit	2228 E. 15th St	Early Childhood Instructor	0.80	0.80							Cantonese / Mandarin
78231 - Head Start Unit	2228 E. 15th St	Early Childhood Instructor	0.80	0.80							Vietnamese
78231 - Head Start Unit	2228 E. 15th St	Early Childhood Instructor	0.80	0.80	0.80						Spanish / Tagalog
78231 - Head Start Unit	2228 E. 15th St	Family Advocate (Sun Gate/San Antonio CDC)	0.40	0.40	0.40						Spanish
78231 - Head Start Unit	2228 E. 15th St	Family Advocate (Sun Gate/San Antonio CDC)	0.40	0.40							
Head Start Service Area II (San Antonio CD)	2228 E. 15th St		4.90	4.40	1.20	11.51%	0.73	0.90	11.01%	0.45	
78231 - Head Start Unit	9600 Edes Ave	Early Childhood Center Director	0.80								
78231 - Head Start Unit	9600 Edes Ave	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	9600 Edes Ave	Early Childhood Instructor	0.90	0.90	0.90						Spanish
78231 - Head Start Unit	9600 Edes Ave	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	9600 Edes Ave	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	9600 Edes Ave	Family Advocate (Brookfield/85th Ave)	0.90	0.45	0.45						Spanish
78231 - Head Start Unit	9600 Edes Ave	Family Advocate (Brookfield/85th Ave)	0.80	0.40							
Head Start Service Area II (Brookfield P/D)	9600 Edes Ave		5.80	4.15	1.35	11.51%	0.87	0.00	0.71%	0.03	
78231 - Head Start Unit	8501 Int'l Blvd	Early Childhood Center Director	0.80								
78231 - Head Start Unit	8501 Int'l Blvd	Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit	8501 Int'l Blvd	Early Childhood Instructor	0.90	0.90				0.80			Cantonese / Mandarin
78231 - Head Start Unit	8501 Int'l Blvd	Early Childhood Instructor	0.80	0.80							Tagalog
78231 - Head Start Unit	8501 Int'l Blvd	Early Childhood Instructor	0.80	0.80							Tagalog
78231 - Head Start Unit	8501 Int'l Blvd	Early Childhood Instructor	0.90	0.90				0.90			Cantonese / Mandarin
75231 - Head Start Unit	8501 Int'l Blvd	Early Childhood Instructor	0.90	0.90							
78231 - Head Start Unit	8501 Int'l Blvd	Family Advocate (Brookfield/85th Ave)	0.90	0.45	0.45						Spanish
78231 - Head Start Unit	8501 Int'l Blvd	Family Advocate (Brookfield/85th Ave)	0.80	0.40							
Head Start Service Area II (85th Ave P/D)	8501 Int'l Blvd		6.40	6.75	1.26	18.59%	0.00	1.70	0.71%	1.56	SP
78231 - Head Start Unit	2701 22nd Ave	Early Childhood Center Director	0.80								
78231 - Head Start Unit	2701 22nd Ave	Early Childhood Instructor	0.80	0.80							Tagalog
78231 - Head Start Unit	2701 22nd Ave	Family Advocate (Manzanita/92nd Ave)	1.00	0.50	0.50						Spanish
78231 - Head Start Unit	2701 22nd Ave	Family Advocate (Manzanita/92nd Ave)	1.00	0.50							
Head Start Service Area II (Manzanita P/D)	2701 22nd Ave		3.80	1.80	0.50	7.38%	0.37	0.00	5.68%	0.10	
78231 - Head Start Unit	9202 Int'l Blvd	Early Childhood Center Director	0.80								Spanish

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78231 - Head Start Unit	9202 Int'l Blvd	Early Childhood Instructor (Sub)	0.00	0.00							
78231 - Head Start Unit	9202 Int'l Blvd	Early Childhood Instructor (LDA)	0.80	0.80							
78231 - Head Start Unit	9202 Int'l Blvd	Early Childhood Instructor	0.60	0.80							
78231 - Head Start Unit	9202 Int'l Blvd	Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit	9202 Int'l Blvd	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	9202 Int'l Blvd	Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit	9202 Int'l Blvd	Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit	9202 Int'l Blvd	Family Advocate (Manzanita/92nd Ave)	1.00	0.50	0.50						
78231 - Head Start Unit	9202 Int'l Blvd	Family Advocate (Manzanita/92nd Ave)	1.00	0.50							
Head Start Service Area II (92nd Ave P/D)	9202 Int'l Blvd		7.60	5.80	2.90	18.69%	1.82	0.00	0.71%	0.04	
78231 - Head Start Unit	Site	Family Advocate (Virgilia Ave/Family Child Care)	0.80	0.40							
Head Start Family Child Care	Site		0.80	0.40	0.00	11.39%	0.06	0.00	6.63%	0.02	
78231 - Head Start Unit	1010 E. 15th St	Early Childhood Instructor	0.90	0.90							
78231 - Head Start Unit	1010 E. 15th St	Early Childhood Instructor	0.80	0.80							
Head Start Home Base Program @ Franklin	1010 E. 16th St		1.70	1.70	0.00	11.39%	0.19	0.00	5.63%	0.10	
78231 - Head Start Unit	274 12th St	Early Childhood Instructor	0.00	0.00							
78231 - Head Start Unit	274 12th St	Early Childhood Instructor (LOA)	1.00	1.00							
78231 - Head Start Unit	274 12th St	Early Childhood Instructor	0.00	0.00							
78231 - Head Start Unit	274 12th St	Early Childhood Instructor (LDA)	0.90	0.90							
Head Start Home Base Program @ Frank G	274 12th St		1.90	1.90	0.00	11.39%	0.22	0.00	5.63%	0.11	
78231 - Head Start Unit	Site	Head Start Driver Courier	0.89	NO							
78231 - Head Start Unit	Site	Head Start Driver Courier	0.69	NO							
78231 - Head Start Unit	Site	Head Start Driver Courier	0.69	NO							
78231 - Head Start Unit	Site	Head Start Driver Courier	0.89	NO							
78231 - Head Start Unit	Site	Maintenance Mechanic, E.T.N.33412, 33412 (Handyman/Gar	0.33	NO							Spanish
78231 - Head Start Unit	Site	Maintenance Mechanic, PT.N.33412, 33412 (Handyman/Gar	0.33	NO							
78231 - Head Start Unit	Site	Maintenance Mechanic, E.T.N.33412, 33412 (Handyman/Gar	0.33	NO							Spanish
Head Start Site	Site		4.66	0.00							
78231 - Head Start Unit	200 Grand Ave	Cook III (Food Service Supervisor)	0.89	NO							
78231 - Head Start Unit	200 Grand Ave	Food Service Worker	0.89	NO							
78231 - Head Start Unit	200 Grand Ave	Food Service Worker	0.89	NO							
78231 - Head Start Unit	200 Grand Ave	Food Service Worker	0.89	NO							
78231 - Head Start Unit	200 Grand Ave	Food Service Worker	0.89	NO							
78231 - Head Start Unit	200 Grand Ave	Food Service Worker	0.69	NO							
78231 - Head Start Unit	200 Grand Ave	Food Service Worker	0.69	NO							
Head Start Central Kitchen	200 Grand Ave		6.23	0.00							
78231 - Head Start Unit	150 FOP 5352	Administrative Assistant II	1.00	NO							
78231 - Head Start Unit	150 FOP 5352	Child Education Coordinator (Interim Service Area Coordinat	1.00	NO							
78231 - Head Start Unit	150 FOP 5352	Data Entry Operator, Senior	1.00	NO							Spanish
78231 - Head Start Unit	150 FOP 5352	Head Start Facilities Coordinator (Facilities Coordinator)	1.00	NO							
78231 - Head Start Unit	150 FOP 5352	Head Start Nutrition Coordinator (Nutrition Coordinator)	1.00	NO							Tagalog
78231 - Head Start Unit	150 FOP 5352	Head Start Supervisor, (Content Area) Home Base Program	1.00	NO							
78231 - Head Start Unit	150 FOP 5352	Head Start Supervisor (Service Area) Family Child Care Pm	1.00	NO							
78231 - Head Start Unit	150 FOP 5352	Headstart Program Coordinator (Disabilities Coordinator)	1.00	NO							
78231 - Head Start Unit	150 FOP 5352	Headstart Program Coordinator (ERSEA Coordinator)	1.00	1.00							
78231 - Head Start Unit	160 FOP 5352	Headstart Program Coordinator (Family Services Coordinat	1.00	1.00	1.00						Spanish
78231 - Head Start Unit	160 FOP 5352	Headstart Program Coordinator (Health Coordinator)	1.00	1.00							
78231 - Head Start Unit	160 FOP 5352	Headstart Program Coordinator (Human Resources/Training	1.00	1.00							
78231 - Head Start Unit	160 FOP 5352	Headstart Program Coordinator (Service Area Coordinator)	1.00	1.00							Farsi
78231 - Head Start Unit	160 FOP 5352	Health & Human Svcs Prgm Planner (Program Planner)	1.00	NO							
78231 - Head Start Unit	160 FOP 5352	Office Assistant II	1.00	NO							
Head Start Central Office	160 FOP 5352		16.00	6.00	1.00	11.39%	0.43	0.00	5.63%	0.28	
78231 - Head Start Unit	2619 Broadway	Early Childhood Instructor	1.00	1.00	1.00						Spanish
78231 - Head Start Unit	2619 Broadway	Early Childhood Instructor	0.80	0.80				0.80			Cantonese
78231 - Head Start Unit	2619 Broadway	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	2619 Broadway	Headstart Program Coordinator (Early Head Start)	0.50	0.50							
78231 - Head Start Unit	2619 Broadway	Early Childhood Instructor	1.00	1.00							
78231 - Head Start Unit	2619 Broadway	Early Childhood Instructor	1.00	1.00							
78231 - Head Start Unit	2619 Broadway	Family Advocate (Broadway/FAME/Garfield Elem School/Ce	0.26	0.25				0.25			Cantonese
Early Head Start Broadway (First Pres.)	2619 Broadway		6.35	6.35	1.00	4.13%	0.78	1.05	3.55%	0.86	
78231 - Head Start Unit	3717 Telegraph Ave	Early Childhood Center Director	1.00	NO							
78231 - Head Start Unit	3717 Telegraph Ave	Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit	3717 Telegraph Ave	Headstart Program Coordinator (Early Head Start)	0.50	0.50							

ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
78231 - Head Start Unit	3717 Telegraph Ave	Early Childhood Instructor	1.00	1.00							
78231 - Head Start Unit	3717 Telegraph Ave	Early Childhood Instructor	1.00	1.00	1.00						Spanish
78231 - Head Start Unit	3717 Telegraph Ave	Early Childhood Instructor	1.00	1.00				1.00			Cantonese / Mandarin
78231 - Head Start Unit	3717 Telegraph Ave	Family Advocate (Broadway/FAME/Garfield Elem School/Ce	0.25	0.25				0.25			Cantonese
78231 - Head Start Unit	3717 Telegraph Ave	Early Childhood Instructor (Garfield Elem School/Central Off	5.55	4.56	1.00	6.20%	(0.72)	1.25	5.33%	(1.01)	
78231 - Head Start Unit	1640 22nd Ave	Early Childhood Instructor (Garfield Elem School/Central Off	0.50	0.50	0.50						Spanish
78231 - Head Start Unit	1640 22nd Ave	Early Childhood Instructor (Garfield Elem School/Central Off	0.45	0.45							
78231 - Head Start Unit	1640 22nd Ave	Early Childhood Instructor (Garfield Elem School/Central Off	0.50	0.50				0.50			Cantonese
78231 - Head Start Unit	1640 22nd Ave	Early Childhood Instructor (Garfield Elem School/Central Off	0.00	0.00							
78231 - Head Start Unit	1640 22nd Ave	Exempt Limited Duration Employee, Q.32455.32455 (Garfield	0.50	0.50	0.50						Spanish
78231 - Head Start Unit	1640 22nd Ave	Early Childhood Instructor (Garfield Elem School/Central Off	0.50	0.50				0.50			Cantonese
78231 - Head Start Unit	1640 22nd Ave	Family Advocate (Broadway/FAME/Garfield Elem School/Ce	0.25	0.25				0.25			Cantonese
78231 - Head Start Unit	1640 22nd Ave	Early Childhood Instructor (Garfield Elem School/Central Off	2.70	2.70	1.00	19.47%	(0.47)	1.25	19.17%	(0.73)	
78231 - Head Start Unit	150 FOP 7216	Administrative Assistant I E:33056.33056	1.00								
78231 - Head Start Unit	150 FOP 7216	Administrative Assistant II	0.00								
78231 - Head Start Unit	150 FOP 7216	Early Childhood Instructor (Garfield Elem School/Central Off	0.50	0.50	0.50						Spanish
78231 - Head Start Unit	150 FOP 7216	Early Childhood Instructor (Garfield Elem School/Central Off	0.45	0.45							
78231 - Head Start Unit	150 FOP 7216	Early Childhood Instructor (Garfield Elem School/Central Off	0.50	0.50				0.50			Cantonese
78231 - Head Start Unit	150 FOP 7216	Early Childhood Instructor (Garfield Elem School/Central Off	0.00	0.00							
78231 - Head Start Unit	150 FOP 7216	Exempt Limited Duration Employee, Q.32455.32455 (Garfield	0.50	0.50	0.50						Spanish
78231 - Head Start Unit	150 FOP 7216	Early Childhood Instructor (Garfield Elem School/Central Off	0.50	0.50				0.50			Cantonese
78231 - Head Start Unit	150 FOP 7216	Family Advocate (Broadway/FAME/Garfield Elem School/Ce	0.25	0.25				0.25			Cantonese
78231 - Head Start Unit	150 FOP 7216	Headstart Program Coordinator (Home Base Program Coord	1.00	1.00				1.00			Cantonese
78231 - Head Start Unit	150 FOP 7216	Headstart Program Coordinator (Health/Disabilities/Mental H	1.00	1.00							
78231 - Head Start Unit	150 FOP 7216	Headstart Program Coordinator (Program Supervisor)	1.00	1.00	1.00						Spanish
78231 - Head Start Unit	150 FOP 7216	Manager, Youth Services (Early Childhood & Family Service	1.00								
78231 - Head Start Unit	150 FOP 7216	Temp Contract Svcs Employee, PT:N.31976.31976 (Nutritio	1.00								
78231 - Head Start Unit	150 FOP 7216	Accountant I	6.70	5.70	2.00	11.39%	(1.35)	2.25	5.63%	(1.93)	
78231 - Head Start Unit		Accounting, Technical E.27275.27275	1.00								
78231 - Head Start Unit		Accountant II	0.00								
78231 - Head Start Unit		Accountant III	1.00								
78231 - Head Start Unit		Administrative Assistant II	1.00								
78231 - Head Start Unit		Child Education Coordinator	1.00								
78231 - Head Start Unit		Custodian	1.00								Spanish
78231 - Head Start Unit		Data Entry Operator	1.00								Spanish
78231 - Head Start Unit		Data Entry Operator	1.00								
78231 - Head Start Unit		Data Entry Operator	1.00								
78231 - Head Start Unit		Early Childhood Center Director	0.80								
78231 - Head Start Unit		Early Childhood Center Director	0.80								
78231 - Head Start Unit		Early Childhood Center Director	1.00								Spanish
78231 - Head Start Unit		Early Childhood Center Director	0.80								
78231 - Head Start Unit		Early Childhood Instructor	1.00	1.00							
78231 - Head Start Unit		Early Childhood Instructor	0.90	0.90							
78231 - Head Start Unit		Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit		Early Childhood Instructor	0.80	0.80							
78231 - Head Start Unit		Early Childhood Instructor	0.90	0.90							Tagalog
78231 - Head Start Unit		Early Childhood Instructor	1.00	1.00							
78231 - Head Start Unit		Early Childhood Instructor	0.80	0.80	0.80						Spanish
78231 - Head Start Unit		Early Childhood Instructor	0.90	0.90							
78231 - Head Start Unit		Early Childhood Instructor	0.90	0.90							
78231 - Head Start Unit		Early Childhood Instructor	1.00	1.00							
78231 - Head Start Unit		Early Childhood Instructor	6.13	6.13							
78231 - Head Start Unit		Family Advocate	0.30	0.30							
78231 - Head Start Unit		Family Advocate	0.80	0.80							
78231 - Head Start Unit		Family Advocate	1.00	1.00							
78231 - Head Start Unit		Head Start Supervisor	1.00								
78231 - Head Start Unit		Headstart Program Coordinator	1.00	1.00							
78231 - Head Start Unit		Headstart Program Coordinator	1.00	1.00							
78231 - Head Start Unit		Health & Human Svcs Prgm Planner	1.00								
78231 - Head Start Unit		Office Assistant II	1.00								
78231 - Head Start Unit		Public Service Employee 14, RT	0.25								
78231 - Head Start Unit		Senior Aide, PT:N.32946.32946	0.50								

ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
78231 - Head Start Unit		Student Trainee, PT	1.00	1.00							
78231 - Head Start Unit		Student Trainee, PT	0.00	0.00							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09				0.09			Cantonese
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit	Wherever Per Need	Student Trainee, PT.N.9955.9955. (Substitute Teacher)	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							Spanish
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							Laos
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09	0.09						Spanish
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							Hindi / Urdu
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09	0.09						Spanish
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09				0.09			Cantonese
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09	0.09						
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09				0.09			Mandarin
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09	0.09						Spanish
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09	0.09						Spanish
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Student Trainee, PT.N.9955.9955..	0.09	0.09							
78231 - Head Start Unit		Temp Contract Svcs Employee, PT.N.247.17.247.17	1.00	1.00							
78231 - Head Start Unit	Various		171.57	110.03	23.92			15.26			
<b>Early Childhood and Family Services</b>			<b>171.57</b>	<b>110.03</b>	<b>23.92</b>			<b>15.26</b>			
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Coordinator, PPT	1.00	1.00							
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, RT	0.00	0.00							
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							Spanish
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							Spanish
78241 - Year Round Lunch Program Unit	150 FOP 5 FL	Food Program Driver, PT.N.13677.13677..	0.03	0.03							



COMMUNITY SERVICES AGENCY PARKS & REC	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	TCH PCP	CH PCP Goal	CH PCP Need	Language
501110 - Directors Unit	250 FOP 3330	Executive Assistant	1	1							
502340 - Youth & Adult Spons	Field	Recreation Leader I, PT N.22571.13527	0.24	0.24							
501110 - Directors Unit	250 FOP 3330	Recreation Leader I, PT N.26261.28281	0.22	0.22							
501110 - Directors Unit	250 FOP 3330	Director of Recreation Services	1	NO							
601110 - Directors Unit	250 FOP 3330	Recreation Aide, PT N.31383.31383	0.20	0.20							
501110 - Directors Unit	250 FOP 3330	Recreation Leader I, PT N.28281.262e1	0.23	NO							
501110 - Directors Unit	250 FOP 3330	Recreation Leader II, PT N.32515.32515	0.34	NO							
501110 - Directors Unit	250 FOP 3330	Recreation Specialist II, PT N.301e3.30163	0.47	NO							
501110 - Directors Unit	250 FOP 3330	Recreation Leader I, PT N.28281.28281	0.39	NO							
601110 - Directors Unit	250 FOP 3330		4.09	1.66	0.00	11.39%	0.19	0.00	5.63%	0.09	
501120 - OPR Administrative Services	250 FOP 3330	Management Intern	NO	NO							
501120 - OPR Administrative Services	250 FOP 3330	Administrative Assistant I	1	NO							
501120 - OPR Administrative Services	250 FOP 3330	Assistant to the Director	1	NO							
501120 - OPR Administrative Services	250 FOP 3330		3.00	1.00	0.00	11.39%	0.11	0.00	5.63%	0.06	
501210 - Budget and Fiscal	250 FOP 3330	Administrative Services Manager II	1	NO	1.00						Spanish
601210 - Budget and Fiscal	250 FOP 3330		1.00	0.00	1.00	0.11	0.00	0.00	5.63%	0.00	
501220 - Accounting Unit	250 FOP 3330	Account Clerk III	1	NO							Tagalog
501220 - Accounting Unit	250 FOP 3330	Account Clerk II	1	NO							
501220 - Accounting Unit	350 FOP 3330	Accountant III	1	NO							Tagalog
501220 - Accounting Unit	250 FOP 3330		3.00	0.00	0.00	0.11	0.00	0.00	5.56	0.00	
501230 - OPR Personnel Unit	250 FOP 3330	Payroll Personnel Clerk III	0.75	NO							
501230 - OPR Personnel Unit			0.25	NO				0.25			Chinese
601230 - OPR Personnel Unit	250 FOP 3330	Payroll Personnel Clerk II	1	NO							
501230 - OPR Personnel Unit	250 FOP 3330		2.00	0.00	0.00	11.39%	0.00	0.26	6.63%	0.00	
502230 - Area 1 Rec Center Supervision	Field	Recreation Leader II, PRT	0.75	0.75							
502230 - Area 1 Rec Center Supervision	reassigned	Recreation Supervisor	1	NO	1.00						Spanish
502230 - Area 1 Rec Center Supervision	Field		1.75	1.75	1.00	11.39%	(0.80)	0.00	5.63%	0.10	
OPR Administration	Various		14.84	4.41	2.00	11.39%	(1.50)	0.26	5.63%	(0.00)	
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.07	0.07							
501240 - Central Reservations	250 FOP 3330	Public Service Representative	1	NO	1.00						Spanish
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.46	0.46							Urdu, Hindi
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.26	0.26							
601240 - Central Reservations	250 FOP 3330	Public Service Rep, PPT	1	NO							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant II, PT.N.28290.28290	0.46	0.46							
502236 - Mosswood Recreation Center	reassigned	Recreation Leader I, PT	0.24	0.24							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.43	0.43							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.26292.28292	0.06	0.06							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.05	0.05							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.26292	0.47	0.47	0.47						Spanish
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.17	0.17							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.42	0.42							
501240 - Central Reservations	250 FOP 3330	Recreation Specialist I, PT.N.32900.32900	0.24	0.24							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.46	0.46							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.17	0.17							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.35	0.35							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant II, PT.N.28290.26290	0.34	0.34							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.26292	0.47	0.47							
501240 - Central Reservations	260 FOP 3330	Recreation Attendant I, PT.N.26292.28292	0.46	0.46							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.41	0.41							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.26292	0.47	0.47							
501240 - Central Reservations	250 FOP 3330	Public Service Representative	1	NO	1.00						
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.19	0.19							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.17	0.17							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.46	0.46							
501240 - Central Reservations	250 FOR 3330	Office Manager	1	NO	1.00						
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.43	0.43							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.26292.28292	0.33	0.33							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.06	0.06							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.45	0.45							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.46	0.46							
501240 - Central Reservations	250 FOP 3330	Public Service Representative	1	NO	1.00						
501240 - Central Reservations	250 FOP 3330	Facility Security Assistant, PPT	0.75	0.75							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.01	0.01							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant I, PT.N.28292.28292	0.08	0.08							
501240 - Central Reservations	250 FOP 3330	Recreation Attendant II, PT.N.28290.28290	0.43	0.43							

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501240 - Central Reservations	250 FOP 3330		15.27	16.27	1.47	11.39%	0.27	0.00	5.63%	0.88	
501250 - Special Programs	7701 Krause Ave	Recreation Aide, PT N.32683.32683	0.04	0.04							
501250 - Special Programs	7701 Krause Ave	Recreation Specialist II, PT.N.27326.27326	0.48	0.48							
501250 - Special Programs	7701 Krause Ave	Recreation Aide, PT.N.32683.32683	0.25	0.25							
501250 - Special Programs	7701 Krause Ave	Recreation Aide, PT.N.32683.32683	0.11	0.11							
501250 - Special Programs	7701 Krause Ave	Recreation Leader I, PT N.27326.27326	0.24	0.24							
501250 - Special Programs	7701 Krause Ave	Temp Rec Spec II, Sr, PT.N.30798.30798	0.12	0.12							
501250 - Special Programs	7701 Krause Ave	Recreation Leader I, PT N.27326.27326	0.20	0.20	0.20						Spanish
501250 - Special Programs	7701 Krause Ave	Recreation Leader II, PT N.27327.27327	0.03	0.03							
501250 - Special Programs	7701 Krause Ave	Recreation Leader I, PT.N.27326.27326	0.26	0.26	0.26						
501250 - Special Programs	7701 Krause Ave	Recreation Leader I, PT.N.27326.27326	0.38	0.38							
502237 - (Willie Keyes) Poplar Recreation Center	3131 Union St	Recreation Leader II, PPT	0.37	0.37							ASL
501250 - Special Programs	7701 Krause Ave	Recreation Supervisor	1.00	1.00							
501250 - Special Programs	7701 Krause Ave		3.47	3.47	0.46	11.39%	(0.06)	0.00	5.63%	0.20	
501270 - Dunsmuir Hellman Estate	7701 Krause Ave	Recreation Leader II, PT N.27327.27327	0.19	0.19							
501270 - Dunsmuir Hellman Estate	2960 Peralta Oaks Ct	Recreation Specialist II, PPT	1.00	1.00							
501270 - Dunsmuir Hellman Estate	2960 Peralta Oaks Ct	Recreation Supervisor	1.00	1.00							
501270 - Dunsmuir Hellman Estate	2960 Peralta Oaks Ct	Park Attendant, PT.N.31676.31676	0.41	0.41	0.41						Spanish
501270 - Dunsmuir Hellman Estate	2960 Peralta Oaks Ct	Recreation Attendant I, PT.N.32598.32598	0.46	0.46							
501270 - Dunsmuir Hellman Estate	2960 Peralta Oaks Ct	Recreation Leader I, PT N.31655.31655	0.46	0.46				0.46			Cantonese
501270 - Dunsmuir Hellman Estate	2960 Peralta Oaks Ct	Park Attendant, PT.N.31676.31676	0.43	0.43							
501270 - Dunsmuir Hellman Estate	2960 Peralta Oaks Ct	Recreation Center Director	1.00	1.00							Yaruba / Hausa / Igbo
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT N.22691.10206	0.44	0.44							
501270 - Dunsmuir Hellman Estate	2960 Peralta Oaks Ct	Recreation Program Director	1.00	1.00							
501270 - Dunsmuir Hellman Estate	2960 Peralta Oaks Ct		6.39	6.39	0.41	11.39%	0.32	0.46	5.63%	(0.10)	
502260 - Rotary Nature Center	666 Bellevue Ave	Naturalist, Supervising	1.00	1.00							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Aide, PT.N.27927.27927	0.07	0.07							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Aide, PT.N.27927.27927	0.02	0.02							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT.N.23568.12902	0.01	0.01							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT	0.27	0.27	0.27						Mien
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Specialist I, PT.N.27122.27122	0.02	0.02							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Aide, PT.N.27927.27927	0.06	0.06							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Specialist II, PT.N.11596.11596	0.15	0.15							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader II, PPT	0.75	0.75							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Specialist I, PT.N.27122.27122	0.06	0.06							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT.N.23568.12902	0.01	0.01							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader II, PT.N.23570.12617	0.43	0.43							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT.N.23568.12902	0.08	0.08	0.08						Spanish
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Aide, PT N.27927.27927	0.03	0.03							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT.N.23568.12902	0.08	0.08							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT.N.23568.12902	0.24	0.24							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT.N.23568.12902	0.32	0.32							
502260 - Rotary Nature Center	666 Bellevue Ave	Temporary Recreation Leader I, PT	0.14	0.14				0.14			Cantonese
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Aide, PT.N.27927.27927	0.07	0.07							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT.N.23568.12902	0.48	0.48				0.48			Cantonese
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT.N.23568.12902	0.47	0.47							Mien
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader I, PT N.23568.12902	0.13	0.13							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Aide, PT.N.27927.27927	0.06	0.06							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Aide, PT N.27927.27927	0.05	0.05							
502260 - Rotary Nature Center	666 Bellevue Ave	Recreation Leader II, PT N.23570.12617	0.24	0.24							
502260 - Rotary Nature Center	666 Bellevue Ave		5.24	5.24	0.35	11.39%	0.25	0.62	5.63%	(0.32)	
502320 - Tennis	198 Oak Road	Recreation Leader II, PT.N.32522.32522	0.42	0.42							
502320 - Tennis	198 Oak Road	Recreation Aide, PT.N.27929.27929	0.40	0.40							
502320 - Tennis	198 Oak Road	Recreation Aide, PT N.27929.27929	0.38	0.38				0.38			Cantonese
502320 - Tennis	198 Oak Road	Recreation Aide, PT.N.27929.27929	0.14	0.14							
502320 - Tennis	198 Oak Road	Recreation Leader I, PT.N.27984.27984	0.36	0.36							
502320 - Tennis	198 Oak Road	Recreation Aide, PT.N.27929.27929	0.39	0.39				0.39			Mandarin
502320 - Tennis	198 Oak Road	Temp Contract Svcs Employee, PT.N.32921.32921	0.18	0.18							Filipino
502320 - Tennis	198 Oak Road	Recreation Leader I, PT.N.27984.27984	0.19	0.19							
502320 - Tennis	198 Oak Road	Recreation Leader I, PT N.27984.27984	0.23	0.23				0.23			Cantonese
502320 - Tennis	198 Oak Road	Recreation Leader II, PT N.32522.32522	0.08	0.08	0.08						Spanish
502320 - Tennis	198 Oak Road	Recreation Program Director	1.00	1.00							
502320 - Tennis	198 Oak Road		3.77	3.77	0.08	11.39%	0.35	1.00	5.63%	(0.79)	
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390	0.18	0.18							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390	0.07	0.07							



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502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.06	0.06							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.10	0.10	0.10						
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.01	0.01							Spanish
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave	Van Driver, PT	0.46	0.46							
502330 - City-Wide Sports	666 Bellevue Ave	Van Driver, PT	0.19	0.19							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT N.22390.22390..	0.13	0.13							
502330 - City-Wide Sports	666 Bellevue Ave	Van Driver, PT	0.46	0.46							
502330 - City-W de Sports	666 Bellevue Ave	Recreation Leader 1, PT N.22691.10206..	0.31	0.31							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT N.22390.22390..	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT N.22691.10206..	0.07	0.07							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT N.22390.22390..	0.07	0.07							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.09	0.09							
502330 - City-Wide Sports	666 Bellevue Ave	Temporary Recreation Leader II, PT.N.21457.214	0.09	0.09							
502330 - City-Wide Sports	666 Bellevue Ave	Temp Rec Aide, PT.N.19641.19641	0.06	0.06							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Van Driver, PT	0.14	0.14							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.08	0.08							
502330 - City-W de Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.14	0.14							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Aide, PT.N.22690.14258	0.03	0.03							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.44	0.44							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.22	0.22							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT N.22390.22390..	0.22	0.22							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.13	0.13							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.11	0.11							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.13	0.13							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.13	0.13							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.06	0.06							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.22	0.22							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.22	0.22							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.05	0.05							
502330 - City-W de Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.05	0.05							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.07	0.07							
509232 - Brookdale Recreation Center	2535 High St	Recreation Leader I, PT.N.9272.4190..	0.07	0.07							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Aide, PT.N.22690.14258	0.04	0.04							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.04	0.04							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT N.22390.22390..	0.07	0.07	0.07						Spanish
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, RRT	0.75	0.75							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.06	0.06							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.16	0.16							
502330 - City-Wide Sports	666 Bellevue Ave	Van Driver, PT	0.19	0.19							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.13	0.13							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.03	0.03							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT N.22390.22390..	0.03	0.03							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Aide, PT.N.22690.14258	0.16	0.16							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Aide, PT.N.22690.14258	0.49	0.49	0.49						Spanish
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT N.22691.10206..	0.04	0.04							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.04	0.04							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.02	0.02							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.02	0.02							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT N.22677.14586	0.08	0.08							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT N.22677.14586	0.24	0.24							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.24	0.24							
502330 - City-W de Sports	666 Bellevue Ave	Recreation Specialist I, PT.N.23623.18623..	0.14	0.14							
502330 - City-W de Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.14	0.14							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Program Coordinator	1.00	1.00							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT N.22390.22390..	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Aide, PT.N.22690.14258	0.45	0.45							
502330 - City-W de Sports	666 Bellevue Ave	Recreation Leader I, PT N.22691.10206..	0.46	0.46							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.07	0.07							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.02	0.02							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.02	0.02							

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502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.07	0.07							
502330 - City-Wide Sports	666 Bellevue Ave	Van Driver, PT	0.25	0.25							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.22	0.22							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.22	0.22							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.07	0.07	0.07						Spanish
502330 - City-Wide Sports	666 Bellevue Ave	Van Driver, PT	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Temporary Recreation Leader II, PT.N.21457.214	0.06	0.06							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.03	0.03							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.07	0.07							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.14	0.14							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.24	0.24							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.46	0.46							
502330 - City-Wide Sports	666 Bellevue Ave	Van Driver, PT	0.15	0.15							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Specialist II, PT.N.8626.4146	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.45	0.45							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.03	0.03							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.03	0.03							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.03	0.03							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.03	0.03							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.10	0.10							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.10	0.10							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.06	0.06							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.06	0.06							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.14	0.14							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.14	0.14							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.12	0.12							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.04	0.04							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Aide, PT.N.22690.14258	0.08	0.08							
502260 - Rotary Nature Center	reassigned	Recreation Leader II, PT.N.23570.12617	0.24	0.24							
502330 - City-Wide Sports	666 Bellevue Ave	Van Driver, PT	0.43	0.43							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.05	0.05							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.13	0.13							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.24	0.24							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.04	0.04							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.04	0.04							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Aide, PT.N.22690.14258	0.19	0.19							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.19	0.19							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Attendant 1, PT.N.32527.32527	0.45	0.45							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader II, PT.N.22677.14586	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.23	0.23							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.47	0.47							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.33	0.33							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.04	0.04							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Leader I, PT.N.22691.10206..	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.18	0.18							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.16	0.16							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Aide, PT.N.22690.14258	0.04	0.04							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.11	0.11							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.03	0.03							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.01	0.02							
502330 - City-Wide Sports	666 Bellevue Ave	Sports Official, PT.N.22390.22390..	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Aide, PT.N.22690.14258	0.10	0.10							
502330 - City-Wide Sports	666 Bellevue Ave	Recreation Specialist II, PT.N.8626.4145	0.01	0.01							
502330 - City-Wide Sports	666 Bellevue Ave		19.72	19.72	0.73	11.39%	1.52	0.00	6.63%	1.11	
502331 - Girls Sports	Field	Recreation Specialist I, PT.N.23623.18623..	0.10	0.10							
502331 - Girls Sports	Field	Recreation Aide, PT.N.28383.28383	0.27	0.27							
502331 - Girls Sports	Field	Recreation Leader II, PT.N.27125.27125	0.38	0.38							

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502331 - Girls Sports	Field	Recreation Leader I, PT.N.27124.27124	0.09	0.09							
502331 - Girls Sports	Field	Recreation Leader I, PT.N.27124.27124	0.32	0.32							
502331 - Girls Sports	Field	Recreation Program Director	0.50	0.50							
502331 - Girls Sports	Field		1.66	1.66	0.00	11.39%	0.19	0.00	5.63%	0.09	
502340 - Youth & Adult Sports	Field	Recreation Leader I, PT.N.22571.13527..	0.17	0.17							
502340 - Youth & Adult Sports	Field	Recreation Leader I, PT.N.22571.13527..	0.07	0.07							
502340 - Youth & Adult Sports	Field	Sports Official, PT.N.22391.22391..	0.07	0.07							
502340 - Youth & Adult Sports	Field	Recreation Leader I, PT.N.22571.13527..	0.08	0.08							
502340 - Youth & Adult Sports	Field	Recreation Aide, PT.N.22716.18952	0.05	0.05							
502340 - Youth & Adult Sports	Field	Recreation Attendant I, PT.N.28653.28653..	0.34	0.34							
502340 - Youth & Adult Sports	Field	Recreation Aide, PT.N.22716.18952	0.01	0.01							
502340 - Youth & Adult Sports	Field	Recreation Aide, PT.N.22716.18952	0.04	0.04							
502340 - Youth & Adult Sports	Field	Sports Official, PT.N.22391.22391..	0.27	0.27							
502340 - Youth & Adult Sports	Field	Sports Official, PT.N.22391.22391..	0.04	0.04	0.04						Spanish
502340 - Youth & Adult Sports	Field	Recreation Aide, PT.N.22716.18952	0.11	0.11							
502340 - Youth & Adult Sports	Field	Recreation Aide, PT.N.22716.18952	0.05	0.05							
502340 - Youth & Adult Sports	Field	Recreation Leader I, PT.N.22571.13527..	0.18	0.18							
502340 - Youth & Adult Sports	Field	Sports Official, PT.N.22391.22391..	0.08	0.08							
502340 - Youth & Adult Sports	Field	Sports Official, PT.N.22391.22391..	0.03	0.03				0.03			Cantonese
502340 - Youth & Adult Sports	Field	Sports Program Coordinator	1.00	1.00							
502340 - Youth & Adult Sports	Field	Recreation Specialist II, PPT.N.22716.18952	0.75	0.75							
502340 - Youth & Adult Sports	Field	Recreation Aide, PT.N.22716.18952	0.05	0.05							
502340 - Youth & Adult Sports	Field	Sports Official, PT.N.22391.22391..	0.10	0.10							
502340 - Youth & Adult Sports	Field	Recreation Leader I, PT.N.22571.13527..	0.11	0.11							
502340 - Youth & Adult Sports	Field		3.60	3.60	0.04	11.39%	0.37	0.03	5.63%	0.17	
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.09	0.09							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.01	0.01							
502350 - Boating	568 Bellevue Ave	Recreation Specialist I, PT.N.28390.28390..	0.20	0.20							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.28	0.28							
502350 - Boating	568 Bellevue Ave	Recreation Specialist I, PT.N.15825.15825..	0.03	0.03							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.15	0.15							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.10	0.10							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.15	0.15							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.44	0.44							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.10	0.10							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.02	0.02							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.15	0.15							
502350 - Boating	568 Bellevue Ave	Recreation Leader I, PT.N.26431.26431	0.15	0.15							
502350 - Boating	568 Bellevue Ave	Recreation Leader I, PT.N.26431.26431	0.08	0.08							
502350 - Boating	568 Bellevue Ave	Recreation Leader I, PT.N.26431.26431	0.05	0.05							
502350 - Boating	568 Bellevue Ave	Recreation Supervisor	1.00	1.00	1.00						Spanish
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.13	0.13							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.01	0.01	0.01						
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.02	0.02							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.01	0.01				0.01			
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.23653.28653..	0.06	0.06				0.06			
502350 - Boating	568 Bellevue Ave	Recreation Leader I, PT.N.26431.26431	0.08	0.08							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.02	0.02							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.16	0.16							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.22	0.22							
502350 - Boating	568 Bellevue Ave	Recreation Specialist I, PT.N.28390.28390..	0.15	0.15							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.10	0.10							
502350 - Boating	568 Bellevue Ave	Recreation Leader I, PT.N.26431.26431	0.14	0.14				0.14			
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.02	0.02							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.08	0.08							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.40	0.40							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.01	0.01							
502350 - Boating	568 Bellevue Ave	Recreation Specialist I, PT.N.28390.28390..	0.01	0.01							
502350 - Boating	568 Bellevue Ave	Recreation Attendant II, PPT.N.28653.28653..	1.00	1.00							
502350 - Boating	568 Bellevue Ave	Recreation Attendant II, PT	0.39	0.39							
502350 - Boating	568 Bellevue Ave	Recreation Specialist II, PT	0.36	0.36							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.20	0.20	0.20						Spanish
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.02	0.02							
502350 - Boating	568 Bellevue Ave	Recreation Specialist I, PT.N.15825.15825..	0.01	0.01							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.22	0.22							

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502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.08	0.08							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.01	0.01				0.01			
502350 - Boating	568 Bellevue Ave	Recreation Specialist I, PT.N.15825.15825..	0.14	0.14							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.05	0.05							
502350 - Boating	568 Bellevue Ave	Recreation Leader I, PT.N.26431.26431	0.20	0.20							
502350 - Boating	568 Bellevue Ave	Recreation Leader I, PT.N.26431.26431	0.13	0.13							
502350 - Boating	568 Bellevue Ave	Recreation Leader II, PPT	0.75	0.75							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.18	0.18							
502350 - Boating	568 Bellevue Ave	Recreation Aide, PT.N.28391.28391..	0.01	0.01							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.46	0.46							
502350 - Boating	568 Bellevue Ave	Recreation Attendant I, PT.N.28653.28653..	0.20	0.20							
502350 - Boating	568 Bellevue Ave	Recreation Leader II, PPT	0.75	0.75							
502350 - Boating	568 Bellevue Ave	Recreation Leader I, PT.N.26431.26431	0.47	0.47							
502350 - Boating	568 Bellevue Ave	Recreation Leader II, PPT	0.75	0.75							
502350 - Boating	568 Bellevue Ave		11.00	11.00	1.21	11.39%	0.04	0.22	6.63%	0.40	
502370 - Area One Special Sports Programs	11450 Golf Links Rd	Recreation Specialist II, PPT	0.75	0.75							
502370 - Area One Special Sports Programs	11450 Golf Links Rd	Recreation Aide, PT.N.32149.32149	0.14	0.14	0.14						Spanish
502370 - Area One Special Sports Programs	11450 Golf Links Rd	Recreation Specialist II, PT.N.32901.32901	0.36	0.36							
502370 - Area One Special Sports Programs	11450 Golf Links Rd	Student Trainee	0.04	0.04							
502370 - Area One Special Sports Programs	11450 Golf Unks Rd		1.29	1.29	0.14	11.39%	0.01	0.00	5.63%	0.07	
502380 - Community Gardens	666 Bellevue Ave	Recreation Specialist II, PPT	1.00	1.00							
502380 - Community Gardens	666 Bellevue Ave	Recreation Aide, PT	0.01	0.01							
502380 - Community Gardens	666 Bellevue Ave		1.01	1.01	0.00	11.39%	0.12	0.00	6.63%	0.06	
504320 - Malonga Casquelouni Center	1426 Alice St	Recreation Leader II, PT.N.30101.30101	0.12	0.12							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Leader I, PT.N.27144.27144	0.38	0.38							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Leader I, PT.N.27144.27144	0.43	0.43	0.43						Spanish
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Attendant I, PT	0.21	0.21							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Leader II, PPT	0.75	0.75							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Center Director	1.00	1.00							
504320 - Malonga Casquelouni Center	1428 Alice St	Stagehand, PT	0.46	0.46							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Specialist I, PT.N.28577.28577	0.31	0.31							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Specialist I, PT	0.06	0.06							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Leader I, PT.N.27144.27144	0.46	0.46							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Attendant I, PT	0.04	0.04							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Specialist I, PPT	0.75	0.75							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Leader I, PT.N.27144.27144	0.45	0.45							
504320 - Malonga Casquelouni Center	1428 Alice St	Recreation Attendant I, PT	0.01	0.01				0.01			
504320 - Malonga Casquelouni Center	1426 Alice St	Recreation Specialist I, PT	0.03	0.03							
504320 - Malonga Casquelouni Center	1426 Alice St	Recreation Specialist I, PT	0.07	0.07							
504320 - Malonga Casquelouni Center	142S Alice St		5.53	5.53	0.43	11.39%	0.20	0.01	6.63%	0.30	
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.03	0.03							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.06	0.06							
504330 - Studio One	365 45th St	Recreation Specialist II, PT.N.31429.31429..	0.18	0.18	0.18						Spanish
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.04	0.04							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.44	0.44							
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.30	0.30							
504330 - Studio One	365 45th St	Recreation Specialist II, PT.N.31429.31429..	0.19	0.19				0.19			
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.38	0.38							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.33	0.33							
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.26	0.26				0.26			
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.47	0.47							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.34	0.34							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.22	0.22							
504330 - Studio One	365 45th St	Recreation Specialist II, PT.N.31429.31429..	0.37	0.37							
504330 - Studio One	365 45th St	Recreation Specialist II, PT.N.31429.31429..	0.11	0.11							
504330 - Studio One	365 45th St	Recreation Specialist II, PT.N.31429.31429..	0.04	0.04	0.04						Spanish
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.33	0.33							
504330 - Studio One	365 45th St	Recreation Specialist II, PT.N.31429.31429..	0.08	0.08							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.31429.31429..	0.41	0.41	0.41						
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.16	0.16							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.02	0.02							
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.40	0.40							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.03	0.03							

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504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.30	0.30							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.03	0.03							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.03	0.03							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.33	0.33							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.16	0.16							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.06	0.08							
504330 - Studio One	365 45th St	Student Trainee, PT.N.30529.30529	0.45	0.45							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.09	0.09							
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.47	0.47							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.10	0.10							
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.34	0.34							
504330 - Studio One	365 45th St	Recreation Specialist II, PT.N.31429.31429..	0.31	0.31							Vietnamese
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.15	0.15							Farsi, Norwe
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.46	0.46							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.11	0.11							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.04	0.04							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.33	0.33				0.33			Cantonese
504330 - Studio One	365 45th St	Recreation Leader II, PT.N.5491.5491..	0.48	0.48	0.48						
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.04	0.04							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.12	0.12							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.03	0.03							
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.43	0.43							
504330 - Studio One	365 45th St	Recreation Specialist II, PT.N.32514.32514	0.03	0.03							
504330 - Studio One	365 45th St	Recreation Specialist II, PT.N.32514.32514	0.38	0.38							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.07	0.07							
504330 - Studio One	365 45th St	Recreation Leader II, PT.N.5491.5491..	0.16	0.16				0.16			Cantonese
504330 - Studio One	365 45th St	Recreation Leader II, PT.N.5491.5491..	0.34	0.34							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.13	0.13	0.13						
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.02	0.02							
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.46	0.46							
504330 - Studio One	365 45th St	Recreation Leader II, PPT.N.12974.12974..	0.75	0.75							
509237 - Sheffield Village Recreation Center	reassigned	Recreation Leader I, PT.N.12974.12974..	0.22	0.22							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.22412.22412	0.12	0.12							
504330 - Studio One	365 45th St	Recreation Specialist I, PT.N.684.684	0.40	0.40							
504330 - Studio One	365 45th St	Recreation Leader I, PT.N.27203.27203	0.12	0.12							
504330 - Studio One	365 45th St	Recreation Aide, PT.N.5142.5142	0.12	0.12							
504330 - Studio One	365 45th St		13.85	13.85	1.24	11.39%	0.34	0.94	5.63%	(0.16)	
504410 - City-Wide Programs Unit	Field	Temp Contract Svcs Employee, PT.N.27156.2715	0.19	0.19	0.19						Spanish
504410 - City-Wide Programs Unit	Field	Temp Contract Svcs Employee, PT.N.27156.2715	0.44	0.44							
504410 - City-Wide Programs Unit	Field	Temp Contract Svcs Employee, PT.N.27166.2715	0.29	0.29	0.29						Spanish
504410 - City-Wide Programs Unit	Field	Recreation Aide, PT.N.30235.30235	0.04	0.04							
504410 - City-Wide Programs Unit	Field	Recreation Specialist II, PT.N.13532.13532	0.45	0.45							
504410 - City-Wide Programs Unit	Field	Recreation Aide, PT.N.30235.30235	0.10	0.10							Vietnamese
504410 - City-Wide Programs Unit	Field	Recreation Specialist II, PT.N.13532.13532	0.08	0.08							
504410 - City-Wide Programs Unit	Field	Recreation Supervisor, PT.N.1001.1001..	1.00	1.00							
504410 - City-Wide Programs Unit	Field	Recreation Leader II, PT.N.32538.32538	0.11	0.11							
504410 - City-Wide Programs Unit	Field	Recreation Specialist II, PT.N.13532.13532	0.09	0.09							
504410 - City-Wide Programs Unit	Field	Recreation Specialist I, PT.N.27159.27159	0.46	0.46							
504410 - City-Wide Programs Unit	Field	Recreation Specialist II, PT.N.13532.13532	0.01	0.01							
504410 - City-Wide Programs Unit	Field	Recreation Leader I, PT.N.27158.27158	0.35	0.35							German
504410 - City-Wide Programs Unit	Field	Temp Contract Svcs Employee, PT.N.27156.2715	0.05	0.05							
504410 - City-Wide Programs Unit	Field	Recreation Leader I, PT.N.27158.27158	0.05	0.06							
504410 - City-Wide Programs Unit	Field	Temp Contract Svcs Employee, PT.N.27156.2715	0.10	0.10							
504410 - City-Wide Programs Unit	Field	Recreation Leader I, PT.N.27158.27158	0.49	0.49							
504410 - City-Wide Programs Unit	Field	Recreation Specialist I, PT.N.27159.27159	0.19	0.19							
504410 - City-Wide Programs Unit	reassigned	Recreation Leader II, PPT.N.1001.1001..	0.20	0.20							
504410 - City-Wide Programs Unit	Field	Recreation Program Director, PT.N.1001.1001..	1.00	1.00							
604410 - City-Wide Programs Unit	Field		5.69	6.69	0.45	11.39%	0.17	0.00	5.63%	0.32	
509234 - Discovery	2521 High St	Program Analyst II, PT.N.090.090..	0.90	0.90	0.90						Spanish
509234 - Discovery	2521 High St	Recreation Leader II, PPT.N.075.075..	0.75	0.75							
509234 - Discovery	2521 High St	Recreation Aide, PT	0.07	0.07							
509234 - Discovery	2521 High St	Recreation Specialist II, PPT.N.075.075..	0.75	0.75							
509234 - Discovery	2521 High St	Student Trainee, PT.N.27172.27172	0.46	0.46							
509234 - Discovery	2521 High St		2.93	2.93	0.90	11.39%	(0.67)	0.00	5.63%	0.16	
509290 - Ball Fields Maintenance	Field	Park Attendant, PT.N.27215.19747	0.42	0.42							

COMMUNITY SERVICES AGENCY	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCR	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
509290 - Ball Fields Maintenance	Field	Gardener Crew Leader	1.00	1.00							
509290 - Ball Fields Maintenance	Field	Park Attendant, PT N.27215.19747	0.13	0.13							
509290 - Ball Fields Maintenance	Field	Park Attendant, PPT	1.00	1.00							
509290 - Ball Fields Maintenance	Field	Park Attendant PPT	1.00	1.00							
509290 - Ball Fields Maintenance	Field	Park Attendant, PT N.23624.14957..	0.46	0.46							
509290 - Ball Fields Maintenance	Field	Park Attendant, PT.N.23624.14957..	0.48	0.48							
509290 - Ball Fields Maintenance	Field	Park Attendant PPT	1.00	1.00							
509290 - Ball Fields Maintenance	Field	Park Attendant, PT.N.23624.14957..	0.46	0.46							
509290 - Ball Fields Maintenance	Field	Park Attendant, PT N.27215.19747	0.47	0.47	0.47						Spanish
509290 - Ball Fields Maintenance	Field	Park Attendant, PT.N.23624.14957..	0.13	0.13							
509290 - Ball Fields Maintenance	Field	Park Attendant, PT.N.23624.14957..	0.15	0.15							
509290 - Ball Fields Maintenance	Field	Park Attendant PT N.23624.14957..	0.47	0.47							
509290 - Ball Fields Maintenance	Field	Park Attendant, PPT	1.00	1.00							
509290 - Ball Fields Maintenance	Field		8.17	8.17	0.47	11.39%	0.46	0.00	6.63%	0.46	
509330 - At-Risk Youth	Driver	Recreation Specialist I, PT N.26053.26053	0.47	0.47							
509330 - At-Risk Youth	Garden Camps	Recreation Aide, PT.N.26054.26054..	0.19	0.19							
509330 - At-Risk Youth	Driver	Recreation Specialist I, PT.N.26053.26053	0.19	0.19	0.19						Spanish
509330 - At-Risk Youth	Garden Camps	Recreation Aide, PT.N.26054.26054..	0.10	0.10							
509330 - At-Risk Youth	Field	Recreation Leader I, PT.N.15941.15941	0.01	0.01							
509330 - At-Risk Youth	Garden Camps	Recreation Aide, PT.N.26054.26054..	0.33	0.33							
509330 - At-Risk Youth	Field	Recreation Aide, PT N.26054.26054..	0.01	0.01							
509330 - At-Risk Youth	Field	Recreation Leader II, PPT	0.75	0.75							
509330 - At-Risk Youth	Field	Recreation Supervisor	1.00	1.00							
509330 - At-Risk Youth	Field		3.08	3.06	0.19	11.39%	0.16	0.00	6.63%	0.17	
<b>City Wide Programs</b>	<b>Various</b>		<b>11.66</b>	<b>11.66</b>	<b>8.60</b>	<b>11.39%</b>	<b>4.12</b>	<b>3.28</b>	<b>6.63%</b>	<b>3.01</b>	
502231 - Bushrod Recreation Center	560 59th St	Recreation Leader I, PT.N.25667.17812..	0.41	0.41							
502231 - Bushrod Recreation Center	560 59th St	Recreation Leader I, PT.N.25667.17812..	0.23	0.23							
502231 - Bushrod Recreation Center	560 59th St	Recreation Leader I, PT.N.18573.18573	0.46	0.46							
502231 - Bushrod Recreation Center	560 59th St	Recreation Leader I, PT N.25667.17812..	0.47	0.47							
502231 - Bushrod Recreation Center	560 59th St	Recreation Aide, PT.N.30250.30250	0.10	0.10							
502231 - Bushrod Recreation Center	560 59th St	Recreation Leader II, PPT	0.75	0.75							
502231 - Bushrod Recreation Center	560 59th St	Recreation Aide, PT.N.30250.30250	0.23	0.23							
502231 - Bushrod Recreation Center	560 59th St	Recreation Center Director	1.00	1.00							
502231 - Bushrod Recreation Center	560 59th St	Recreation Leader I, PT.N.25667.17812..	0.47	0.47	0.47						Spanish
502231 - Bushrod Recreation Center	560 59th St	Recreation Leader I, PT.N.25667.17812..	0.47	0.47							
502231 - Bushrod Recreation Center	560 59th St	Recreation Leader I, PT.N.25667.17812..	0.08	0.08							
502231 - Bushrod Recreation Center	560 59th St	Recreation Aide, PT.N.30250.30250	0.38	0.38							
502231 - Bushrod Recreation Center	560 59th St		5.05	5.05	0.47	3.54%	(0.29)	0.00	0.71%	0.04	
502232 - Defremery Recreation Center	1651 Adeline St	Recreation Leader II, PT	0.39	0.39							
502232 - Defremery Recreation Center	1651 Adeline St	Recreation Leader II, PPT	0.75	0.75							
502232 - Defremery Recreation Center	1651 Adeline St	Recreation Leader I, PT.N.32544.32544	0.24	0.24							
502232 - Defremery Recreation Center	1651 Adeline St	Recreation Leader I, PT.N.25942.20617..	0.20	0.20							
502232 - Defremery Recreation Center	1651 Adeline St	Recreation Leader I, PT.N.25942.20617..	0.46	0.46							
502232 - Defremery Recreation Center	1651 Adeline St	Recreation Leader I, PT.N.25942.20617..	0.21	0.21							
502232 - Defremery Recreation Center	1651 Adeline St	Recreation Leader I, PT.N.25942.20617..	0.46	0.46							
502232 - Defremery Recreation Center	1651 Adeline St	Recreation Center Director	1.00	1.00							
502232 - Defremery Recreation Center	1651 Adeline St		3.71	3.71	0.00	1.18%	0.04	0.00	0.71%	0.03	
502233 - Golden Gate Recreation Center	1075 62nd St	Student Trainee, PT N.30005.30005	0.24	0.24							
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Aide, PT N.31133.31133	0.28	0.28	0.28						Spanish
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Program Director	0.50	0.50							
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Leader I, PT.N.27112.27112	0.39	0.39							
509237 - Sheffield Village Recreation Center	248 Marlow Dr	Recreation Program Director	0.25	0.25							
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Leader I, PT.N.27112.27112	0.19	0.19							
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Specialist I, PT N.25013.25013	0.02	0.02							
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Leader I, PT.N.27112.27112	0.44	0.44							
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Aide, PT.N.31663.31663	0.09	0.09							
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Aide, PT.N.31663.31663	0.28	0.28							
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Leader I, PT.N.27112.27112	0.38	0.38	0.38						Spanish
502233 - Golden Gate Recreation Center	1075 62nd St	Recreation Leader I, PT.N.27112.27112	0.09	0.09							
502233 - Golden Gate Recreation Center	1075 62nd St		3.15	3.15	0.66	3.54%	(0.66)	0.00	0.71%	0.02	
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Aide, PT.N.27117.27117	0.01	0.01							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader II, PT.N.23618.18928	0.30	0.30							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Aide, PT.N.27117.27117	0.10	0.10							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Aide, PT N.27117.27117	0.08	0.08							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader II, PT.N.23618.18928	0.01	0.01							

COMMUNITY SERVICES AGENCY PARKS & REC	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SR PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader II, PT.N.23618.18928	0.15	0.15							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, PT.N.23617.18580	0.13	0.13							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, PT.N.23617.18580	0.10	0.10							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader 1, PT.N.23617.18580	0.08	0.08							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader 1, PT.N.23617.18580	0.12	0.12							
502235 - Montclair Recreation Center	5300 Moraga Ave	Recreation Leader 1, PT.N.23617.18580	0.35	0.35							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Specialist I, PT.N.14446.14446	0.07	0.07							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, PT.N.23617.18580	0.16	0.16							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, PT.N.23617.18580	0.07	0.07							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Aide, PT.N.32743.32743	0.01	0.01							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Aide, PT.N.32743.32743	0.14	0.14							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Aide, PT.N.32743.32743	0.26	0.26							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, PT.N.23617.18580	0.18	0.18							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, RT.N.23617.18580	0.44	0.44							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader 1, PT.N.23617.18580	0.42	0.42							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, PT.N.23617.18580	0.33	0.33	0.33						Spanish
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Aide, PT.N.27117.27117	0.08	0.08							
502235 - Montclair Recreation Center	6300 Moraga Avb	Recreation Specialist I, PT.N.14446.14446	0.03	0.03							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader 1, PT.N.23617.18580	0.11	0.11							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader III, PT	0.32	0.32							Japanese
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader II, PT.N.23618.18928	0.14	0.14							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader 1, PT.N.23617.18580	0.04	0.04							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Aide, PT.N.27117.27117	0.14	0.14							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Aide, PT.N.27117.27117	0.09	0.09							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, PT.N.23617.18580	0.38	0.38							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, PT.N.23617.18580	0.01	0.01							Vietnamese
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Specialist II; PPT	1.00	1.00							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader I, PT.N.23617.18580	0.12	0.12							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Specialist II, PT.N.15237.15237	0.08	0.08							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader 1, PT.N.23617.18580	0.09	0.09							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader 1, PT.N.23617.18580	0.11	0.11							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader II; PPT	0.75	0.75							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Leader II, PT.N.23618.18928	0.19	0.19							
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Supervisor	1.00	1.00							
502235 - Montclair Recreation Center	6300 Moraga Ave		8.18	6.18	0.33	1.18%	(0.23)	0.00	0.71%	0.06	
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Aide, PT	0.24	0.24							
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Center Director	1.00	1.00	1.00						Spanish
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Leader I, PT	0.12	0.12							
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Leader 1, PT	0.19	0.19							
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Leader 1, PT.N.25670.18934	0.46	0.46							Cambodian
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Leader 1, PT.N.25670.18934	0.47	0.47							
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Leader II; PPT	0.75	0.75							ASL
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Leader 1, PT	0.05	0.05							
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Aide, PT	0.47	0.47							
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Aide, PT	0.36	0.36							
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Leader 1, PT.N.23619.13606	0.38	0.38	0.38						Spanish / Franch
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Leader I, PT.N.23619.13606	0.47	0.47							
502236 - Mosswood Recreation Center	3612 Webster St	Recreation Aide, PT	0.11	0.11							
502236 - Mosswood Recreation Center	3612 Webster St		5.07	5.07	1.38	3.54%	(1.20)	0.00	2.84%	0.14	
502233 - GoMen Gate Recreation Center	1075 62nd St	Recreation Pnrgam Director	0.50	0.50							
502237 - (Willie Keyes) Poplar Recreation Center	3131 Union St	Recreation Leader 1, PT.N.25638.25638	0.23	0.23							
502237 - (Willie Keyes) Poplar Recreation Center	3131 Union St	Recreation Leader 1, PT.N.25638.25638	0.11	0.11							
502237 - (Willie Keyes) Poplar Recreation Center	3131 Union St	Recreation Leader II, PT.N.25638.25638	0.46	0.46							
502237 - (Willie Keyes) Poplar Recreation Center	3131 Union St	Recreation Leader 1, PT.N.25638.25638	0.32	0.32							
502237 - (Willie Keyes) Poplar Recreation Center	3131 Union St	Recreation Leader II, PT.N.25638.25638	0.46	0.46							
503235 - Manzanita Recreation Center		Recreation Leader I, PT.N.22408.22408	0.46	0.46	0.46						
502237 - (Willie Keyes) Poplar Recreation Center	3131 Union St	Recreation Leader II; PPT	0.37	0.37							ASL
502237 - (Willie Keyes (Poplar) Recreation Center	3131 Union St		2.91	2.91	0.46	1.18%	(0.43)	0.00	0.71%	0.02	
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.44	0.44							
502310 - Aquatics Supervision	568 Bellevue Ave	Recreation Supervisor	1.00	1.00							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.04	0.04							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.12	0.12	0.12						Spanish
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.13	0.13							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Program Director	1.00	1.00							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.01	0.01							

COMMUNITY SERVICES AGENCY PARKS & REC	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT N. 32614.32614	0.05	0.05							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Leader I, PT.N.32612.32612	0.25	0.25							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.05	0.05							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.48	0.48							
502332 - East Oakland Sports Center	9161 Edes Ave	Water Safety Instructor, PT N.32707.32707	0.34	0.34				0.34			
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.04	0.04							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.43	0.43				0.43			Chinese
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT N.32614.32614	0.11	0.11	0.11						Spanish
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.14	0.14							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT N.32614.32614	0.28	0.28							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32933.32197..	0.45	0.45							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.47	0.47							
502315 - Fremont Aquatics	568 Bellevue Ave	Water Safety Instructor, PT.N.10194.6997	0.43	0.43	0.43						Spanish
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32933.32197..	0.46	0.46	0.46						Spanish
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.47	0.47							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.17	0.17							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Leader I, PT N.32612.32612	0.46	0.46							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.05	0.05	0.05						
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Aide PT	0.22	0.22	0.22						
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Leader I, PT	0.44	0.44							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.36	0.36	0.36						Spanish
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.24	0.24							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.43	0.43							
502332 - East Oakland Sports Center	9161 Edes Ave	Pool Manager, PT.N.32704.32704	0.10	0.10							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.45	0.45	0.45						
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT N.32614.32614	0.04	0.04							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Specialist I, PT	0.02	0.02							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Specialist II, PT.N.32915.32915	0.04	0.04							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT N.32931.32198..	0.18	0.18							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32931.32198..	0.05	0.05							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Program Director..	1.00	1.00	1.00						
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT N.32614.32614	0.13	0.13							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.13	0.13							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32933.32197..	0.47	0.47							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT N.32931.32198..	0.11	0.11							
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Leader II, PPT	0.75	0.75							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.18	0.18							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32601.32601	0.19	0.19							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation General Supervisor..	1.00	1.00							
502332 - East Oakland Sports Center	9161 Edes Ave	Facility Security Assistant, FT	1.00	1.00							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT N.32933.32197..	0.24	0.24							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32933.32197..	0.16	0.16							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32933.32197..	0.39	0.39							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.18	0.18	0.18						
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Attendant I, PT.N.32933.32197..	0.06	0.06							
502332 - East Oakland Sports Center	9161 Edes Ave	Pool Manager, PT.N.32704.32704	0.18	0.18							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Leader I, PT.N.32612.32612	0.05	0.05							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.45	0.45							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT N.32614.32614	0.43	0.43							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT N.32614.32614	0.23	0.23							
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32614.32614	0.26	0.26				0.26			Chinese
502332 - East Oakland Sports Center	9161 Edes Ave	Lifeguard, PT.N.32931.32198..	0.02	0.02							
502332 - East Oakland Sports Center	9161 Edes Ave	Recreation Program Director..	1.00	1.00	1.00						
502332 - East Oakland Sports Center	9161 Edes Ave		19.05	18.05	4.38	11.39%	(232)	1.03	5.63%	(0.01)	
503231 - Allendale Recreation Center	3711 Suter St	Recreation Aide, PT N.28092.28092	0.24	0.24	0.24						Spanish
503231 - Allendale Recreation Center	3711 Suter St	Recreation Aide, PT N.26092.28092	0.40	0.40							
503231 - Allendale Recreation Center	3711 Suter St	Recreation Leader I, PT.N.27132.27132	0.18	0.18							
503231 - Allendale Recreation Center	3711 Suter St	Recreation Leader I, PT N.27132.27132	0.47	0.47							
503231 - Allendale Recreation Center	3711 Suter St	Recreation Leader II, PT	0.06	0.06							
503236 - San Antonio Recreation Center	1701 E 19th St	Recreation Aide, PT N.32697.32697	0.34	0.34							
503231 - Allendale Recreation Center	3711 Suter St	Recreation Program Director..	1.00	1.00							
503231 - Allendale Recreation Center	3711 Suter St	Recreation Leader I, PT.N.31666.31666	0.27	0.27							
503231 - Allendale Recreation Center	3711 Suter St	Recreation Aide, PT N.28092.28092	0.41	0.41							
503231 - Allendale Recreation Center	3711 Suter St	Recreation Leader I, PT N.27132.27132	0.19	0.19							
503231 - Allendale Recreation Center	3711 Suter St	Recreation Aide, PT.N.28092.28092	0.06	0.06							



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503231 - Allendale Recreation Center	3711 Suter St	Recreation Aide, PT N.28092.28092	0.31	0.31							
503238 - San Antonio Recreation Center	1701 E 19th St	Recreation Leader I, PT.N.27142.27142	0.47	0.47	0.47						Spanish
503231 - Allendale Recreation Center	3711 Suter St	Recreation Aide, PT.N.28092.28092	0.08	0.08							
503231 - Allendale Recreation Center	3711 Suter St	Recreation Aide, PT.N.28092.28092	0.25	0.25	0.25						Spanish
503231 - Allendale Recreation Center	3711 Suter St		4.73	4.73	0.96	7.38%	(0.61)	0.00	5.33%	0.25	
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.04	0.04							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.34	0.34							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.09	0.09							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.15	0.15				0.15			
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.47	0.47							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.26	0.26							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.48	0.48	0.48						Spanish
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Supervisor	1.00	1.00							ASL
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Specialist I, PT.N.26183.26183	0.39	0.39							Tagalog
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.46	0.46	0.07						Spanish
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.07	0.07							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.23	0.23							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.43	0.43							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.44	0.44							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Specialist I, PT.N.26183.26183	0.12	0.12							Gennan
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.07	0.07	0.07						
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader II	0.46	0.46							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.25	0.25							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.13	0.13	0.13						Spanish
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader II, PPT	0.75	0.75							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.29	0.29							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.36	0.36							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.13	0.13							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.47	0.47							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.05	0.05							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.01	0.01							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.04	0.04							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT	0.38	0.38							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Aide, PT.N.27399.27399	0.11	0.11							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader I, PT.N.14312.14312	0.39	0.39							
503232 - Dimond Recreation Center	3860 Hanly Rd	Recreation Leader II	0.11	0.11							
503232 - Dimond Recreation Center	3860 Hanly Rd		8.97	8.97	0.75	1.18%	(0.64)	0.15	2.84%	0.10	
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Aide, PT N.19715.19715	0.17	0.17							
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Program Director	1.00	1.00							Cambodian
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Leader I, PT.N.27136.27136	0.19	0.19							
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Aide, PT N.19715.19715	0.37	0.37				0.37			Cantonese
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Leader I, PT.N.27136.27136	0.38	0.38				0.38			Cantonese
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Aide, PT N.19715.19715	0.28	0.28							
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Leader I, PT.N.27136.27136	0.14	0.14							
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Aide, PT.N.19715.19715	0.16	0.16							
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Aide, PT.N.19715.19715	0.46	0.46				0.46			Cantonese
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Leader I, PT.N.27136.27136	0.44	0.44	0.44						Spanish
503233 - Franklin Recreation Center	1010 E. 15th St	Recreation Leader I, PT.N.27136.27136	0.45	0.45							Mein
503233 - Franklin Recreation Center	1010 E. 15th St		4.04	4.04	0.44	7.38%	(0.14)	1.21	10.30%	(0.79)	
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Specialist III, PT	0.04	0.04							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Specialist I, PT N.10205.10205	0.02	0.02							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Facility Security Assistant	1.00	1.00	1.00						Spanish
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT N.13860.13860	0.43	0.43							
503236 - Redwood Heights Recreation Center	3833 Aliso Ave	Recreation Center Director	1.00	1.00							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader II, PT.N.17442.17442.	0.37	0.37							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Aide, PT.N.21333.21333.	0.14	0.14							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT.N.13860.13860	0.44	0.44							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Specialist I, PT N.10205.10205	0.46	0.46							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT.N.13860.13860	0.17	0.17							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Specialist III, PT	0.18	0.18							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT.N.13860.13860	0.17	0.17							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Specialist III, PT	0.44	0.44							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Specialist II, PT N.27648.27648	0.40	0.40	0.40						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT.N.13860.13860	0.42	0.42							
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Aide, PT.N.21333.21333.	0.29	0.29							

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503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Temp Contract Svcs Employee, PT N.28392.2839	0.24	0.24						
502235 - Montclair Recreation Center	6300 Moraga Ave	Recreation Specialist III, PT	0.03	0.03						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader II, PPT	0.75	0.75	0.75				Spanish	
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT N.13860.13860	0.45	0.45						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Aide, PT.N.21333.21333.	0.08	0.08						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Aide, PT.N.21333.21333.	0.10	0.10						
503236 - Redwood Heights Recreation Center	3863 Aliso Ave	Recreation Specialist II, PT N.27648.27648	0.03	0.03						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT N.13860.13860	0.19	0.19						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Aide, PT.N.21333.21333.	0.14	0.14						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT.N.13860.13860	0.40	0.40						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader II, PT N.17442.17442.	0.11	0.11						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader II, PT N.17442.17442.	0.46	0.46						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT.N.13860.13860	0.15	0.15						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT.N.13860.13860	0.43	0.43						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader I, PT.N.13860.13860	0.35	0.35						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Aide, PT.N.21333.21333.	0.15	0.15						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Leader II, PT.N.17442.17442.	0.42	0.42						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave	Recreation Specialist II, PT.N.27648.27648	0.17	0.17						
503236 - Redwood Heights Recreation Center	3883 Aliso Ave		10.61	10.61	2.15	3.64%	(1.77)	0.00	5.33%	0.67
509231 - Arroyo Recreation Center	7701 Krause Ave	Recreation Supervisor	1.00	1.00	1.00					Spanish
509235 - Rainbow	reassigned	Recreation Aide PT	0.47	0.47	0.47					
509231 - Arroyo Recreation Center	7701 Krause Ave	Recreation Leader I, PT.N.31179.13050.	0.22	0.22						
509231 - Arroyo Recreation Center	7701 Krause Ave	Recreation Aide PT	0.43	0.43						
509231 - Arroyo Recreation Center	7701 Krause Ave	Recreation Leader I, PT.N.31179.13050.	0.46	0.46						
509231 - Arroyo Recreation Center	7701 Krause Ave	Recreation Leader I, PT.N.31179.13050.	0.41	0.41						
509231 - Arroyo Recreation Center	7701 Krause Ave	Recreation Leader I, PT.N.31179.13050.	0.48	0.48						
509231 - Arroyo Recreation Center	7701 Krause Ave	Recreation Leader II, PPT.L.32448.32448	0.75	0.75						
502340 - Youth & Adult Sports	Reassigned	Recreation Leader I, PT N.26385.26385.	0.34	0.34						
509231 - Arroyo Recreation Center	7701 Krause Ave	Recreation Leader II, PPT.L.32448.32448	0.75	0.75						
509231 - Arroyo Recreation Center	7701 Krause Ave		5.31	5.31	1.47	11.61%	(0.86)	0.00	0.71%	0.04
509234 - Discovery	2521 High St	Program Analyst II	0.10	0.10	0.10					Spanish
509232 - Brookdale Recreation Center	2535 High St	Recreation Leader I, PT N.9272.4190.	0.45	0.45						
509232 - Brookdale Recreation Center	2535 High St		0.55	0.55	0.10	18.59%	0.00	0.00	2.84%	0.02
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Aide, PT.N.28396.28396	0.01	0.01	0.01					Spanish
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Leader I, PT.N.7968.1095.	0.13	0.13						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Aide, PT.N.28396.28396	0.14	0.14						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Aide, PT.N.28396.28396	0.41	0.41						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Aide, PT.N.28396.28396	0.27	0.27						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Leader I, PT.N.7968.1095.	0.46	0.46						
504410 - City-Wide Programs Unit	reassigned	Recreation Leader II, PPT.L.32448.32448	0.45	0.45						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Leader I, PT N.7968.1095.	0.14	0.14	0.14					Spanish
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Aide, PT.N.28396.28396	0.06	0.06						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Attendant I, PT.N.32528.32528	0.24	0.24						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Leader I, PT.N.7968.1095.	0.01	0.01						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Leader I, PT.N.7968.1095.	0.38	0.38						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Aide, PT.N.28396.28396	0.45	0.45						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Aide, PT.N.28396.28396	0.13	0.13						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Aide, PT.N.28396.28396	0.12	0.12						
504410 - City-Wide Programs Unit	reassigned	Recreation Leader II, PPT.L.32448.32448	0.55	0.55						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave	Recreation Center Director	1.00	1.00	1.00					Spanish
502237 - (Willie Keyes) Poplar Recreation Center		Recreation Leader II, PT.N.25638.25638.	0.03	0.03						
509233 - Ira Jinkins Recreation Center	9175 Edes Ave		4.98	4.98	1.15	11.61%	(0.58)	0.00	0.71%	0.04
509235 - Rainbow	5800 Int'l Blvd	Recreation Leader I, PT.N.18018.18018	0.20	0.20						
509235 - Rainbow	5800 Int'l Blvd	Recreation Center Director	1.00	1.00						
509235 - Rainbow	5800 Int'l Blvd	Student Trainee, PT.N.31996.31996	0.01	0.01						
509235 - Rainbow	5800 Int'l Blvd	Recreation Leader II, PPT	0.75	0.75						
509235 - Rainbow	5800 Int'l Blvd	Recreation Leader I, PT.N.18018.18018	0.18	0.18						
509235 - Rainbow	5800 Int'l Blvd	Recreation Leader I, PT.N.18018.18018	0.44	0.44						
509235 - Rainbow	5800 Int'l Blvd		2.56	2.56	0.08	16.23%	0.42	0.00	0.71%	0.02
509236 - Tassafaranga Recreation Center	975 85th Ave	Recreation Center Director	1.00	1.00						
509236 - Tassafaranga Recreation Center	7701 Krause Ave	Recreation Leader I, PT.N.27326.27326	0.15	0.15						
509236 - Tassafaranga Recreation Center	7701 Krause Avb	Recreation Aide, PT	0.44	0.44	0.44					Spanish
509236 - Tassafaranga Recreation Center	975 85th Ave	Recreation Leader II, PPT	0.75	0.75						
509236 - Tassafaranga Recreation Center	975 85th Ave	Recreation Specialist I, PT N.31670.31670	0.03	0.03						
509236 - Tassafaranga Recreation Center	975 85th Ave	Recreation Leader I, PT N.13466.13466	0.41	0.41						

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509236 - Tassafaranga Recreation Center	975 85th Ave	Recreation Leader I, PT.N.33579.33579	0.24	0.24							
509236 - Tassafaranga Recreation Center	975 85th Ave	Recreation Leader I, PT.N.33579.33579	0.17	0.17							
509236 - Tassafaranga Recreation Center	975 85th Ave		3.19	3.19	0.44	18.69%	0.15	0.00	0.71%	0.02	
509239 - Rainbow Teen Center	5600 mtl Blvd	Recreation Leader II, PT	0.29	0.29							
509239 - Rainbow Teen Center	5800 int'l Blvd	Recreation Specialist II, PT.N.33577.33423	0.35	0.35							
509239 - Rainbow Teen Center	5800 Int'l Blvd	Recreation Specialist II, PT.N.33577.33423	0.10	0.10							
509239 - Rainbow Teen Center	5800 Int'l Blvd	Recreation Specialist I, PT.N.33578.33578	0.32	0.32							
509239 - Rainbow Teen Center	5800 Int'l Blvd	Recreation Specialist I, PT.N.33578.33578	0.48	0.48							
509239 - Rainbow Teen Center	5800 Int'l Blvd	Recreation Specialist II, PT.N.33577.33423	0.34	0.34							
509239 - Rainbow Teen Center	5800 Int'l Blvd	Recreation Specialist II, PT.N.33577.33423	0.47	0.47							
509239 - Rainbow Teen Center	5600 Int'l Blvd		2.35	2.35	0.00	16.23%	0.38	0.00	0.71%	0.02	
509237 - Sheffield Village Recreation Center	248 Marlow Dr	Recreation Aide, PT	0.02	0.02							
509237 - Sheffield Village Recreation Center	248 Marlow Dr	Recreation Program Director	0.75	0.75							
509237 - Sheffield Village Recreation Center	248 Marlow Dr	Recreation Specialist I, PT	0.34	0.34							
509237 - Sheffield Village Recreation Center	248 Marlow Dr	Recreation Leader I, PT.N.12974.12974	0.26	0.26							
509237 - Sheffield Village Recreation Center	246 Marlow Dr	Recreation Leader I, PT.N.12974.12974	0.09	0.09							
509237 - Sheffield Village Recreation Center	248 Marlow Dr	Recreation Aide, PT	0.46	0.46							
509237 - Sheffield Village Recreation Center	248 Marlow Dr	Recreation Leader I, PT.N.12974.12974	0.22	0.22							
509237 - Sheffield Village Recreation Center	248 Marlow Dr	Recreation Leader I, PT.N.12974.12974	0.36	0.36							
509237 - Sheffield Village Recreation Center	248 Marlow Dr	Recreation Leader II, RPT	0.75	0.75							
509237 - Sheffield Village Recreation Center	248 Marlow Dr		3.25	3.25	0.00	1.18%	0.04	0.00	0.71%	0.02	
Recreation Centers	Various		97.69	98.69	16.14%	11.38%	(4.13)	2.39	5.63%	3.05	
502234 - Lincoln Recreation Center	250 10th St	Recreation Leader I, PT.N.31175.28305	0.44	0.44				0.44			Cantonese / Mandarin
502234 - Lincoln Recreation Center	250 10th St	Recreation Leader I, PT.N.31175.28305	0.14	0.14							Vietnamese
502234 - Lincoln Recreation Center	250 10th St	Recreation Aide, PT.N.27115.27115	0.45	0.45				0.45			Cantonese
502234 - Lincoln Recreation Center	250 10th St	Recreation Specialist II, PPT	0.98	0.98							
502234 - Lincoln Recreation Center	250 10th St	Recreation Center Director	1.00	1.00				1.00			Cantonese
502234 - Lincoln Recreation Center	250 10th St	Recreation Aide, PT.N.27115.27115	0.25	0.25							
502234 - Lincoln Recreation Center	250 10th St	Recreation Aide, PT.N.27115.27115	0.16	0.16							
502234 - Lincoln Recreation Center	250 10th St	Recreation Aide, PT.N.27115.27115	0.04	0.04							
502234 - Lincoln Recreation Center	250 10th St	Recreation Leader II, PT.N.28312.28312	0.21	0.21				0.21			Cantonese
502234 - Lincoln Recreation Center	250 10th St	Recreation Aide, PT.N.27115.27115	0.13	0.13							
502234 - Lincoln Recreation Center	250 10th St	Recreation Leader I, PT.N.31175.28305	0.13	0.13							
502234 - Lincoln Recreation Center	250 10th St	Recreation Aide, PT.N.27115.27115	0.07	0.07							
502234 - Lincoln Recreation Center	250 10th St	Recreation Leader I, PT.N.31175.28305	0.38	0.38							Mien
502234 - Lincoln Recreation Center	250 10th St	Recreation Leader II, PT.N.28312.28312	0.44	0.44							
502234 - Lincoln Recreation Center	250 10th St	Recreation Aide, PT.N.27115.27115	0.33	0.33							
502234 - Lincoln Recreation Center	250 10th St	Recreation Leader II, PT.N.28312.28312	0.20	0.20				0.20			Cantonese
502234 - Lincoln Recreation Center	250 10th St	Recreation Aide, PT.N.27115.27115	0.22	0.22							
502234 - Lincoln Recreation Center	250 10th St	Recreation Leader II, PT.N.28312.28312	0.39	0.39				0.39			Cantonese / Mandarin
502234 - Lincoln Recreation Center	250 10th St	Recreation Leader I, PT.N.31175.28305	0.44	0.44				0.44			Cantonese / Mandarin
502234 - Lincoln Recreation Center	250 10th St	Recreation Aide, PT.N.27115.27115	0.46	0.46							
502234 - Lincoln Recreation Center	250 10th St		6.86	6.86	0.00	1.18%	0.08	3.13	23.08%	(1.55)	
Lincoln Recreation Center	250 10th St		6.86	6.86	0.00	1.18%	0.08	3.13	23.08%	(1.55)	
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.25	0.25							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.21	0.21							
502312 - Dimond Aquatics	3860 Hanly Rd	Water Safety Instructor, PT.N.22575.13279	0.21	0.21							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.21	0.21	0.21						Spanish
502312 - Dimond Aquatics	3660 Hanly Rd	Lifeguard, PT.N.24967.24967	0.45	0.45							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.41	0.41				0.41			Cantonese
502312 - Dimond Aquatics	3860 Hanly Rd	Water Safety Instructor, PT.N.22575.13279	0.47	0.47				0.47			Cantonese
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.36	0.36							
502312 - Dimond Aquatics	3860 Hanly Rd	Pool Manager, PT	0.42	0.42							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.43	0.43							
502312 - Dimond Aquatics	3860 Hanly Rd	Recreation Attendant I, PT	0.26	0.26							
502312 - Dimond Aquatics	3860 Hanly Rd	Water Safety Instructor, PT.N.22575.13279	0.15	0.15				0.15			Cantonese
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.02	0.02							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.15	0.15				0.15			Cantonese
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.09	0.09							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.45	0.45							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.21	0.21							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.14	0.14							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.04	0.04							
502312 - Dimond Aquatics	3860 Hanly Rd	Lifeguard, PT.N.24967.24967	0.08	0.08							
502312 - Dimond Aquatics	3860 Hanly Rd	Pool Manager, PT	0.44	0.44							

COMMUNITY SERVICES AGENCY PARKS & REC	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP RCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
502312 - Diamond Aquatics	3860 Hanly Rd		6.45	5.45	0.21	1.15%	(0.15)	1.18	0.71%	(1.14)	
502313 - Defremery Aquatics	1269 18th St	Pool Manager, PT.N.10174.5181	0.35	0.35							
502313 - Defremery Aquatics	1269 16th St	Lifeguard, PT.N.25809.25809	0.12	0.12							
502313 - Defremery Aquatics	1269 18th St	Water Safety Instructor, PT.N.13280.13280	0.35	0.35							
502313 - Defremery Aquatics	1269 18th St	Lifeguard, PT.N.25809.25609	0.01	0.01							
502313 - Defremery Aquatics	1269 18th St	Lifeguard, PT.N.25809.25809	0.12	0.12							
502313 - Defremery Aquatics	1269 18th St	Lifeguard, PT.N.25809.25809	0.09	0.09							
502313 - Defremery Aquatics	1269 16th St	Lifeguard, PT.N.25809.25809	0.10	0.10							
502313 - Defremery Aquatics	1269 18th St	Water Safety Instructor, PT.N.13280.13280	0.10	0.10							
502313 - Defremery Aquatics	1269 18th St	Water Safety Instructor, PT.N.13280.13230	0.44	0.44							
502313 - Defremery Aquatics	1269 18th St	Lifeguard, PT.N.25809.25809	0.12	0.12							
502313 - Defremery Aquatics	1269 18th St	Water Safety Instructor, PT.N.13280.13280	0.20	0.20				0.20			Cantonese
502313 - Defremery Aquatics	1269 18th St	Lifeguard, PT.N.25809.25809	0.14	0.14							
502313 - Defremery Aquatics	1269 18th St	Water Safety Instructor, PT.N.13280.13280	0.40	0.40							
502313 - Defremery Aquatics	1269 15th St	Pool Manager, PT.N.10174.5181	0.49	0.49							
502313 - Defremery Aquatics	1269 18th St	Water Safety Instructor, PT.N.13280.13280	0.39	0.39							
502313 - Defremery Aquatics	1269 18th St	Lifeguard, PT.N.25809.25809	0.21	0.21							
502313 - Defremery Aquatics	1269 18th St	Recreation Attendant I, PT	0.16	0.16							
502313 - Defremery Aquatics	1269 18th St	Water Safety Instructor, PT.N.13280.13280	0.43	0.43							
502313 - Defremery Aquatics	1269 18th St	Lifeguard, PT.N.25809.25809	4.22	4.22	0.00	1.18%	0.05	0.20	0.71%	(0.17)	
502314 - Temescal Aquatics	371 45th St	Lifeguard, PT.N.24968.24968	0.21	0.21	0.21						Spanish
502314 - Temescal Aquatics	371 45th St	Water Safety Instructor, PT.N.10187.5706	0.13	0.13							
502314 - Temescal Aquatics	371 45th St	Water Safety Instructor, PT.N.10187.5706	0.04	0.04							
502314 - Temescal Aquatics	371 45m St	Pool Manager, PT.N.18940.18940	0.22	0.22							
502314 - Temescal Aquatics	371 45m St	Water Safety Instructor, PT.N.10187.5706	0.16	0.16				0.16			Mandarin
502314 - Temescal Aquatics	371 45m St	Water Safety Instructor, PT.N.10187.5706	0.32	0.32							
502310 - Aquatics Supervision	9161 Edes Ave	Recreation Specialist II, PPT	0.75	0.75							
502314 - Temescal Aquatics	371 45m St	Lifeguard, PT.N.24968.24968	0.06	0.06							
502314 - Temescal Aquatics	371 45th St	Lifeguard, PT.N.24968.24968	0.27	0.27							
502314 - Temescal Aquatics	371 45th St	Pool Manager, PT.N.18940.18940	0.39	0.39							
502314 - Temescal Aquatics	371 45th St	Water Safety Instructor, PT.N.10187.5706	0.17	0.17				0.17			Mandarin & Spanish
502314 - Temescal Aquatics	371 45th St	Pool Manager, PT.N.18940.18940	0.07	0.07							
502314 - Temescal Aquatics	371 45th St	Lifeguard, PT.N.24968.24969	0.04	0.04							
502314 - Temescal Aquatics	371 45th St	Pool Manager, PT.N.18940.18940	0.44	0.44	0.44						Spanish
502314 - Temescal Aquatics	371 45th St	Lifeguard, PT.N.24968.24968	0.12	0.12							
502314 - Temescal Aquatics	371 45th St	Lifeguard, PT.N.24968.24968	0.21	0.21							
502314 - Temescal Aquatics	371 45m St	Lifeguard, PT.N.24968.24968	0.14	0.14							
502314 - Temescal Aquatics	371 45m St	Lifeguard, PT.N.24968.24968	0.08	0.08							
502314 - Temescal Aquatics	371 45m St	Pool Manager, PT.N.18940.18940	0.01	0.01				0.01			Cantonese
502314 - Temescal Aquatics	371 45th St	Lifeguard, PT.N.24968.24968	0.17	0.17							
502314 - Temescal Aquatics	371 45th St	Lifeguard, PT.N.24968.24968	0.12	0.12							
502314 - Temescal Aquatics	371 45th St		4.12	4.12	0.65	1.18%	(0.60)	0.34	0.71%	(0.31)	
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.30	0.30	0.30						Spanish
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.41	0.41				0.41			Mandarin
502315 - Fremont Aquatics	568 Bellevue Ave	Pool Manager, PT.N.18950.18950	0.31	0.31							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.09	0.09							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.17	0.17							
502315 - Fremont Aquatics	568 Bellevue Ave	Pool Manager, PT.N.18950.18950	0.23	0.23	0.23						Spanish
502315 - Fremont Aquatics	566 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.24	0.24	0.24						Spanish
502315 - Fremont Aquatics	568 Bellevue Ave	Recreation Attendant I, PT.N.26623.26623	0.09	0.09							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.34	0.34							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.22	0.22							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.12	0.12							
502315 - Fremont Aquatics	568 Bellevue Ave	Water Safety Instructor, PT.N.10194.6997	0.44	0.44	0.44						Spanish
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.34	0.34							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.18	0.18	0.18						Spanish
502315 - Fremont Aquatics	566 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.15	0.15	0.15						Spanish
502315 - Fremont Aquatics	566 Bellevue Ave	Water Safety Instructor, PT.N.10194.6997	0.15	0.15							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.42	0.42							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.18	0.18							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.38	0.38							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.13	0.13							
502315 - Fremont Aquatics	568 Bellevue Ave	Lifeguard, PT.N.25104.25104	0.41	0.41							
502315 - Fremont Aquatics	566 Bellevue Ave	Lifeguard, PT.N.25104.25104	5.30	5.30	1.54	18.59%	(0.65)	0.82	3.20%	(0.65)	Cantonese
502315 - Fremont Aquatics	666 Bellevue Ave		19.09	18.09	2.40	11.38%	(0.23)	2.64	6.63%	(1.47)	

COMMUNITY SERVICES AGENCY PARKS & REC	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Aide, PT	0.19	0.19							
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Leader I, PT N.22408.22408	0.20	0.20	0.20						Spanish
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Aide, PT	0.01	0.01							
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Aide, PT	0.02	0.02							
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Leader II, PPT	0.75	0.75							
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Aide, PT	0.39	0.39							
502340 - Youth & Adult Sports	Field	Recreation Aide, PT.N.22716.18952	0.03	0.03							
502340 - Youth & Adult Sports	Field	Recreation Aide, PT.N.22716.18952	0.38	0.38	0.38						
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Leader I, PT.N.22408.22408	0.42	0.42							Pilipino
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Leader I, PT N.22408.22408	0.24	0.24							
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Program Director	1.00	1.00	1.00						Spanish
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Aide, PT	0.02	0.02							
503235 - Manzanita Recreation Center	1701 22nd Ave	Recreation Leader I, PT N.22408.22408	0.36	0.36							
503235 - Manzanita Recreation Center	1701 22nd Ave		4.01	4.01	1.58	7.38%	(1.28)	0.00	10.30%	0.41	
Manzanita Recreation Center	1701 22nd Ave		4.01	4.01	1.58	7.38%	(1.28)	0.00	10.30%	0.41	
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Leader I, PT.N.22409.22409	0.10	0.10	0.10						
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Leader I, PT	0.13	0.13							Spanish
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Leader I, PT	0.47	0.47							
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Leader I, PT	0.33	0.33							
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Center Director	1.00	1.00							
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Leader II, PPT	0.75	0.75	0.75						Spanish
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Specialist II, PT.N.26222.26222	0.04	0.04							
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Aide, PT.N.32547.32547	0.15	0.15							
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Aide, PT.N.32547.32547	0.24	0.24							
503237 - FM Smith Recreation Center	1969 Park Blvd	Recreation Leader I, PT.N.22409.22409	0.14	0.14							
503237 - FM Smith Recreation Center	1969 Park Blvd		3.35	3.35	0.85	3.54%	(0.73)	0.00	6.33%	0.18	
FM Smith Recreation Center	1969 Park Blvd		3.35	3.35	0.85	3.54%	(0.73)	0.00	6.33%	0.18	
503238 - San Antonio Recreation Center	1701 E 19th St	Recreation Leader I, PT N.27142.27142	0.16	0.16							
503238 - San Antonio Recreation Center	1701 E 19th St	Recreation Program Director	1.00	1.00							
503238 - San Antonio Recreation Center	1701 E 19th St	Recreation Leader I, PT N.27142.27142	0.39	0.39							Vietnamese
503238 - San Antonio Recreation Center	1701 E 19th St		1.65	1.55	0.00	11.51%	0.18	0.00	10.30%	0.16	
San Antonio Recreation Center	1701 E 19th St		1.65	1.55	0.00	11.51%	0.18	0.00	10.30%	0.16	
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Aide, PT N.25528.25528	0.11	0.11							
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Aide, PT N.25528.25528	0.01	0.01							
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Leader I, PT.N.31667.31667	0.03	0.03							Tagalog
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Specialist I, PT.N.26081.26081	0.21	0.21	0.21						Spanish
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Leader I, PT.N.9296.4255	0.04	0.04	0.04						Spanish
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Aide, PT N.25528.25528	0.40	0.40	0.40						Spanish
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Specialist II, PT N.32381.32381	0.40	0.40	0.40						Spanish
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Aide, PT.N.25528.25528	0.28	0.28							
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Program Director	1.00	1.00	1.00						Spanish
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Leader I, PT.N.31667.31667	0.35	0.35	0.35						Spanish
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Leader I, PT.N.9296.4255	0.29	0.29	0.29						Spanish
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Leader I, PT.N.31667.31667	0.40	0.40							
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave	Recreation Leader I, PT.N.31667.31667	0.04	0.04	0.04						Spanish
503239 - Carmen Flores Recreation Center	1637 Fruitvale Ave		3.56	3.56	2.73	18.59%	(2.07)	0.00	0.71%	0.03	
Carmen Flores Recreation Center	1637 Fruitvale Ave		3.56	3.56	2.73	18.59%	(2.07)	0.00	0.71%	0.03	
OFFICE OF PARKS AND RECREATION			262.61	251.17	33.29	11.39%	(4.69)	1.59	6.53%	2.56	

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84111 - Admin: Planning & Building	250 FOP 3 FL	Account Clerk II	0.50	NO							
84111 - Admin: Planning & Building	250 FOP 3 FL	Temp Contract Svcs Employee, PT.N.33382.32288	0.50	NO							
84111 - Admin: Planning & Building	250 FOP 3 FL	Account Clerk III	1.00	NO							
84111 - Admin: Planning & Building	250 FOP 3 FL	Administrative Analyst II	1.00	NO							
84111 - Admin: Planning & Building	250 FOP 3 FL	Administrative Services Manager I	1.00	NO							
84111 - Admin: Planning & Building	250 FOP 3 FL	Business Analyst III	1.00	NO							
84111 - Admin: Planning & Building	250 FOP 3 FL	Director, Comm & Econ Dev	1.00	NO							
84111 - Admin: Planning & Building	250 FOP 3 FL	Exempt Limited Duration Employee, Q.33380.32844	1.00	NO							Taiwanese
84111 - Admin: Planning & Building	250 FOP 3 FL	Management Assistant	1.00	NO							
84111 - Admin: Planning & Building	250 FOP 3 FL	Manager, Information Systems	1.00	NO							Spanish
84111 - Admin: Planning & Building	250 FOP 3 FL	Office Assistant II	1.00	NO							
84111 - Admin: Planning & Building	250 FOP		10.00	0.00							
DRB Administration	250 FOP		10.00	0.00							
84211 - Planning	250 FOP 3 FL	Graphic Delinimator	1.00	NO							
84211 - Planning	250 FOP 3 FL	Planner I	1.00	1.00	1.00						Spanish
84211 - Planning	250 FOP 3 FL	Planner II	1.00	1.00	1.00						Spanish
84211 - Planning	250 FOP 3 FL	Planner II	1.00	1.00							Danish / Swedish
84211 - Planning	350 FOP 3 FL	Planner II	1.00	1.00							
84211 - Planning	250 FOP 3 FL	Planner II	1.00	1.00							
84211 - Planning	250 FOP 3 FL	Planner III	1.00	1.00							
84211 - Planning	250 FOP 3 FL	Planner III	1.00	1.00							
84211 - Planning	250 FOP 3 FL	Planner III	1.00	1.00							
84211 - Planning	250 FOP 3 FL	Planner III	1.00	1.00							
84211 - Planning	250 FOP 3 FL	Planner III, Historic Preservation	1.00	1.00							
84211 - Planning	250 FOP 3 FL	Planner III, PPT	0.50	1.00							
84211 - Planning	250 FOP 3 FL	Planner III, PPT	0.50	1.00							
84211 - Planning	250 FOP 3 FL	Planner IV	1.00	NO							
84211 - Planning	250 FOP 3 FL	Planner V	1.00	NO							
84211 - Planning	250 FOP 3 FL	Planning Intern; PT.N.33188.15740	0.00	NO							
84211 - Planning	250 FOP 3 FL	Planning Intern; PT.N.33188.15740	0.20	NO							
84211 - Planning	250 FOP 3 FL	Planning Intern; PT.N.33192.1778	0.50	NO							
84311 - Planning	250 FOP 3 FL	Planning Intern; PT.N.33192.1778	0.50	NO							
84211 - Planning	250 FOP		18.20	13.00	2.00	11.39%	(0.52)	0.00	5.63%	0.73	CH
84229 - Zoning	250 FOP 3 FL	Administrative Assistant I	1.00	1.00							
84229 - Zoning	250 FOP 3 FL	Administrative Assistant II	1.00	1.00							
84229 - Zoning	250 FOP 3 FL	Manager, Zoning	1.00	NO							
84229 - Zoning	250 FOP 3 FL	Planner I	1.00	1.00							
84229 - Zoning	250 FOP 3 FL	Planner I	1.00	1.00	1.00						Spanish
84229 - Zoning	250 FOP 3 FL	Planner II	1.00	1.00							
84229 - Zoning	250 FOP 3 FL	Planner II	1.00	1.00							
84229 - Zoning	250 FOP 3 FL	Planner II	1.00	1.00							
84229 - Zoning	250 FOP 3 FL	Planner II, Design Review	1.00	1.00							
84228 - Zoning	350 FOP 3 FL	Planner III	1.00	1.00							
84229 - Zoning	250 FOP 3 FL	Planner III	1.00	1.00	1.00						Spanish
84229 - Zoning	250 FOP 3 FL	Planner III	1.00	1.00							
84229 - Zoning	250 FOP 3 FL	Planner III	1.00	1.00							
84229 - Zoning	250 FOP 3 FL	Planning Intern; PT.N.33188.15740	0.00	NO							
84229 - Zoning	250 FOP 3 FL	Planning Intern; PT.N.33188.15740	0.20	NO							
84229 - Zoning	250 FOP 3 FL	Planning Intern; PT.N.33188.15740	0.20	NO							Igbo
84229 - Zoning	250 FOP 3 FL	Planning Intern; PT.N.33188.15740	0.20	NO							Italian (Read)
84229 - Zoning	250 FOP 3 FL	Public Service Representative	1.00	1.00							
84229 - Zoning	280 FOP		18.80	17.00	3.00	11.39%	(1.08)	0.00	8.63%	0.98	CH
84432 - Engineering: Project Coordination	250 FOP 2 FL	Engineer, Assistant II (Office)	1.00	1.00							
84432 - Engineering: Project Coordination	250 FOP 2 FL	Engineer, Civil (Office)	1.00	NO							
84432 - Engineering: Project Coordination	250 FOP 2 FL	Engineer, Civil (Office)	1.00	NO							
84432 - Engineering: Project Coordination	250 FOP 2 FL	Engineering Technician II (Office)	1.00	1.00	1.00						Spanish / Croatian

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84432 - Engineering: Project Coordination	250 FOP 2 FL	Planner I	0.00	0.00							
84432 - Engineering: Project Coordination	250 FOP		4.00	2.00	1.00	11.39%	(0.77)	0.00	5.63%	0.11	
Planning and Zoning	280 EOP		39.00	32.00	26.00	11.39%	(2.38)	50.00	5.63%	1.80	CH
84411 - Admin: Engineering	250 FOP 2 FL	Account Clerk II	1.00	1.00							
84411 - Admin: Engineering	250 FOP 2 FL	Account Clerk II	1.00	1.00				1.00			Mandarin
84411 - Admin: Engineering	250 FOP 2 FL	Account Clerk III	1.00	NO							
84411 - Admin: Engineering	250 FOP 2 FL	Deputy Director/Building Official	1.00	NO							
84411 - Admin: Engineering	250 FOP		4.00	2.00	0.00	11.39%	0.23	1.00	5.63%	(0.89)	
84412 - Admin: Building Inspection	250 FOP 2 FL	Management Assistant	1.00	NO							
84412 - Admin: Building Inspection	250 FOP 2 FL	Office Assistant I	1.00	1.00				1.00			Cantonese
84412 - Admin: Building Inspection	250 FOP 2 FL	Office Assistant II	1.00	1.00							
84412 - Admin: Building Inspection	250 FOP 2 FL	Office Assistant II	1.00	1.00							
84412 - Admin: Building Inspection	250 FOP 2 FL	Office Manager	1.00	NO							
84412 - Admin: Building Inspection	250 FOP 2 FL	Public Service Rep, PPT	0.50	0.50							French
84412 - Admin: Building Inspection	250 FOP 2 FL	Public Service Representative	1.00	1.00							
84412 - Admin: Building Inspection	250 FOP 2 FL	Public Service Representative	1.00	1.00							
84412 - Admin: Building Inspection	250 FOP 2 FL	Public Service Representative	1.00	1.00							
84412 - Admin: Building Inspection	250 FOP 2 FL	Public Service Representative	1.00	1.00							
84412 - Admin: Building Inspection	250 FOP		9.80	7.50	0.00	11.39%	0.85	1.00	5.63%	(0.58)	SP
84421 - Engineering: Permit Center	250 FOP 2 FL	Engineer, Assistant II (Office)	1.00	1.00							
84421 - Engineering: Permit Center	250 FOP 2 FL	Engineer, Assistant II (Office)	1.00	1.00							
84421 - Engineering: Permit Center	250 FOP 2 FL	Engineer, Civil Principal	1.00	NO							
84421 - Engineering: Permit Center	250 FOP 2 FL	Engineer, Civil Supv (Office)	1.00	NO							
84421 - Engineering: Permit Center	280 FOP 2 FL	Permit Technician II	1.00	1.00							
84421 - Engineering: Permit Center	250 FOP 2 FL	Process Coordinator II	1.00	NO							
84421 - Engineering: Permit Center	250 FOP 2 FL	Process Coordinator II	1.00	NO							
84421 - Engineering: Permit Center	250 FOP 2 FL	Process Coordinator III	1.00	NO							
84421 - Engineering: Permit Center	250 FOP 2 FL	Public Service Representative	1.00	1.00							
84421 - Engineering: Permit Center	250 FOP 2 FL	Public Service Representative	1.00	1.00				1.00			Cantonese
84421 - Engineering: Permit Center	250 FOP 2 FL	Public Service Representative	1.00	1.00	1.00						Spanish
84421 - Engineering: Permit Center	250 FOP 2 FL	Public Service Representative	1.00	1.00							
84421 - Engineering: Permit Center	250 FOP		12.00	7.00	1.00	11.39%	(0.20)	1.00	5.63%	(0.61)	
84431 - Building & Infrastructure Plan Check	250 FOP 2 FL	Engineer, Civil (Office)	1.00	1.00				1.00			Cantonese
84431 - Building & Infrastructure Plan Check	250 FOP 2 FL	Engineer, Civil (Office)	1.00	1.00				1.00			Cantonese
84431 - Building & Infrastructure Plan Check	250 FOP 2 FL	Engineer, Civil (Office)	1.00	1.00				1.00			Mandarin
84431 - Building & Infrastructure Plan Check	250 FOP 2 FL	Engineer, Civil (Office)	1.00	1.00				1.00			Cantonese
84431 - Building & Infrastructure Plan Check	250 FOP 2 FL	Engineer, Civil (Office)	1.00	1.00							
84431 - Building & Infrastructure Plan Check	250 FOP 2 FL	Engineer, Civil (Office)	1.00	1.00							
84431 - Building & Infrastructure Plan Check	250 FOP 2 FL	Engineer, Civil (Office)	1.00	1.00							
84431 - Building & Infrastructure Plan Check	250 FOP		6.00	6.00	0.00	11.39%	0.88	4.00	5.63%	(3.66)	Gujarati / Hindi / Urdu
84451 - Inspections: Commercial Building	250 FOP 2 FL	Engineer, Civil Principal	1.00	1.00				1.00			Cantonese
84451 - Inspections: Commercial Building	250 FOP 2 FL	Principal Inspection Supv	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Principal Inspection Supv	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Insp, Senior	1.00	1.00	1.00						Spanish
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Insp, Senior	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Insp, Senior	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00	1.00						Spanish
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00	1.00						Spanish
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00	1.00						Spanish
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00							
84451 - Inspections: Commercial Building	250 FOP 2 FL	Specialty Combination Inspector	1.00	1.00	1.00						Spanish





PUBLIC WORKS AGENCY	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
30111 - Director and Human Resources Unit	250 FOP 4 FL	Agency Director, Public Works	1.00	NO							
30111 - Director and Human Resources Unit	250 FOP 4 FL	Exec Asst to Agency Director	1.00	NO							
30111 - Director and Human Resources Unit	250 FOP 4 FL	Manager, Agency Administrative	1.00	NO							
30111 - Director and Human Resources Unit	250 FOP		3.00	0.00							
30112 - Human Resources	250 FOP 4 FL	Administrative Assistant I	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Administrative Assistant I	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Administrative Assistant II	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Administrative Assistant II (CONF)	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Administrative Services Manager II	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Management Intern	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Payroll Personnel Clerk III	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Payroll Personnel Clerk III	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Payroll Personnel Clerk III	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Payroll Personnel Clerk III	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Program Analyst I	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Support Services Supervisor	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Support Services Supervisor	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Support Services Supervisor	1.00	NO							
30112 - Human Resources	250 FOP 4 FL	Training & Public Svcs Admin	1.00	NO							
30112 - Human Resources	250 FOP		14.00	1.00	0.00	11.39%	0.11	0.00	5.63%	0.06	
30121 - PWA Fiscal Services	250 FOR 3 FL	Account Clerk II E.32732.32732	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Account Clerk III	0.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Account Clerk III	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Account Clerk III	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Account Clerk III	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Accountant I	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Accountant I	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Accountant II	1.00	NO							Spanish
30121 - PWA Fiscal Services	250 FOP 3 FL	Accountant II	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Accountant III	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Accountant III	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Administrative Services Manager II	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Budget & Grants Administrator	1.00	NO							Tagalog
30121 - PWA Fiscal Services	250 FOP 3 FL	Management Assistant	1.00	NO							
30121 - PWA Fiscal Services	250 FOP 3 FL	Temp Contract Svcs Employee, PT.N.32907.32907	1.00	NO							
30121 - PWA Fiscal Services	250 FOP		15.00	0.00							
30181 - Management Information Systems Unit	250 FOP	Management Intern	1.00	NO							
30181 - Management Information Systems Unit	250 FOP	Project Manager II	1.00	NO							
30181 - Management Information Systems Unit	250 FOP		2.00	0.00							
30631 - Facility Services Admin	250 FOP 1 FL	Administrative Analyst III	1.00	NO							Cantonese
30631 - Facility Services Admin	250 FOP 1 FL	Administrative Assistant II	1.00	NO							
30631 - Facility Services Admin	250 FOP 1 FL	Facilities Complex Manager	1.00	NO							
30631 - Facility Services Admin	250 FOP 1 FL	Manager, Building Services	1.00	NO							
30631 - Facility Services Admin	250 FOP		4.00	0.00							
30632 - Civic Center Complex	250 FOP 1 FL	Custodial Services Supervisor I	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							Spanish
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							Cantonese
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian Supervisor	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PPT	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PPT	0.89	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PPT	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT	0.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967	0.32	NO							

PUBLIC WORKS AGENCY	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Custodian, PT.N.24349.13967...	0.32	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 PL	Stationary Engineer	1.00	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Stationary Engineer	0.25	NO							
30632 - Civic Center Complex	250 FOP 1 FL	Stationary Engineer, Chief	1.00	NO							
30632 - Civic Center Complex	250 FOP		24.64	0.00							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian, RT	0.10	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian, PT	0.10	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian	0.10	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian, PT	0.10	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Custodian, PT	0.10	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Maintenance Mechanic	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30633 - Hall of Justice Complex	250 FOP 1 FL	Stationary Engineer, Chief	1.00	NO							
30633 - Hall of Justice Complex	250 FOP		13.60	0.00							
30634 - Plant Operations	250 FOP 1 FL	Construction & Maintenance Mechanic	1.00	NO							
30634 - Plant Operations	250 FOP 1 FL	Custodian	1.00	NO							
30634 - Plant Operations	250 FOP 1 FL	Custodian	1.00	NO							
30634 - Plant Operations	250 FOP 1 FL	Custodian, PRT	1.00	NO							
30634 - Plant Operations	250 FOP 1 FL	Maintenance Mechanic, PRT	0.50	NO							
30634 - Plant Operations	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30634 - Plant Operations	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30634 - Plant Operations	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30634 - Plant Operations	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30634 - Plant Operations	250 FOP 1 FL	Stationary Engineer	1.00	NO							
30634 - Plant Operations	250 FOP 1 FL	Stationary Engineer, Chief	1.00	NO							
30634 - Plant Operations	260 FOP		10.50	0.00							
30635 - Roving Custodial	250 FOP 1 FL	Custodial Services Supervisor, I	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodial Services Supervisor, I	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	0.40	NO							
30635 - Roving Custodial	250 FOP 1 FL	Custodian	1.00	NO							

























PUBLIC WORKS AGENCY	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
30243 - Right of Way Management	250 FOP	Construction Inspector (Field)	1.00	NO							
30243 - Right of Way Management	250 FOP	Construction Inspector (Field)	1.00	NO							
30243 - Right of Way Management	250 FOP	Construction Inspector (Field)	1.00	NO							
30243 - Right of Way Management	250 FOP	Construction Inspector (Field)	1.00	NO							
30243 - Right of Way Management	250 FOP	Construction Inspector Sup (Field)	1.00	NO							
30243 - Right of Way Management	250 FOP	Construction Inspector, Sr (Field)	1.00	NO							
30243 - Right of Way Management	250 FOP	Construction Inspector, Sr (Field)	1.00	NO							
30243 - Right of Way Management	250 FOP	Engineer, Assistant II (Field)	1.00	NO							
30243 - Right of Way Management	250 FOP	Engineer, Assistant I (Office)	1.00	NO							
30243 - Right of Way Management	250 FOP	Engineer, Civil Supv (Office)	1.00	NO							
30243 - Right of Way Management	250 FOP	Public Service Representative	1.00	NO							
30243 - Right of Way Management	250 FOP		21.00	0.00							
30244 - Sanitary Sewer Design	250 FOP	Drafting Technician, Int (Office)	1.00	NO							
30244 - Sanitary Sewer Design	250 FOP	Engineer, Assistant I (Office).E 32961.32961	1.00	NO							
30244 - Sanitary Sewer Design	250 FOP	Engineer, Assistant II (Office)	0.00	NO							
30244 - Sanitary Sewer Design	250 FOP	Engineer, Assistant II (Office)	1.00	NO							
30244 - Sanitary Sewer Design	250 FOP	Engineer, Assistant II (Office)	1.00	NO							
30244 - Sanitary Sewer Design	250 FOP	Engineer, Assistant II (Office)	1.00	NO							
30244 - Sanitary Sewer Design	250 FOP	Engineer, Assistant II (Office)	1.00	NO							
30244 - Sanitary Sewer Design	250 FOP	Engineer, Civil (Office)	1.00	NO							
30244 - Sanitary Sewer Design	250 FOP	Engineer, Civil (Office)	1.00	NO							
30244 - Sanitary Sewer Design	250 FOP	Engineer, Civil Supv (Office)	1.00	NO							Cantonese
30244 - Sanitary Sewer Design	250 FOP	Engineering Intern, PT	0.33	NO							Mandarin / Japanese
30244 - Sanitary Sewer Design	260 FOP		S.33	0.00							
30245 - Watershed and Stormwater Program	250 FOP	Engineer, Civil (Office)	1.00	NO							
30245 - Watershed and Stormwater Program	250 FOP	Environmental Program Specialist	1.00	NO							
30245 - Watershed and Stormwater Program	250 FOP	Program Analyst III	1.00	NO							
30245 - Watershed and Stormwater Program	250 FOP	Program Analyst III	1.00	NO							
30245 - Watershed and Stormwater Program	250 FOP	Program Analyst III	1.00	NO							
30245 - Watershed and Stormwater Program	250 FOP	Watershed Program Supervisor	1.00	NO							
30246 - Watershed and Stormwater Program	260 FOP		6.00	0.00							
30261 - Transportation Services - Administration	250 EOP	Administrative Assistant II	1.00	NO							
30261 - Transportation Services - Administration	250 FOP	Engineer, Civil Principal	1.00	NO							
30261 - Transportation Services - Administration	250 FOP	Office Assistant II	1.00	NO							
30261 - Transportation Services - Administration	260 FOP		3.00	1.00	0.00	11.39%	0.11	0.00	5.63%	0.06	
30264 - Traffic Capital Projects	250 EOP	Engineer, Assistant I (Office).E 32927.32927	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Assistant II (Office)	0.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Assistant II (Office)	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Assistant II (Office)	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Assistant II (Office)	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Assistant II (Office)	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Transportation	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Transportation	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Transportation	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Transportation	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Transportation Assistant	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineer, Transportation Supv	1.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT	0.00	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Engineering Intern, PT.N.31943.10357	0.17	NO							
30264 - Traffic Capital Projects	250 FOP	Traffic Engineering Tech, Senior (O)	1.00	NO							
30264 - Traffic Capital Projects	260 FOP		13.50	0.00							
30265 - Traffic Safety Program	250 FOP	Engineer, Assistant II (Office)	1.00	NO							Mandarin
30265 - Traffic Safety Program	250 FOP	Engineer, Transportation	1.00	NO							
30265 - Traffic Safety Program	250 FOP	Engineer, Transportation	1.00	NO							
30265 - Traffic Safety Program	250 FOP	Engineer, Transportation Assistant	1.00	NO							

PUBLIC WORKS AGENCY	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCR	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
30265 - Traffic Safety Program	250 FOP	Engineer, Transportation Supv	1.00	NO							Mandarin
30265 - Traffic Safety Program	250 FOP	Engineering Technician I (Office)	1.00	NO							
30265 - Traffic Safety Program	250 FOP	Engineering Technician II (Office)	1.00	NO							
30265 - Traffic Safety Program	250 FOP	Engineering Technician II (Office)	1.00	NO							
30266 - Traffic Safety Program	260 FOP		8.00	0.00							
30275 - IPPD Plans and Programming	250 FOP	Engineer, Civil (Office)	1.00	NO							
30275 - IPPD Plans and Programming	250 FOP	Manager, Capital Improvement Pgrm	1.00	NO							
30275 - IPPD Plans and Programming	250 FOP	Program Analyst I	1.00	NO							
30275 - IPPD Plans and Programming	250 FOP	Program Analyst III	1.00	NO							
30275 - IPPD Plans and Programming	250 FOP	Student Trainee, PT	0.00	NO							
30275 - IPPD Plans and Programming	250 FOP	Student Trainee, PT.N.32829.1012	0.36	NO							
30275 - IPPD Plans and Programming	250 FOP	Student Trainee; RT.N.32829.1012	0.36	NO							
30275 - IPPD Plans and Programming	250 FOP	Student Trainee, PT.N.32829.1012	0.36	NO							
30275 - IPPD Plans and Programming	250 FOP	Student Trainee, PT.N.32829.1012	0.36	NO							
30275 - IPPD Plans and Programming	250 FOP	Student Trainee, RT.N.32829.1012	0.36	NO							
30275 - IPPD Plans and Programming	250 FOP	Student Trainee, PT.N.32829.1012	0.36	NO							
30275 - IPPD Plans and Programming	250 FOP	Transportation Planner, Senior	1.00	NO							
30275 - IPPD Plans and Programming	250 FOP	Transportation Planner, Senior	1.00	NO							
30275 - IPPD Plans and Programming	260 FOP		8.50	0.00							
Engineering and Design Section	260 FOP		138.83	1.00	10.00	11.39%	0.11	0.00	6.63%	0.08	
<b>PUBLIC WORKS AGENCY</b>			<b>688.91</b>	<b>6.06%</b>	<b>1.00</b>	<b>11.39%</b>	<b>(0.32)</b>	<b>2.00</b>	<b>6.63%</b>	<b>1.65</b>	

ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	RCPCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
61111 - Director Unit	125 14th St 1 FL	Development Specialist (II)	1.00	1.00							
61111 - Director Unit	125 14th St 1 FL	Director of Library Services	1.00	1.00	1.00						Spanish
61111 - Director Unit	125 14th St 1 FL	Executive Assistant	1.00	1.00	1.00						Spanish
61111 - Director Unit	125 14th St 1 FL	Librarian, Administrative	1.00	NO							
61111 - Director Unit	126 14th St 1 FL	Library Assistant, PT N.24726.24726	0.20	NO							Spanish
61111 - Director Unit	126 14th St 1 FL	Program Analyst I, RT	0.00	NO							
61111 - Director Unit	125 14th St 1 FL	Program Analyst I, PT	0.50	NO							
61111 - Director Unit	125 14th St		4.70	3.00	2.00	11.39%	(1.66)	0.00	5.63%	0.17	
61121 - Departmental Operation Unit	125 14th St 1 FL	Account Clerk III	1.00	NO							
61121 - Departmental Operation Unit	125 14th St 1 FL	Account Clerk III	1.00	NO							
61121 - Departmental Operation Unit	125 14th St 1 FL	Account Clerk III	1.00	NO							
61121 - Departmental Operation Unit	125 14th St 1 FL	Accountant II	1.00	NO							Vietnamese
61121 - Departmental Operation Unit	125 14th St 1 FL	Administrative Services Manager II	1.00	NO							
61121 - Departmental Operation Unit	125 14th St 1 FL	Library Aide	1.00	NO							
61121 - Departmental Operation Unit	125 14th St 1 FL	Library Aide, RT	0.47	NO							
61121 - Departmental Operation Unit	125 14th St 1 FL	Management Assistant	1.00	NO							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard	1.00	1.00							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard	1.00	1.00							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.00	0.00							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.06	0.06							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.06	0.06							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.06	0.06							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.06	0.06							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.06	0.06							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.06	0.06							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.06	0.06							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.06	0.06							
61121 - Departmental Operation Unit	125 14th St 1 FL	Museum Guard, PT	0.06	0.06							
61121 - Departmental Operation Unit	125 14th St 1 FL	Office Manager	1.00	NO							
61121 - Departmental Operation Unit	125 14th St 1 FL	Account Clerk II	1.00	NO				1.00			Cantonese/Mandarin
61121 - Departmental Operation Unit	125 14th St 1 FL	Starekeeper II	1.00	NO							
61121 - Departmental Operation Unit	125 14th St		13.97	3.80	0.00	11.39%	0.40	1.00	5.63%	(0.80)	
61131 - Automation	125 14th St Basement	Librarian, Supervising E.25058.25058	1.00	NO							
61131 - Automation	125 14th St Basement	Library Aide, PT	0.18	NO							
61131 - Automation	125 14th St Basement	Library Aide, PT	0.32	NO							
61131 - Automation	125 14th St Basement	Library Assistant	1.00	NO				1.00			Cantonese
61131 - Automation	125 14th St Basement	Library Assistant, Senior	1.00	NO							
61131 - Automation	125 14th St Basement	Student Trainee, PT	0.60	NO							
61131 - Automation	126 14th St		4.10	0.00							
61132 - Children Services/Youth Room	125 14th St Basement	Librarian II	1.00	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Librarian, Senior	1.00	NO				1.00			Cantonese / Mandarin
61132 - Children Services/Youth Room	125 14th St Basement	Librarian, Supervising	1.00	NO				1.00			Mandarin
61132 - Children Services/Youth Room	125 14th St Basement	Library Aide	1.00	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Library Aide	1.00	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Library Aide	1.00	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Library Aide, PPT	0.80	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Library Aide, PT	0.28	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Library Assistant	1.00	NO	1.00						Spanish
61132 - Children Services/Youth Room	125 14th St Basement	Library Assistant	1.00	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Library Assistant	1.00	NO							Hindi / Punjabi
61132 - Children Services/Youth Room	125 14th St Basement	Library Assistant, PT	0.50	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Library Asst, PPT	0.60	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Office Assistant II	1.00	NO							
61132 - Children Services/Youth Room	125 14th St Basement	Office Assistant II	1.00	NO							
61132 - Children Services/Youth Room	126 14th St		14.18	0.00							
61133 - Community Relations	125 14th St 2 FL	Librarian, Senior	1.00	1.00							
61133 - Community Relations	125 14th St 2 FL	Library Asst, PPT	0.60	0.60							
61113 - Community Relations	125 14th St		1.60	1.60	0.00	0.00	0.90	0.00	0.00	0.00	
61135 - Acquisitions	125 14th St Basement	Librarian, Senior	1.00	NO							Spanish
61135 - Acquisitions	125 14th St Basement	Library Aide	1.00	NO							Spanish
61135 - Acquisitions	125 14th St Basement	Library Aide, PT	0.00	NO							
61135 - Acquisitions	125 14th St Basement	Library Aide, PT N.28037.27489	0.20	NO							
61135 - Acquisitions	125 14th St Basement	Library Aide, PT N.28037.27469	0.20	NO							







ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP FTE	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
61212 - On-Call Public Services	System-wide Placement	Library Assistant, PT N.28040.22635.	0.03	0.03							
61212 - On-Call Public Services	System-wide Placement	Library Assistant, PT.N.28040.22635.	0.03	0.03	0.03						Spanish
51212 - On-Call Public Services	System-wide Placement	Library Assistant, PT.N.28040.22635.	0.03	0.03							
61212 - On-Call Public Services	System-wide Placement	Library Assistant, PT.N.28040.22635.	0.03	0.03							
61212 - On-Call Public Services	System-wide Placement	Library Assistant, PT.N.28040.22635.	0.03	0.03							
51212 - On-Call Public Services	System-wide Placement	Library Assistant, PT.N.28040.22635.	0.03	0.03							
61212 - On-Call Public Services	System-wide Placement	Library Assistant, PT.N.28040.22635.	0.03	0.03				0.03			Mandarin
61212 - On-Call Public Services	System-wide Placement	Library Assistant, PT.N.28040.22635.	6.64	5.64	0.77	11.39%	(0.12)	0.16	6.63%	0.16	
61213 - Literacy	1801 Adeline St 2 FL	Library Aide, PT.	0.56	0.58							
61213 - Literacy	1801 Adeline St 2 FL	Literacy Assistant	1.00	1.00							
61213 - Literacy	1801 Adeline St 2 FL	Literacy Assistant, PT	0.00	0.00							
61213 - Literacy	1801 Adeline St 2 FL	Literacy Assistant, PT.N.10001.10001.	0.25	0.25							
61213 - Literacy	1801 Adeline St 2 FL	Literacy Assistant, PT.N.10001.10001.	0.25	0.25							
61213 - Literacy	1801 Adeline St 2 FL	Literacy Assistant, Senior	1.00	1.00							
61213 - Literacy	1801 Adeline St 2 FL	Office Assistant I	1.00	NO							
61213 - Literacy	1801 Adeline St 2 FL	Office Assistant I	1.00	NO							
61213 - Literacy	1801 Adeline St		6.08	3.08	0.00	11.39%	0.35	0.00	5.63%	0.17	
61313 - Childrens Services/Youth	125 14th St Basement	Librarian II	1.00	1.00							
61313 - Childrens Services/Youth	125 14th St Basement	Librarian II	1.00	1.00	1.00						Spanish
61313 - Childrens Services/Youth	125 14th St Basement	Librarian II, PPT	0.80	0.80							
61313 - Childrens Services/Youth	125 14th St Basement	Librarian, Supervising	1.00	1.00							
61313 - Childrens Services/Youth	125 14th St Basement	Library Assistant, PT	1.40	NO							
61313 - Childrens Services/Youth	125 14th St Basement	Student Trainee, PT.	2.76	NO							
61315 - Childrens Services/Youth	126 14th St		7.56	3.80	1.00	11.39%	(0.57)	0.00	5.63%	0.21	
61321 - Support Services Unit (Teen Service	125 14th St 2 FL	Librarian I	1.00	1.00							
61321 - Support Services Unit (Teen Service	125 14th St 2 FL	Librarian I	1.00	1.00	1.00						Spanish
61321 - Support Services Unit (Teen Service	125 14th St 2 FL	Librarian II (Totms) @ Teen Zone	1.00	1.00							
61321 - Support Services Unit (Teen Service	125 14th St 2 FL	Librarian, Supervising, PPT	0.80	0.80							
61321 - Support Services Unit (Teen Service	125 14th St 2 FL	Library Aide, PPT	0.60	0.60							
61321 - Support Services Unit (Teen Service	125 14th St 2 FL	Library Asst, PPT	0.60	0.60							
61321 - Support Services Unit	125 14th St		5.00	5.00	1.00	11.39%	(0.43)	0.00	5.63%	0.28	
Systemwide Services	ValHouse		69.63	19.98	4.00	11.39%	(17.2)	1.00	5.63%	0.12	
61211 - Administrative Unit	125 14th St 2 FL	Associate Director, Library Services	1.00	1.00	1.00						Spanish
61211 - Administrative Unit	125 14th St		1.00	1.00	1.00	11.39%	(0.89)	0.00	5.63%	0.06	
61221 - Main Library Administration	125 14th St 2 FL	Librarian, Supervising	1.00	1.00							Japanese
61221 - Main Library Administration	125 14th St		1.00	1.00	0.00	11.39%	0.11	0.00	5.63%	0.06	
61231 - Art/History/Literature	125 14th St 1 FL	Librarian II	1.00	1.00							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PPT	0.60	0.60							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PPT	0.60	0.60							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PPT	0.60	0.60	0.60						Spanish
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PT	0.00	0.00							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PT.N.26224.26224.	0.21	0.21							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PT N.26224.26224.	0.21	0.21							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PT	0.00	0.00							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PT.N.2487.2487.	0.50	0.50							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PT.N.2487.2487.	0.50	0.50							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PT.N.32816.1444.	0.71	0.71							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PT.N.32816.1444.	0.71	0.71							
61231 - Art/History/Literature	125 14th St 1 FL	Library Aide, PT	1.45	1.45							
61231 - Art/History/Literature	125 14th St 1 FL	Library Assistant	1.00	1.00	1.00						Spanish
61231 - Art/History/Literature	125 14th St 1 FL	Library Assistant, PT	0.50	0.50							
61231 - Art/History/Literature	125 14th St 1 FL	Office Assistant II	1.00	1.00							
61231 - Art/History/Literature	126 14th St		10.33	10.38	1.60	11.39%	(0.42)	0.00	5.63%	0.68	CH
61235 - Magazines and Newspapers	125 14th St 2 FL	Librarian I	1.00	1.00							
61235 - Magazines and Newspapers	125 14th St 2 FL	Librarian I, PPT	0.04	0.04							
61235 - Magazines and Newspapers	125 14th St 2 FL	Library Assistant	1.00	1.00							
61235 - Magazines and Newspapers	125 14th St 2 FL	Library Assistant, PT	0.00	0.00							
61235 - Magazines and Newspapers	125 14th St 2 FL	Library Assistant, PT N.24700.19184.	0.07	0.07							
61235 - Magazines and Newspapers	125 14th St 2 FL	Library Assistant, PT N.24700.19164.	0.07	0.07							
61235 - Magazines and Newspapers	125 14th St 2 FL	Library Assistant, PT	0.06	0.06							
61235 - Magazines and Newspapers	125 14th St 2 FL	Library Asst, PPT	0.60	0.60							

ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SR PCP	SP PCP Goal	SE PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
61235 - Magazines and Newspapers	125 14th St		2.83	2.83	0.00	11.39%	0.32	0.00	5.63%	0.16	
61236 - Science Business and Sociology	125 14th St 1 FL	Librarian I	1.00	1.00							
61236 - Science Business and Sociology	125 14th St 1 FL	Librarian I	1.00	1.00							
61236 - Science Business and Sociology	125 14th St 1 FL	Librarian I	1.00	1.00							
61236 - Science Business and Sociology	125 14th St 1 FL	Librarian I, PT	0.01	0.01							
61236 - Science Business and Sociology	125 14th St 1 FL	Librarian I, PT	1.25	1.25							
61236 - Science Business and Sociology	659 14th St 1 FL	Librarian II	1.00	1.00							
61236 - Science Business and Sociology	125 14th St 1 FL	Librarian II	1.00	1.00							
61236 - Science Business and Sociology	125 14th St 1 FL	Librarian II	1.00	1.00	1.00						Spanish / French
61236 - Science Business and Sociology	125 14th St 1 FL	Librarian, Senior	1.00	1.00							
61236 - Science Business and Sociology	125 14th St 1 FL	Librarian, Senior	1.00	1.00	1.00						Spanish / French
61236 - Science Business and Sociology	125 14th St 1 FL	Library Aide	1.00	1.00							
61236 - Science Business and Sociology	125 14th St 1 FL	Library Aide, PT	0.25	0.25							
61236 - Science Business and Sociology	125 14th St 1 FL	Library Assistant, PT	0.40	0.40							
61236 - Science Business and Sociology	125 14th St		10.91	10.91	2.00	11.39%	(0.78)	0.00	5.63%	0.61	CH
61237 - Childrens Room	125 14th St Basement	Librarian I	1.00	1.00							
61237 - Childrens Room	125 14th St Basement	Librarian II	1.00	1.00							
61237 - Childrens Room	125 14th St Basement	Library Aide, PPT	0.60	0.60				0.60			Cantonese
61237 - Childrens Room	125 14th St Basement	Library Aide, PT	0.37	0.37							
61237 - Childrens Room	125 14th St Basement	Library Aide, PT	0.63	0.63				0.63			Cantonese
61237 - Childrens Room	125 14th St Basement	Library Aide, PT	0.00	0.00							
61237 - Childrens Room	125 14th St Basement	Library Aide, PT, N.22588, 22588	0.19	0.19	0.19						Spanish
61237 - Childrens Room	125 14th St Basement	Library Aide, PT, N.22588, 22588	0.19	0.19							
61237 - Childrens Room	125 14th St Basement	Library Aide, RT, N.10355, 10355	0.00	0.00							
61237 - Childrens Room	125 14th St Basement	Library Aide, PT	0.62	0.62	0.62						Cantonese
61237 - Childrens Room	125 14th St Basement	Library Aide, PT	0.62	0.62				0.62			Cantonese
61237 - Childrens Room	125 14th St Basement	Library Assistant	1.00	1.00				1.00			Cantonese
61237 - Childrens Room	125 14th St Basement	Library Assistant, PT	0.11	0.11	0.11						Spanish
61237 - Childrens Room	125 14th St Basement	Library Assistant, PT	0.20	0.20				0.20			Cantonese
61237 - Childrens Room	125 14th St Basement	Library Asst, PPT	0.60	0.60							
61237 - Childrens Room	126 14th St		7.12	7.12	0.92	11.39%	(0.10)	3.05	5.63%	(2.65)	
61243 - Circulation/Automation	125 14th St 1 FL	Library Aide	1.00	1.00							
61243 - Circulation/Automation	125 14th St 1 FL	Library Aide	1.00	1.00							
61243 - Circulation/Automation	125 14th St 1 FL	Library Aide, RT	0.00	0.00							
61243 - Circulation/Automation	125 14th St 1 FL	Library Aide, PT, N.10868, 10868	0.26	0.26							Spanish
61243 - Circulation/Automation	125 14th St 1 FL	Library Aide, PT, N.10868, 10868	0.26	0.26							Spanish
61243 - Circulation/Automation	125 14th St 1 FL	Library Aide, PT, N.10868, 10868	0.26	0.26	0.26						Spanish
61243 - Circulation/Automation	125 14th St 1 FL	Library Aide, PT, N.10868, 10868	0.26	0.26	0.26			0.26			Cantonese
61243 - Circulation/Automation	125 14th St 1 FL	Library Aide, PT, N.10868, 10868	0.26	0.26	0.26						Spanish
61243 - Circulation/Automation	125 14th St 1 FL	Library Aide, PT	0.46	0.46				0.46			Cantonese
61243 - Circulation/Automation	125 14th St 1 FL	Library Assistant	1.00	1.00							
61243 - Circulation/Automation	125 14th St 1 FL	Library Assistant	1.00	1.00	1.00						Spanish
61243 - Circulation/Automation	125 14th St 1 FL	Library Assistant, PT	0.00	0.00							
61243 - Circulation/Automation	125 14th St 1 FL	Library Assistant, PT, N.10509, 10509	0.08	0.08							
61243 - Circulation/Automation	125 14th St 1 FL	Library Assistant, PT, N.10509, 10509	0.08	0.08				0.08			Mandarin
61243 - Circulation/Automation	125 14th St 1 FL	Library Assistant, PT, N.10509, 10509	0.08	0.08							
61243 - Circulation/Automation	125 14th St 1 FL	Library Assistant, PT	0.23	0.23	0.23						Spanish
61243 - Circulation/Automation	125 14th St 1 FL	Library Assistant, Senior	1.00	1.00							
61243 - Circulation/Automation	125 14th St		7.46	7.46	2.00	0.00	0.00	0.80	0.00	0.00	
Main Library Local Services	126 14th St		40.70	40.70	17.51	11.39%	(2.87)	13.86	5.63%	(1.55)	
61311 - Branch Administration	125 14th St 2 FL	Librarian, Supervising	1.00	1.00	1.00						Spanish
61311 - Branch Administration	125 14th St 2 FL	Librarian, Supervising	1.00	1.00							
61311 - Branch Administration	9255 Edes Ave 1 FL	Library Assistant	1.00	1.00							
61311 - Branch Administration	125 14th St		3.00	2.00	1.00	1.18%	(0.98)	0.00	24.14%	0.48	
61331 - Brookfield Village Branch	9255 Edes Ave 1 FL	Librarian I	1.00	1.00							
61331 - Brookfield Village Branch	9255 Edes Ave 1 FL	Librarian II	1.00	1.00							
61331 - Brookfield Village Branch	9255 Edes Ave 1 FL	Library Aide, PPT	0.60	0.60							
61331 - Brookfield Village Branch	9255 Edes Ave 1 FL	Library Aide, RT	0.00	0.00							
61331 - Brookfield Village Branch	9255 Edes Ave 1 FL	Library Aide, PT, N.25521, 25521	0.10	0.10							
61331 - Brookfield Village Branch	9255 Edes Ave 1 FL	Library Aide, PT, N.25521, 25521	0.10	0.10	0.10						Spanish
61331 - Brookfield Village Branch	9255 Edes Ave 1 FL	Library Aide, RT, N.25521, 25521	0.10	0.10	0.10						Spanish
61331 - Brookfield Village Branch	9255 Edes Ave 1 FL	Library Aide, PT, N.25521, 25521	0.10	0.10	0.10						Spanish
61331 - Brookfield Village Branch	9255 Edes Ave 1 FL	Library Assistant	1.00	1.00				1.00			Cantonese / Portuguese

ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCR Goal	SP PCR	CH PCP	CH PCR Goal	CH PCR	Language
61331 - Broomfield Village Branch	9255 Edes Ave		4.00	4.00	0.30	11.51%	0.15	1.00	1.07%	(0.98)	
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Librarian I	1.00	1.00							
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Librarian II	1.00	1.00							
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Librarian II	1.00	1.00							
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Librarian, Senior	1.00	1.00							
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Library Aide, PPT	0.80	0.60							
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Library Aide, PT	0.80	0.80	0.60						Spanish
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Library Aide, PT	0.40	0.40							
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Library Aide, PT	0.00	0.00							
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Library Aide, PT N.27982.27982.	0.60	0.60				0.60			Cantonese
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Library Aide, PT N.27982.27982.	0.60	0.60							
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Library Assistant	1.00	1.00							
61332 - Diamond Branch	3565 Fruitvale Ave 1 FL	Library Assistant, Senior	1.00	1.00	1.00						Spanish
61332 - Diamond Branch	3565 Fruitvale Ave		9.00	9.00	1.80	1.18%	(1.69)	0.60	3.20%	(0.31)	
61333 - Eastmont Branch	7200 Bancroft Ave Ste 211	Librarian I	1.00	1.00							
61333 - Eastmont Branch	7200 Bancroft Ave Ste 211	Librarian II	1.00	1.00	1.00						Spanish
61333 - Eastmont Branch	7200 Bancroft Ave Ste 211	Librarian, Senior	1.00	1.00							
61333 - Eastmont Branch	7200 Bancroft Ave Ste 211	Library Aide, PPT	0.60	0.60							
61333 - Eastmont Branch	7200 Bancroft Ave Ste 211	Library Aide, PT	0.36	0.36	0.36						Spanish
61333 - Eastmont Branch	7200 Bancroft Ave Ste 211	Library Aide, PT	0.60	0.60							
61333 - Eastmont Branch	7200 Bancroft Ave Ste 211	Library Assistant, Senior	1.00	1.00	1.00						Spanish
61333 - Eastmont Branch	7200 Bancroft Ave Ste 211	Library Asst, PPT	0.60	0.60							
61333 - Eastmont Branch	7200 Bancroft Ave		6.36	6.36	2.36	11.51%	(1.63)	0.00	1.07%	0.07	
61334 - Elmhurst Branch	1427 88th Ave 1 FL	Librarian I	1.00	1.00							
61334 - Elmhurst Branch	1427 88th Ave 1 FL	Librarian II	1.00	1.00							Spanish
61334 - Elmhurst Branch	1427 88th Ave 1 FL	Library Aide, PPT	0.60	0.60							
61334 - Elmhurst Branch	1427 88th Ave 1 FL	Library Aide, PT	0.40	0.40							
61334 - Elmhurst Branch	1427 88th Ave 1 FL	Library Assistant	1.00	1.00							
61334 - Elmhurst Branch	1427 88th Ave		4.00	4.00	0.00	11.51%	0.46	0.00	1.07%	0.04	
61335 - M.L. King Jr. Branch	6833 Int'l Blvd 1 FL	Librarian I	1.00	1.00							
61335 - M.L. King Jr. Branch	6833 Int'l Blvd 1 FL	Librarian II	1.00	1.00							
61335 - M.L. King Jr. Branch	6833 Int'l Blvd 1 FL	Library Aide, PPT	0.60	0.60							
61335 - M.L. King Jr. Branch	6833 Int'l Blvd 1 FL	Library Aide, PT	0.40	0.40	0.40						Spanish
61335 - M.L. King Jr. Branch	6833 Int'l Blvd 1 FL	Library Assistant	1.00	1.00							
61336 - M.L. King Jr. Branch	6833 Int'l Blvd		4.00	4.00	0.40	11.61%	0.06	0.00	1.07%	0.04	
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Librarian I	1.00	1.00							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Librarian II	1.00	1.00	1.00						Spanish / French
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT	0.00	0.00							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10871.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10871.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10671.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10871.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10871.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10871.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10871.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10871.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10871.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Aide, PT N.10871.10871.	0.16	0.16							
61336 - Montclair Branch	1687 Mountain Blvd 1 FL	Library Assistant	1.00	1.00							
61336 - Montclair Branch	1687 Mountain Blvd		4.64	4.64	1.00	1.18%	(0.95)	0.00	1.07%	0.05	
61337 - Rockridge Branch	5366 College Ave 1 FL	Librarian I, E.22627.22627.	1.00	1.00							
61337 - Rockridge Branch	5366 College Ave 1 FL	Librarian II	0.00	0.00							
61337 - Rockridge Branch	5366 College Ave 1 FL	Librarian II	1.00	1.00							
61337 - Rockridge Branch	5366 College Ave 1 FL	Librarian II	1.00	1.00				1.00			Mandarin
61337 - Rockridge Branch	5366 College Ave 1 FL	Librarian II, PPT	0.60	0.60							
61337 - Rockridge Branch	5366 College Ave 1 FL	Librarian, Senior	1.00	1.00							
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Aide, PPT	0.60	0.60							
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Aide, PT	0.70	0.70							
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Aide, PT	0.40	0.40							
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Aide, PT	1.17	1.17							
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Aide, PT	0.00	0.00							
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Aide, PT N.21764.21764.	0.23	0.23							
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Aide, PT N.21764.21764.	0.23	0.23							
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Assistant	1.00	1.00							

ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP RCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Assistan	1.00	1.00							
61337 - Rockridge Branch	5366 College Ave 1 FL	Library Assistant Senior	1.00	1.00							
61337 - Rockridge Branch	5366 College Ave		10.93	10.93	0.00	1.18%	0.13	1.00	1.07%	(0.88)	
61338 - Temescal Branch	5025 Telegraph Ave	Librarian I	1.00	1.00							
61338 - Temescal Branch	5025 Telegraph Ave	Librarian II	1.00	1.00							
61338 - Temescal Branch	5025 Telegraph Ave	Library Aide, PPT	0.60	0.60							
61338 - Temescal Branch	5025 Telegraph Ave	Library Aide, PT	0.00	0.00							
61338 - Temescal Branch	5025 Telegraph Ave	Library Aide, PT N.10873.10873.	0.19	0.19							
61338 - Temescal Branch	5025 Telegraph Ave	Library Aide, PT.N.10873.10873.	0.19	0.19							
61338 - Temescal Branch	5025 Telegraph Ave	Library Aide, PT.N.10873.10873.	0.19	0.19							
61338 - Temescal Branch	5025 Telegraph Ave	Library Aide, PT.N.10873.10873.	0.19	0.19							
61338 - Temescal Branch	5025 Telegraph Ave	Library Aide, PT.N.10873.10873.	0.19	0.19							
61338 - Temescal Branch	5025 Telegraph Ave	Library Assistant	1.00	1.00	1.00						Spanish
61338 - Temescal Branch	5025 Telegraph Ave	Library Assistant, PT	0.20	0.20							
61338 - Temescal Branch	5025 Telegraph Ave	Library Assistant, Senior	1.00	1.00							
61338 - Temescal Branch	5025 Telegraph Ave	Library AssL PPT	0.60	0.60							
61338 - Temescal Branch	5025 Telegraph Ave		6.14	6.14	1.00	2.36%	(0.86)	0.00	1.78%	0.11	
61339 - District I Administration (01st Ave Br	1021 81st Ave	Librarian I	1.00	1.00	1.00						Spanish
61339 - District I Administration (61st Ave Br	1021 81st Ave	Librarian II	1.00	1.00							
61339 - District I Administration (61st Ave Br	1021 81st Ave	Librarian II	1.00	1.00							
61339 - District I Administration (61st Ave Br	1021 81st Ave	Librarian, Senior	1.00	1.00	1.00						Spanish
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Aide, PPT	0.60	0.60							
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Aide, PT	0.00	0.00							
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Aide, PT.N.30973.30973.	0.33	0.33	0.33						Spanish
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Aide, PT.N.30973.30973.	0.33	0.33							
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Aide, PT.N.30973.30973.	0.33	0.33	0.33						Spanish
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Aide, PT	0.00	0.00							
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Aide, PT.N.30980.30980.	0.50	0.50				0.50			Cantonese
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Aide, PT.N.30980.30980.	0.50	0.50							
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Assistant	1.00	1.00							
61339 - District I Administration (81st Ave Br	1031 81st Ave	Library Assistant, Senior	1.00	1.00	1.00						Spanish
61339 - District I Administration (81st Ave Br	1021 81st Ave	Library Asst/PPT	0.60	0.60							
61339 - District I Administration (81st Ave Br	1021 81st Ave		8.20	8.20	3.67	30.98%	(0.82)	0.60	1.42%	(0.37)	
61343 - Golden Gate Branch	5606 San Pablo Ave 1 FL	Librarian I	1.00	1.00							
61343 - Golden Gate Branch	5606 San Pablo Ave 1 FL	Librarian II (Adult)	1.00	1.00	1.00						Spanish
61343 - Golden Gate Branch	5606 San Pablo Ave 1 FL	Library Aide, PPT	0.60	0.60							
61343 - Golden Gate Branch	5606 San Pablo Ave 1 FL	Library Aide, PT	0.36	0.36							
61343 - Golden Gate Branch	5606 San Pablo Ave 1 FL	Library Aide, PT	0.16	0.16							
61343 - Golden Gate Branch	5606 San Pablo Ave 1 FL	Library Assistant	1.00	1.00							
61343 - Golden Gate Branch	5606 San Pablo Ave		4.12	4.12	1.00	1.18%	(0.95)	0.00	1.07%	0.04	
61344 - Lakeview Branch	550 El Embarcadero 1 FL	Librarian I	1.00	1.00							
61344 - Lakeview Branch	550 El Embarcadero 1 FL	Librarian III	1.00	1.00							
61344 - Lakeview Branch	550 El Embarcadero 1 FL	Library Aide, PT	0.36	0.36							
61344 - Lakeview Branch	550 El Embarcadero 1 FL	Library Aide, PT	0.20	0.20							
61344 - Lakeview Branch	1021 81st Ave	Library Aide, PT.N.2498.2498	0.00	0.00							
61344 - Lakeview Branch	550 El Embarcadero 1 FL	Library Aide, PT	0.42	0.42				0.42			Cantonese
61344 - Lakeview Branch	550 El Embarcadero 1 FL	Library Aide, PT	0.42	0.42							
61344 - Lakeview Branch	550 El Embarcadero 1 FL	Library Assistant	1.00	1.00							
61344 - Lakeview Branch	1021 81st Ave	Library Assistant, PT	0.00	0.00							
61344 - Lakeview Branch	550 El Embarcadero 1 FL	Library Assistant PT	0.20	0.20							
61344 - Lakeview Branch	550 El Embarcadero 1 FL	Library AssistantL PT	4.80	4.80	0.00	3.64%	0.17	0.42	11.01%	0.11	
61346 - Melrose Branch	4805 Foothill Blvd 1 FL	Librarian I	1.00	1.00							
61346 - Melrose Branch	4805 Foothill Blvd 1 FL	Librarian II	1.00	1.00							
61346 - Melrose Branch	4805 Foothill Blvd 1 FL	Library Aide, PPT	0.60	0.60	0.60						Spanish
61346 - Melrose Branch	4805 Foothill Blvd 1 FL	Library Aide, PT	0.20	0.20	0.20						Spanish
61346 - Melrose Branch	4805 Foothill Blvd 1 FL	Library Aide, PT	0.20	0.20							
61346 - Melrose Branch	4805 Foothill Blvd 1 FL	Library Assistant	1.00	1.00							
61346 - Melrose Branch	4805 Foothill Blvd		4.00	4.00	0.80	18.29%	(0.07)	0.00	1.07%	0.04	
61347 - Piedmont Branch	160 41st St 1 FL	Librarian I	1.00	1.00							
61347 - Piedmont Branch	160 41st St 1 FL	Librarian II	1.00	1.00							
61347 - Piedmont Branch	160 41st St 1 FL	Library Aide, PPT	0.60	0.60							
61347 - Piedmont Branch	160 41st St 1 FL	Library Aide, PT	0.00	0.00							
61347 - Piedmont Branch	160 41st St 1 FL	Library Aide, PT.N.2172.2173.	0.32	0.32							
61347 - Piedmont Branch	160 41st St 1 FL	Library Aide, PT.N.2172.2172.	0.32	0.32							

ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
61347 - Piedmont Branch	160 41st St 1 FL	Library Aide, PT.N.2172.2172..	0.32	0.32							
61347 - Piedmont Branch	160 41st St 1 FL	Library Aide, PT.N.2172.2172..	0.32	0.32							
61347 - Piedmont Branch	160 41st St 1 FL	Library Assistant	1.00	1.00							
61347 - Piedmont Branch	160 41st St		4.88	4.88	0.00	1.18%	0.06	0.00	1.07%	0.05	
61348 - West Oakland Branch	1801 Adeline St 1 FL	Librarian II	1.00	1.00							
61348 - West Oakland Branch	1801 Adeline St 1 FL	Librarian II	1.00	1.00							
61348 - West Oakland Branch	1801 Adeline St 1 FL	Library Aide, PPT	0.60	0.60							
61348 - West Oakland Branch	1801 Adeline St 1 FL	Library Aide, PT	0.40	0.40							
61348 - West Oakland Branch	1801 Adeline St 1 FL	Library Assistant	1.00	1.00							
61348 - West Oakland Branch	1801 Adeline St 1 FL	Library Assistant, PT	0.27	0.27							
61348 - West Oakland Branch	1801 Adeline St		4.27	4.27	0.00	1.18%	0.06	0.00	1.07%	0.06	
61511 - African-American Museum & Library	659 14th St 1 FL	Archivist	1.00	1.00							
61511 - African-American Museum & Library	659 14th St 1 PL	Curator of History, Chief	1.00	1.00							
61511 - African-American Museum & Library	125 14th St 1 FL	Librarian I	1.00	1.00							
61511 - African-American Museum & Library	659 14th St 1 FL	Library Assistant, PT	0.40	0.40							
61511 - African-American Museum & Library	659 14th St 1 FL	Museum Project Coordinator	1.00	1.00							
61811 - African-American Museum & Library	659 14th St		4.40	4.40	0.00	1.18%	0.06	0.00	11.01%	0.48	
Branch Library Local Services			87.74	86.74	13.33			3.52			
61341 - Asian Branch	388 9th St Ste 190	Librarian I	1.00	1.00							
61341 - Asian Branch	388 9th St Ste 190	Librarian I, PT	0.20	0.20				0.20			Cantonese / Mandarin / Vietnamese
61341 - Asian Branch	388 9th St Ste 190	Librarian II	1.00	1.00				1.00			Mandarin
61341 - Asian Branch	368 9th St Ste 190	Librarian II	1.00	1.00				1.00			Cantonese / Mandarin
61341 - Asian Branch	386 9th St Ste 190	Librarian II, PT	0.20	0.20				0.20			Cantonese / Mandarin
61341 - Asian Branch	388 9th St Ste 190	Librarian, Senior	1.00	1.00				1.00			Cantonese
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT	0.67	0.67				0.67			Cantonese
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT	0.00	0.00							
61341 - Asian Branch	366 9th St Ste 190	Library Aide, PT.N.11718.11718..	0.29	0.29				0.29			Mandarin
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT.N.11718.11718..	0.29	0.29				0.29			Mandarin
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT.N.11718.11718..	0.29	0.29				0.29			Cantonese / Mandarin
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT.N.11718.11718..	0.29	0.29				0.29			Cantonese
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT.N.11718.11718..	0.29	0.29				0.29			Mandarin
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT.N.11718.11718..	0.29	0.29				0.29			Cantonese
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT.N.11718.11718..	0.29	0.29				0.29			Mandarin
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT.N.11718.11718..	0.29	0.29				0.29			Cantonese
61341 - Asian Branch	388 9th St Ste 190	Library Aide, PT.N.11718.11718..	0.29	0.29				0.29			Vietnamese
61341 - Asian Branch	388 9th St Ste 190	Library Assistant	1.00	1.00				1.00			Cantonese
61341 - Asian Branch	388 9th St Ste 190	Library Assistant, PT	0.67	0.67							Vietnamese
61341 - Asian Branch	388 9th St Ste 190	Library Assistant, PT	0.00	0.00							
61341 - Asian Branch	386 9th St Ste 190	Library Assistant, RT.N.1704.1704..	0.15	0.15							Korean
61341 - Asian Branch	368 9th St Ste 190	Library Assistant, PT.N.1704.1704..	0.15	0.15				0.15			Cantonese / Cambodian / Thai
61341 - Asian Branch	388 9th St Ste 190	Library Assistant, PT.N.1704.1704..	0.15	0.15							Japanese
61341 - Asian Branch	388 9th St Ste 190	Library Assistant, PT.N.1704.1704..	0.15	0.15				0.15			Mandarin
61341 - Asian Branch	388 9th St Ste 190	Library Assistant, Senior	1.00	1.00				1.00			Cantonese
61341 - Asian Branch	388 9th St		10.76	10.78	0.00	1.18%	0.13	8.36	24.14%	5.78	
Asian Branch			10.76	10.78	0.00	1.18%	0.13	8.36	24.14%	5.78	
61345 - Latin American Branch	3301 E. 12th St Ste 271	Librarian II (Children's)	1.00	1.00							
61345 - Latin American Branch	3301 E. 12th St Ste 271	Librarian II (Teens)	1.00	1.00							
61345 - Latin American Branch	3301 E. 12th St Ste 271	Librarian, Senior	1.00	1.00	1.00						Spanish
61345 - Latin American Branch	3301 E. 12th St Ste 271	Library Aide, PT	0.00	0.00							
61345 - Latin American Branch	3301 E. 12th St Ste 271	Library Aide, PT.N.2998.2998..	0.42	0.42	0.42						Spanish
61345 - Latin American Branch	3301 E. 12th St Ste 271	Library Aide, PT.N.2998.2998..	0.42	0.42	0.42						Spanish
61345 - Latin American Branch	3301 E. 12th St Ste 271	Library Aide, PT.N.2998.2998..	0.42	0.42	0.42						Spanish
61345 - Latin American Branch	3301 E. 12th St Ste 271	Library Aide, PT.N.2998.2998..	0.42	0.42	0.42						Spanish
61345 - Latin American Branch	3301 E. 12th St Ste 271	Library Assistant	1.00	1.00	1.00						Spanish
61345 - Latin American Branch	3301 E. 12th St Ste 271	Library Assistant, PT	0.50	0.50							
61345 - Latin American Branch	3301 E. 12th St Ste 271	Library Assl, PPT	0.50	0.50							
61346 - Latin American Branch	3301 E. 12th St		6.83	6.89	3.69	3.64%	(3.45)	0.00	3.20%	0.21	
Latin American Branch			6.83	6.89	3.69	3.64%	(3.45)	0.00	3.20%	0.21	
OAKLAND PUBLIC LIBRARY			216.61	184.86	22.63			16.72			

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01111 - Mayor - Administration Unit	1 FOP 3 FL	Mayor	1.00	1.00							
01111 - Mayor - Administration Unit	1 FOP 3 FL	Special Assistant to the Mayor I	1.00	1.00							Tagalog
01111 - Mayor - Administration Unit	1 FOP 3 FL	Special Assistant to the Mayor II	1.00	1.00	1.00						Spanish
01111 - Mayor - Administration Unit	1 FOP 3 FL	Special Assistant to the Mayor I	1.00	1.00	1.00						Spanish
01111 - Mayor - Administration Unit	1 FOP 3 FL	Special Assistant to the Mayor III	1.00	1.00							
01111 - Mayor - Administration Unit	1 FOP 3 FL	Special Assistant to the Mayor III	1.00	1.00							
01111 - Mayor - Administration Unit	1 FOP 3 FL	Special Assistant to the Mayor II	1.00	1.00							
01111 - Mayor - Administration Unit	1 FOP 3 FL	Special Assistant to the Mayor II	1.00	1.00							
01111 - Mayor - Administration Unit	1 FOP		9.00	8.00	2.00	11.39%	(1.09)	0.00	5.63%	0.45	CH
Mayor's Administration	1 FOP		9.00	8.00	2.00	11.39%	(1.09)	0.00	5.63%	0.45	CH
02444 - City Manager Administration Unit	4 FOP 1 FL	Mayor's PSE 14-E-31188, 31838	4.00	4.00							Contonese
02111 - City Manager Administration Unit	1 FOP 1 FL	Mayor's PSE 14-E-31188, 31838	1.00	1.00	1.00						Spanish
02111 - City Manager Administration Unit	1 FOP 1 FL	Mayor's PSE 14-E-31188, 31838	1.00	1.00							
02111 - Oaklanders Assistance Center	1 FOP		3.00	3.00	1.00	11.39%	(0.66)	0.00	5.63%	0.17	
Oaklanders Assistance Center	1 FOP		3.00	3.00	1.00	11.39%	(0.66)	0.00	5.63%	0.17	
OFFICE OF THE MAYOR			12.00	11.00	3.00	11.39%	(1.75)	0.00	5.63%	0.52	CH



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20110 - Fire Chief Unit	150 FOP 3354	Agency Director, Fire Services	1.00	NO								
20110 - Fire Chief Unit	150 FOP 3354	Assistant to the Director	1.00	NO								
20110 - Fire Chief Unit	150 FOP 3354	Exec Asst to Agency Director	1.00	NO								
20110 - Fire Chief Unit	150 FOP		3.00	0.00								
20511 - Budget and Planning Administration	150 FOP 3354	Accountant II	1.00	NO								
20611 - Budget and Planning Administration	160 FOP		1.00	0.00								
20521 - Budget Unit	150 FOP 3354	Accountant III	1.00	NO								Cantonese
20521 - Budget Unit	160 FOP 3354	Fire Division Manager	1.00	NO								Camonese / Mandarr
20521 - Budget Unit	160 FOP		2.00	0.00								
20531 - Accounts Payable Unit	150 FOP 3354	Accountant II	1.00	NO								Cantonese / Mandarin
20531 - Accounts Payable Unit	150 FOP		1.00	0.00								
20541 - Payroll Unit	150 FOP 3354	Office Manager	1.00	NO								
20541 - Payroll Unit	160 FOP		1.00	0.00								
20551 - Time and Attendance Unit	150 FOP 3354	Payroll Personnel Clerk III	1.00	NO								
20551 - Time and Attendance Unit	160 FOP		1.00	0.00								
20611 - Education and Training Administration Unit	150 FOP 3354	Administrative Assistant I	1.00	NO								
20611 - Education and Training Administration Unit	150 FOP 3354	Fire Equipment Technician	1.00	NO								
20611 - Education and Training Administration Unit	160 FOP		2.00	0.00								
20631 - In-Service Training Unit	150 FOP 3354	Battalion Chief	1.00	NO								
20631 - In-Service Training Unit	160 FOP		1.00	0.00								
20811 - Human Resources	150 FOP 3354	Administrative Analyst II	1.00	NO								
20811 - Human Resources	150 FOP 3354	Fire Personnel Operations Spec	1.00	NO								
20811 - Human Resources	150 FOP 3354	Office Assistant II	1.00	NO								
20811 - Human Resources	160 FOP		3.00	0.00								
20813 Fire Boat		Temp Contract Svcs Employee; ET.N.26256.26	1.00	NO								
20813 - Fire Boat	160 FOP		1.00	0.00								
20816 - Fire - Support & Services Unit	3459 Champion St	Captain of Fire Department	1.00	1.00								
20816 - Fire - Support & Services Unit	3459 Champion St	Fire Equipment Technician	1.00	NO								Spanish
20816 - Fire - Support & Services Unit	3459 Champion St		2.00	1.00	0.00	11.35%	0.11	0.00	5.63%	0.08		
20912 - Measure N - Paramedic	47 Clay St	Administrative Assistant II	1.00	NO								Spanish
20912 - Measure N - Paramedic	47 Clay St	Emer Medical Svcs Coordinator	1.00	NO								
20912 - Measure N - Paramedic	47 Clay St	Emer Medical Svcs Coordinator	1.00	NO								
20912 - Measure N - Paramedic	47 Clay St	Emer Medical Svcs Coordinator	1.00	NO								
20912 - Measure N - Paramedic	47 Clay St	Emer Medical Svcs Coordinator	1.00	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, RT	0.00	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, RT N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Emergency Medical Svcs Instructor, PT.N.1905	0.09	NO								
20912 - Measure N - Paramedic	47 Clay St	Fire Division Manager	1.00	NO								
20912 - Measure N - Paramedic	47 Clay St		7.00	0.00								
20913 - EMS Training	47 Clay St	Program Analyst	1.00	NO								
20913 - EMS Training	47 Clay St		1.00	0.00								
OFD Administration and Divisions	Various		26.00	1.00	5.00	11.39%	0.11	0.00	5.63%	0.08		
20241 - Fire Communications Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher, Sr	1.00	1.00								
20241 - Fire Communications Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher, Sr	1.00	1.00								
20241 - Fire Communications Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher, Sr	1.00	1.00								
20241 - Fire Communications Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher, Sr	1.00	1.00								
20241 - Fire Communications Unit	1605 MLK Jr Way 1 FL	Fire Communications Supervisor	1.00	1.00								
20241 - Fire Communications Unit	1605 MLK Jr Way		6.00	5.00	0.00	11.39%	0.67	0.00	6.63%	0.28		SP
20251 - Communications Emergency Dispatch Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher	1.00	1.00	1.00							Spanish
20251 - Communications Emergency Dispatch Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher	1.00	1.00								
20251 - Communications Emergency Dispatch Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher	1.00	1.00								
20251 - Communications Emergency Dispatch Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher	1.00	1.00								
20251 - Communications Emergency Dispatch Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher	1.00	1.00								
20251 - Communications Emergency Dispatch Unit	1605 MLK Jr Way 1 FL	Fire Communications Dispatcher	1.00	1.00								





















ORGANIZATION NUMBER AND NAME	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
20815 - U.S.A.R	6550 Coliseum Way	Student Trainee, PT.N.31432.31432	0.08	NO							
20815 - U.S.A.R	6550 Coliseum Way	Student Trainee, PT.N.31432.31432	0.08	NO							
20815 - U.S.A.R	6550 Coliseum Way	Temp Contract Svcs Employee, PT	0.50	NO							
20815 - U.S.A.R	6550 Coliseum Way		3.25	1.00	0.00	11.39%	0.11	0.00	5.63%	0.06	
Emergency Services and Suppression	VaHouse		500.45	486.00	41.00	11.39%	14.24	15.00	5.63%	22.31	SR & CH
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Administrative Assistant II	1.00	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Administrative Services Manager II	1.00	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Emer Serv Manager, Assistant	1.00	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Emergency Planning Coordinator	1.00	1.00							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Emergency Planning Coordinator	1.00	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Emergency Planning Coordinator, Sr	1.00	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Emergency Planning Coordinator, Sr	1.00	1.00							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Emergency Planning Coordinator, Sr	1.00	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Engineer of Fire Department J.32146.32146	1.00	1.00							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Management Intem; PT	1.00	1.00				1.00			Cantonese
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Manager, Emergency Services	1.00	1.00	1.00						Spanish
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Office Assistant I, PT.N.32906.32906	1.00	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Office Manager	1.00	NO							Tagalog
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Temp Contract Svcs Employee, PT	1.00	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Temp Contract Svcs Employee; PT.N.26523.26	0.25	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Temp Contract Svcs Employee, PT.N.30598.30	0.25	0.25	0.25						Spanish
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Temp Contract Svcs Employee, PT.N.32523.32	0.25	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way 2 FL	Temp Contract Svcs Employee; PT.N.32523.32	0.25	NO							
20712 - Emergency Services Program Unit	1606 MLK Jr Way 2 FL	Student Trainee, RT.Q.34296.34296	0.25	NO							
20712 - Emergency Services Program Unit	1606 MLK Jr Way 2 FL	Student Trainee, PT.Q.34296.34296	0.25	NO							
20711 - Emergency Services Program Unit	1605 MLK Jr Way		16.75	6.25	1.25	11.39%	(0.65)	1.00	5.63%	(0.70)	
Emergency Services Program	1605 MLK Jr Way		15.76	6.25	1.25	11.39%	(0.65)	1.00	5.63%	(0.70)	SR & CH
OAKLAND FIRE DEPARTMENT			692.70	538.76	46.25	11.39%	16.11	6.00	5.63%	24.31	SR & CH

OAKLAND POLICE DEPARTMENT		ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	POP	SP POP	SP POP Goal	SP POP Need	CH POP	CH POP Goal	CH POP Need	Language
101110 - Office of Chief - Administration		455 7th St 8 FL	Administrative Assistant I	1.00	1.00							
101110 - Office of Chief - Administration		455 7th St 8 FL	Assistant to the Director	1.00	1.00							
101110 - Office of Chief - Administration		455 7th St 8 FL	Chief of Police	1.00	1.00							
101110 - Office of Chief - Administration		455 7th St 8 FL	Chief of Police, Assistant	1.00	1.00							Spanish
101110 - Office of Chief - Administration		455 7th St 8 FL	Exec Asst to Agency Director	1.00	NO							
101110 - Office of Chief - Administration		455 7th St 8 FL	Police Records Specialist E.31564.4938	1.00	1.00							
101110 - Office of Chief - Administration		455 7th St 8 FL	Sergeant of Police (PERS)	1.00	1.00							
101110 - Office of Chief - Administration		455 7th St	Administrative Assistant I E.32742.32742	1.00	6.00	1.00	11.39%	0.32	0.00	5.63%	0.34	
101120 - Internal Affairs		250 FOP St C	Captain of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Lieutenant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Lieutenant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Performance Audit Manager	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Police Officer (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Police Officer (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Police Records Specialist	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							Spanish
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Sergeant of Police (PERS)	1.00	1.00							
101120 - Internal Affairs		250 FOP St C	Temp Contract Svcs Employee, PT (Annuitants)	0.14	NO							
101120 - Internal Affairs		250 FOP St C	Temp Contract Svcs Employee, PT (Annuitants)	0.14	NO							
101120 - Internal Affairs		250 FOP St C	Temp Contract Svcs Employee, PT (Annuitants)	0.14	NO							
101120 - Internal Affairs		250 FOP St C	Temp Contract Svcs Employee, PT (Annuitants)	0.14	NO							
101120 - Internal Affairs		250 FOP St C	Temp Contract Svcs Employee, PT (Annuitants)	0.14	NO							
101120 - Internal Affairs		250 FOP St C	Temp Contract Svcs Employee, PT (Annuitants)	0.14	NO							
101120 - Internal Affairs		250 FOP St C	Temp Contract Svcs Employee, PT (Annuitants)	0.14	NO							
101120 - Internal Affairs		250 FOP St C	Accountant I E.33612.33612	21.00	20.00	1.00	11.39%	1.28	1.00	5.63%	0.13	SP
101130 - Office of the Inspector General		455 7th St 9 FL	Administrative Analyst I	0.00	NO							
101130 - Office of the Inspector General		455 7th St 9 FL	Administrative Analyst II	0.00	NO							
101130 - Office of the Inspector General		455 7th St 9 FL	Administrative Analyst, II	1.00	1.00							
101130 - Office of the Inspector General		455 7th St 9 FL	Captain of Police (PERS)	1.00	1.00							
101130 - Office of the Inspector General		455 7th St 9 FL	Lieutenant of Police (PERS)	1.00	1.00							
101130 - Office of the Inspector General		455 7th St 9 FL	Police Prgm & Performance Auditor	1.00	1.00							
101130 - Office of the Inspector General		455 7th St 9 FL	Police Records Specialist	1.00	1.00							
101130 - Office of the Inspector General		455 7th St 9 FL	Police Records Specialist	1.00	1.00							
101130 - Office of the Inspector General		455 7th St 9 FL	Sergeant of Police (PERS)	1.00	1.00							
101130 - Office of the Inspector General		455 7th St 9 FL	Technical Communications Specialist	1.00	1.00							
101130 - Office of the Inspector General		455 7th St	Police Officer (PERS)	10.00	7.00	0.00	11.39%	0.80	0.00	5.63%	0.39	SP
101140 - Special Investigations Internal		455 7th St 4 FL	Police Officer (PERS)	1.00	1.00							Mandarin
101140 - Special Investigations Internal		455 7th St 4 FL	Police Officer (PERS)	1.00	1.00							
101140 - Special Investigations Internal		455 7th St 4 FL	Sergeant of Police (PERS)	1.00	1.00							
101140 - Special Investigations Internal		455 7th St 4 FL	Sergeant of Police (PERS)	1.00	1.00							
101140 - Special Investigations Internal		455 7th St	Administrative Analyst II	4.00	4.00	0.00	11.39%	0.46	1.00	5.63%	(0.77)	SP
102110 - Bureau of Investigations Administration		455 7th St 6 FL	Administrative Analyst II	0.00	NO							
102110 - Bureau of Investigations Administration		455 7th St 6 FL	Administrative Analyst II	0.00	NO							
102110 - Bureau of Investigations Administration		455 7th St 6 FL	Administrative Analyst II	1.00	NO							
102110 - Bureau of Investigations Administration		455 7th St 6 FL	Administrative Analyst II	1.00	NO							
102110 - Bureau of Investigations Administration		455 7th St 6 FL	Deputy Chief of Police (PERS)	0.00	0.00							
102110 - Bureau of Investigations Administration		455 7th St 6 FL	Police Personnel Oper Specialist	1.00	NO							
102110 - Bureau of Investigations Administration		455 7th St 6 FL	Police Records Specialist E.32518.32518	1.00	NO							
102110 - Bureau of Investigations Administration		455 7th St 6 FL	Police Services Manager I	1.00	1.00							Vietnamese
102110 - Bureau of Investigations Administration		455 7th St 6 FL	Sergeant of Police (PERS)	1.00	1.00							

OAKLAND POLICE DEPARTMENT	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SR PCP	SP PCP Goal	SR PCR Need	CH PCP	CH PCP Goal	CH PCR Need	Language
102110 - Bureau of Investigations Administration	456 7th St		7.00	2.00	0.00	11.39%	0.23	0.00	5.63%	0.11	
Office of the Chief	Various		49.00	39.00	2.00	11.39%	2.44	2.00	5.63%	0.20	SP
102120 - Property and Evidence	455 7th St Basement	Police Property Specialist	1.00	1.00							
102120 - Property and Evidence	455 7th St Basement	Police Property Specialist	1.00	1.00							Tagalog
102120 - Property and Evidence	455 7th St Basement	Police Property Specialist	1.00	1.00							
102120 - Property and Evidence	455 7th St Basement	Police Property Specialist	1.00	1.00							
102120 - Property and Evidence	455 7th St Basement	Police Property Specialist	1.00	1.00							
102120 - Property and Evidence	455 7th St Basement	Police Property Supervisor	1.00	1.00							
102120 - Property and Evidence	455 7th St		6.00	6.00	0.00	11.39%	0.68	0.00	5.63%	0.34	SP
102330 - Robbery	455 7th St 2 FL	Police Officer (PERS)	1.00	1.00							
102330 - Robbery	455 7m St 2 FL	Police Officer (PERS)	1.00	1.00							Arabic
102330 - Robbery	455 7m St 2 FL	Police Records Specialist	1.00	1.00							
102330 - Robbery	455 7th St 2 FL	Police Records Specialist	1.00	1.00							
102330 - Robbery	455 7m St 2 FL	Sergeant of Police (PERS)	0.00	0.00							
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00	1.00						Spanish
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102330 - Robbery	455 7m St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	0.00	0.00							
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102330 - Robbery	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102330 - Robbery	455 7th St	Sergeant of Police (PERS)	13.00	13.00	1.00	11.39%	0.48	0.00	5.63%	0.73	SP & CH
102340 - Property/Theft		Administrative Analyst II	1.00	1.00							
102340 - Property/Theft		Lieutenant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Police Officer (PERS)	1.00	1.00							
102340 - Property/Theft		Police Officer (PERS)	1.00	1.00							
102340 - Property/Theft		Police Officer (PERS)	1.00	1.00							
102340 - Property/Theft		Police Officer (PERS)	1.00	1.00							
102340 - Property/Theft		Police Officer (PERS)	1.00	1.00							
102340 - Property/Theft		Police Officer (PERS)	1.00	1.00	1.00						Spanish
102340 - Property/Theft		Police Officer (PERS)	1.00	1.00	1.00						Spanish
102340 - Property/Theft		Police Records Specialist	0.00	0.00							
102340 - Property/Theft		Police Records Specialist	1.00	1.00							
102340 - Property/Theft		Police Records Specialist	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft		Sergeant of Police (PERS)	1.00	1.00							
102340 - Property/Theft	456 7th St		18.00	17.00	2.00	11.39%	(0.06)	0.00	5.63%	0.96	CH
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist I	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist I	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist I	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist I (E.31381/31381)	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II	0.00	0.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II (Firearms Unit)	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II (Drug Analysis Unit)	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II (Forensic Biology Unit)	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist II	1.00	1.00							
102610 - Criminalistics Unit	455 7th St 6 FL	Criminalist III	1.00	1.00							











OAKLAND POLICE DEPARTMENT	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SR PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							Japanese
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							German
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS) PSO	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00				1.00			Cantonese
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS) PSO	1.00	1.00							Korean
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00				1.00			Cantonese
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							Bulgarian / Russian / Ukra
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS) PSO	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							Tagalog
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							ASL
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS) PSO	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS) PSO	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 24	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS) PSO	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							Mein / Vietnamese
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS) PSO	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							Tagalog
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107210 - Police Area 2	Field	Police Officer (PERS) PSO	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							
107210 - Police Area 2	Field	Police Officer (PERS)	1.00	1.00							



OAKLAND POLICE DEPARTMENT	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
107310 - Police Area 3	Field	Police Evidence Technician	1.00	1.00							
107310 - Police Area 3	Field	Police Evidence Technician	1.00	1.00							
107310 - Police Area 3	Field	Police Evidence Technician	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS) PSO	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS) PSO	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS) PSO	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS) PSO	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS) PSO	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Farsi
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS) PSO	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS) PSO	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							Italian
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS) PSO	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00				1.00			Cantonese
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00				1.00			Mandarin
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00							
107310 - Police Area 3	Field	Police Officer (PERS)	1.00	1.00	1.00						Spanish













OAKLAND POLICE DEPARTMENT	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCP	CH PCP Goal	CH PCP Need	Language
107710 - Special Operations	Field	Police Officer (PERS)	1.00	1.00							
107710 - Special Operations	Field	Police Officer (PERS) PSO	1.00	1.00							
107710 - Special Operations	Field	Police Officer (PERS)	1.00	1.00							
107710 - Special Operations	Field	Police Officer (PERS)	1.00	1.00							
107710 - Special Operations	Field	Police Officer (PERS)	1.00	1.00							
107710 - Special Operations	Field	Police Officer (PERS)	1.00	1.00							
107710 - Special Operations	Field	Police Officer (PERS)	1.00	1.00							
107710 - Special Operations	Field	Police Services Technician II	1.00	1.00							
107710 - Special Operations	Field	Police Services Technician II	1.00	1.00				1.00			Cantonese / Toishaneso
107710 - Special Operations	Field	Public Service Representative, PT	0.50	0.50							
107710 - Special Operations	Field	Sergeant Of Police	1.00	1.00							
107710 - Special Operations	Field	Sergeant of Police (PERS)	0.00	0.00							
107710 - Special Operations	Field	Sergeant of Police (PERS)	0.00	0.00							
107710 - Special Operations	Field	Sergeant of Police (PERS)	0.00	0.00							
107710 - Special Operations	Field	Sergeant of Police (PERS)	1.00	1.00							
107710 - Special Operations	Field	Sergeant of Police (PERS)	1.00	1.00							
107710 - Special Operations	Field	Sergeant of Police (PERS)	1.00	1.00							
107710 - Special Operations	Field	Sergeant of Police (PERS)	1.00	1.00							
107710 - Special Operations	Field	Sergeant of Police (PERS)	1.00	1.00							
107710 - Special Operations	Field	Sergeant of Police (PERS)	1.00	1.00							
Bureau of Field Operations	Various		101.35	37.50	1.00	11.39%	3.27	1.00	5.63%	1.11	SP & CH
102130 - Identification Section	455 7th St 3 FL	Police Services Technician I	0.00	0.00							
102130 - Identification Section	455 7th St 3 FL	Police Services Technician II	1.00	1.00							
102130 - Identification Section	455 7th St 3 FL	Police Services Technician II	1.00	1.00							
102130 - Identification Section	455 7m St 3 FL	Police Services Technician II	1.00	1.00							
102130 - Identification Section	455 7th St 3 FL	Police Services Technician II	1.00	1.00							
102130 - Identification Section	455 7th St		4.00	4.00	0.00	11.39%	0.46	0.00	5.63%	0.23	SP
102310 - Criminal Investigations	455 7th St 2 FL	Administrative Analyst II	1.00	1.00							Tagalog
102310 - Criminal Investigations	455 7th St 2 FL	Administrative Assistant I	1.00	1.00							
102310 - Criminal Investigations	455 7th St 2 FL	Captain of Police (PERS)	1.00	1.00							
102310 - Criminal Investigations	455 7th St 2 FL	Police Records Specialist	1.00	1.00							
102310 - Criminal Investigations	455 7th St		4.00	2.00	0.00	11.39%	0.23	0.00	5.63%	0.11	
102320 - Homicide	455 7th St 2 FL	Lieutenant of Police (PERS)	1.00	1.00							
102320 - Homicide	455 7m St 2 FL	Sergeant of Police (PERS)	1.00	1.00							Tagalog
102320 - Homicide	455 7m St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102320 - Homicide	455 7m St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102320 - Homicide	455 7m St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102320 - Homicide	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102320 - Homicide	455 7m St 2 FL	Sergeant of Police (PERS)	1.00	1.00	1.00						French
102320 - Homicide	455 7m St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102320 - Homicide	455 7m St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102320 - Homicide	455 7th St 2 FL	Sergeant of Police (PERS)	1.00	1.00							
102320 - Homicide	455 7th St		10.00	10.00	1.00	11.39%	0.14	0.00	5.63%	0.66	CH
102321 - Targeted Enforcement Task Force I		Police Officer (PERS)	1.00	1.00							
102321 - Targeted Enforcement Task Force I		Police Officer (PERS)	1.00	1.00							
102321 - Targeted Enforcement Task Force I		Police Officer (PERS)	1.00	1.00	1.00						Spanish
102321 - Targeted Enforcement Task Force I		Police Officer (PERS)	1.00	1.00							
102321 - Targeted Enforcement Task Force I		Police Officer (PERS)	1.00	1.00	1.00						Spanish
102321 - Targeted Enforcement Task Force I		Police Officer (PERS)	1.00	1.00							
102321 - Targeted Enforcement Task Force I		Sergeant of Police (PERS)	1.00	1.00							
102321 - Targeted Enforcement Task Force I	455 7th St		7.00	7.00	2.00	11.39%	(1.20)	0.00	5.63%	0.39	
102350 - Youth & Family Services	455 7th St 4 FL	Captain of Police (PERS)	1.00	1.00							
102350 - Youth & Family Services	455 7m St 4 FL	Lieutenant of Police (PERS)	1.00	1.00							
102350 - Youth & Family Services	455 7m St 4 FL	Lieutenant of Police (PERS)	1.00	1.00							
102350 - Youth & Family Services	455 7m St 4 FL	Police Officer (PERS)	0.00	0.00							
102350 - Youth & Family Services	455 7m St 4 FL	Police Officer (PERS)	0.00	0.00							
102350 - Youth & Family Services	455 7th St 4 FL	Police Officer (PERS)	0.00	0.00							
102350 - Youth & Family Services	455 7th St 4 FL	Police Officer (PERS)	0.00	0.00							
102350 - Youth & Family Services	455 7th St 4 FL	Police Officer (PERS)	0.00	0.00							
102350 - Youth & Family Services	455 7th St 4 FL	Police Officer (PERS)	0.00	0.00							
102350 - Youth & Family Services	455 7th St 4 FL	Police Officer (PERS)	0.00	0.00							
102350 - Youth & Family Services	455 7m St 4 FL	Police Officer (PERS)	0.00	0.00							
102350 - Youth & Family Services	455 7m St 4 FL	Police Officer (PERS)	0.00	0.00							





OAKLAND POLICE DEPARTMENT	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP %	CH PCP	CH PCP Goal	CH PCP %	Language
106510 - Fiscal Services	485 7th St		20.00	1.00	0.00	11.39%	0.11	0.00	5.63%	0.06	Cantonese
106610 - Background & Recruiting	250 FOP Site D	Administrative Analyst II	1.00	1.00			1.00				
106610 - Background & Recruiting	250 FOP Site D	Captain of Police (PERS)	1.00	1.00							
106610 - Background & Recruiting	250 FOP Site D	Police Officer (PERS)	1.00	1.00							
106610 - Background & Recruiting	250 FOP Site D	Police Officer (PERS)	1.00	1.00							Spanish
106610 - Background & Recruiting	250 FOP Site D	Police Personnel Oper. Specialist	1.00	1.00							Spanish
106610 - Background & Recruiting	250 FOP Site D	Sergeant of Police (PERS)	1.00	1.00							
106610 - Background & Recruiting	250 FOP		7.00	6.00	2.00	11.39%	(1.32)	1.00	5.63%	(0.66)	
107511 - Parking Enforcement	250 FOP 1 FL	Administrative Services Manager II	1.00	1.00							
107511 - Parking Enforcement	250 FOP 1 FL	Public Service Representative	1.00	1.00							
Bureau of Services	1101 29th Ave		44.00	13.00	2.00	11.39%	(0.62)	1.00	5.63%	(0.27)	
103130 - Animal Shelter	1101 29th Ave	Animal Care Attendant; PT.N.27521.22505	0.43	0.43							
103130 - Animal Shelter	1101 29th Ave	Animal Care Attendant; PT.N.27521.22505	0.43	0.43							
103130 - Animal Shelter	1101 29th Ave	Animal Care Attendant; PT.N.27521.22505	0.43	0.43							
103130 - Animal Shelter	1101 29th Ave	Animal Care Attendant; PT.N.27521.22505	0.43	0.43							
103130 - Animal Shelter	1101 29th Ave	Animal Care Attendant; PT.N.27521.22505	0.43	0.43							Cantonese / Mandann
103130 - Animal Shelter	1101 29th Ave	Animal Care Attendant; PT.N.27521.22505	0.43	0.43							Spanish
103130 - Animal Shelter	1101 29th Ave	Animal Care Attendant; PT.N.27521.22505	0.43	0.43							
103130 - Animal Shelter	1101 29th Ave	Animal Care Attendant; PT.N.27521.22505	0.43	0.43							Cantonese / Mandann
103130 - Animal Shelter	1101 29th Ave	Animal Care Attendant; PT.N.27521.22505	0.43	0.43							Spanish
103130 - Animal Shelter	1101 29th Ave	Animal Control Officer	1.00	1.00	1.00						
103130 - Animal Shelter	1101 29th Ave	Animal Control Officer	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Animal Control Officer	1.00	1.00							Cantonese / Mandann
103130 - Animal Shelter	1101 29th Ave	Animal Control Officer	1.00	1.00							Cantonese / Mandann
103130 - Animal Shelter	1101 29th Ave	Animal Control Officer	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Animal Control Officer	1.00	1.00							Spanish
103130 - Animal Shelter	1101 29th Ave	Animal Control Officer	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Animal Control Officer	1.00	1.00							Spanish
103130 - Animal Shelter	1101 29th Ave	Animal Control Officer	0.50	0.50	0.50						Spanish
103130 - Animal Shelter	1101 29th Ave	Animal Control Supervisor	1.00	1.00							Spanish
103130 - Animal Shelter	1101 29th Ave	Director of Animal Services	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Police Records Specialist	0.00	0.00							
103130 - Animal Shelter	1101 29th Ave	Police Records Specialist	0.00	0.00							
103130 - Animal Shelter	1101 29th Ave	Veterinarian	0.00	0.00							
103130 - Animal Shelter	1101 29th Ave	Veterinarian	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Temp Contract Svcs Employee; PT.N.27519.27519	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Temp Contract Svcs Employee; PT.N.27907.27907	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Temp Contract Svcs Employee; PT.N.27921.27921	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Veterinary Technician	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Veterinary Technician	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave	Volunteer Program Specialist II	1.00	1.00							
103130 - Animal Shelter	1101 29th Ave		27.00	22.28	3.00	11.39%	(0.46)	2.86	5.63%	(1.60)	
103430 - Training Unit	455 7th St S 5 FL	Administrative Assistant II	1.00	1.00							Korean
103430 - Training Unit	455 7th St S 5 FL	Lieutenant of Police (PERS)	1.00	1.00							
103430 - Training Unit	455 7th St S 5 FL	Police Cadet, P.T.	0.00	0.00							
103430 - Training Unit	455 7th St S 5 FL	Police Cadet; PT.N.31507.31507	1.00	1.00							
103430 - Training Unit	455 7th St S 5 FL	Police Cadet; PT.N.31507.31507	1.00	1.00							
103430 - Training Unit	455 7th St S 5 FL	Police Cadet; PT.N.31507.31507	1.00	1.00							
103430 - Training Unit	455 7th St S 5 FL	Police Cadet; PT.N.31507.31507	1.00	1.00							
103430 - Training Unit	455 7th St S 5 FL	Police Cadet; PT.N.31507.31507	1.00	1.00							
103430 - Training Unit	455 7th St S 5 FL	Police Cadet; PT.N.31507.31507	1.00	1.00							

OAKLAND POLICE DEPARTMENT	ADDRESS	JOB CLASSIFICATION	ACTUAL FTE	PCP	SP PCP	SP PCP Goal	SP PCP Need	CH PCR	CH PCR Goal	CH PCR Need	Language
103430 - Training Unit	455 7th St 5 FL	Police Cadet, PT.N.31507.31507..	1.00	1.00							
103430 - Training Unit	455 7th St 5 FL	Police Cadet, PT.N.31507.31507..	1.00	1.00							
103430 - Training Unit	455 7th St 5 FL	Police Cadet, PT.N.31507.31507..	1.00	1.00							
103430 - Training Unit	455 7th St 5 FL	Police Cadet, PT.N.31507.31507..	1.00	1.00							
103430 - Training Unit	455 7th St 5 FL	Police Cadet, PT.N.31507.31507..	1.00	1.00							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS)	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Officer (PERS) U.30550.30550.PSO	1.00	NO							
103430 - Training Unit	455 7th St 5 FL	Police Records Specialist	1.00	1.00							Tagalog
103430 - Training Unit	455 7th St 5 FL	Police Records Specialist	1.00	1.00							
103430 - Training Unit	455 7th St 5 FL	Reproduction Offset Operator	1.00	1.00							
103430 - Training Unit	455 7th St 5 FL	Sergeant of Police (PERS)	1.00	1.00							
103430 - Training Unit	455 7th St 5 FL	Sergeant of Police (PERS)	1.00	1.00							
103430 - Training Unit	455 7th St	Various	39.00	25.00	0.00	11.39%	2.85	0.00	5.63%	1.41	SP & CH
Animal Shelter and Training	Various	Various	66.00	47.29	\$3.00	71.38%	2.39	2.86%	5.63%	(0.19)	SP
103240 - Records Unit	455 7th St 3 FL	Administrative Assistant I	1.00	NO							
103240 - Records Unit	455 7th St 3 FL	Police Officer (PERS)	1.00	NO							Thai / Laotian
103240 - Records Unit	455 7th St 3 FL	Police Records Specialist E.33050.33050	1.00	NO							
103240 - Records Unit	455 7th St 3 FL	Police Services Manager I	1.00	NO							
103240 - Records Unit	455 7th St	Various	4.00	0.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	0.00	0.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00	1.00						Spanish
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00				1.00			Cantonese
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00				1.00			Cantonese / Mandarin
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00	1.00						Spanish / Tagalog
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							Tagalog
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Specialist	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Supervisor	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Supervisor	1.00	1.00							
103242 - Records & Warrants	455 7th St 3 FL	Police Records Supervisor	1.00	1.00							
103242 - Records & Warrants	455 7th St	Various	27.00	27.00	2.00	11.39%	1.08	2.00	5.63%	(0.48)	SP
Records	455 7th St	Various	31.00	27.00	\$2.00	87.10%	1.08	2.00	5.63%	(0.48)	SP
103310 - Communications Unit	7101 Edgewater Dr Bk	Lieutenant of Police (PERS)	1.00	1.00	1.00						Spanish
103310 - Communications Unit	7101 Edgewater Dr Bk	Police Communications Supervisor	1.00	1.00							
103310 - Communications Unit	7101 Edgewater Dr Bk	Sergeant of Police (PERS)	1.00	1.00							







APPLICANT POOL LIST FOR PCP POSITIONS FY 2012-13

TABLE 4b

<u>Job Description</u>	<u>Total</u>	<u>Spanish</u>	<u>Chinese</u>
Battalion Chief of Fire (Promotional)	18	0	0
Captain of Fire (Promotional)	23	4	0
Early Childhood Instructor (Early Head Start)	42	4	6
Early Childhood Instructor (Selective Language Certification)	47	9	6
Emergency Planning Coordinator	49	9	1
Emergency Planning Coordinator (Restricted)	1	0	0
Emergency Planning Coordinator, Senior	22	2	1
Engineer, Civil Supervising (Office)	18	2	2
Engineer, Civil Supervising (Office) - Restricted	14	0	5
Executive Assistant to the Assistant City Admin - Restricted	5	2	0
Executive Assistant to the Assistant City Administrator	181	20	6
Executive Assistant to the City Auditor	225	21	9
Executive Assistant to the City Auditor (Restricted)	14	3	0
Firefighter Trainee	3409	548	44
Head Start Nutrition Coordinator	43	7	2
Librarian, Supervising	26	4	0
Librarian, Supervising (Restricted)	3	1	0
Library Assistant - Restricted	73	19	10
Library Assistant, PPT -RED	1	0	0
Library Assistant-RED	2	0	0
Lieutenant of Police (Promotional)	25	0	0
Office Assistant II - Temporary Part Time	221	23	14
Park Supervisor I	78	15	3
Parking Control Technician	831	122	44
Parking Control Technician - Restricted	39	4	1
PLANNER I (Selective Language Certification)	69	7	32
Police Officer Trainee	1805	356	72
Police Records Supervisor - Restricted	2	0	0
Police Services Technician II (Selective Language Certification)	236	72	18
Program Analyst I (Selective Language Certification)	42	19	4
Program Analyst II (Selection Certification - Environmental)	6	2	0
Program Analyst II (Selective Certification - Environmental)	96	27	6
Program Analyst II (Selective Certification - Public Health Outreach/Communications)	34	10	0
Program Analyst II, PPT (Selective Certification - ADA Programs)	19	2	1
Program Analyst III	67	21	14
Program Analyst III (Restricted)	5	3	1
Program Analyst III (Selective Certification - ADA Programs)	9	2	0
Program Analyst III (Selective Certification - ADA Programs) Restricted	1	0	0
Program Analyst III (Selective Certification - Environmental)	26	5	2
Program Analyst III (Selective Certification - Environmental)	3	1	0
PROGRAM ANALYST III, PPT	29	5	0
Public Information Officer II	67	14	3
Public Information Officer II - Restricted	2	1	0
Receptionist to the City Auditor, PPT	358	56	6
Recreation Aide, PT	449	69	34
Recreation Attendant I, PT	410	69	18
Recreation Attendant II, PPT	77	5	4
Recreation Leader I, Part Time	299	57	9
Recreation Leader II, PT	78	16	0

APPLICANT POOL LIST FOR PCP POSITIONS FY 2012-13

TABLE 4b

Recreation Program Director (Selective Certification - Aquatics)	25	7	0
Recreation Program Director (Selective Certification - Cultural Arts)	43	9	1
Recreation Program Director (Selective Certification - Fitness)	45	8	1
Recreation Specialist I, PT	137	16	4
Recreation Specialist II, PPT ( Selective Certification - Special Events)	59	10	5
Recreation Specialist II, PT	113	18	3
Senior Services Supervisor - SELECTIVE LANGUAGE CERTIFICATION	4	2	1
Senior Services Supervisor (EXTENDED)	48	9	3
Special Assistant to the Mayor	113	15	5
Special Assistant to the Mayor	319	60	9
Special Assistant to the Mayor II - Restricted	4	0	0
Specialty Combination Inspector	51	9	5
Specialty Combination Inspector (RESTRICTED)	4	1	1
Volunteer Program Specialist II	79	16	5
Volunteer Program Specialist II - Restriced	6	0	0
TOTAL	10649	1818	421
PERCENTAGE	100%	17%	4%

Table 5

## FY 2012-13 Vital Documents

The tables below show vital documents that each department is using to provide vital information to the Public about the Department's services or programs regularly. Staff will also ensure the documents not marked with "YES" will be translated and available to the public.

## ADMINISTRATIVE SERVICES DEPARTMENT

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>Recruitment, Classification, Risk and Benefits</b>						
City's Hiring Process Handouts	YES	YES	Vietnamese	1	1	100%
<b>Equal Access</b>						
Equal Access Ordinance	YES	YES		3	3	100%
Equal Access Complaint Form	YES	YES	Vietnamese			
Interpretation Equipment Signage and Form	YES	YES	Japanese Vietnamese			

## CITY ADMINISTRATOR'S OFFICE

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>CAO Administration and Divisions</b>						
Contractor Profile	YES	YES		9	9	100%
Certification Fact Sheet	YES	YES				
Doing Business with the City of Oakland Flyer	YES	YES				
LEP/15% Apprenticeship Announcement	YES	YES				
Local Construction Referral Application	YES	YES				
Prompt Payment	YES	YES				
Winning Compliance Brochure	YES	YES				
Vendor Application	YES	YES				
Budget Fact Sheet	YES	YES				
<b>Citizens' Police Review Board</b>						
Bias-Based Policing Symposium Flyer	YES	YES		4	4	100%
CPRB Compliant Form	YES	YES	Vietnamese			
CPRB Program Brochure	YES	YES	Vietnamese			
Evidentiary Hearing Confidentiality Agreement	YES	YES				
<b>Office of Neighborhood Investment</b>						
Newsletters	YES	YES	Vietnamese	1	1	100%
<b>Parking Citation Assistance Center</b>						
Administrative Review Request Form	YES	YES		9	9	100%
CALE Meters Decals	YES	YES				
Parking Citation Kiosk Decals	YES	YES				
Parking Information Brochure	YES	YES				
Parking Ticket Kiosk PSA	YES	YES				
Permit Placement Instructions	YES	YES				
Request for a Waiver of Deposit Prior to an Administrative Hearing	YES	YES				
RPP Application	YES	YES				
"Tow/Impound" Information	YES	YES				

## CITY ATTORNEY'S OFFICE

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>City Attorney's Office</b>						
Claims Procedures	YES	YES	Vietnamese	4	4	100%
Foreclosure/Lending Flyers	YES	YES	Vietnamese			
Neighborhood Law Corps Material	YES	YES	Vietnamese			
Open Government Guide	YES	YES	Vietnamese			

## CITY AUDITOR'S OFFICE

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>City Auditor's Office</b>						
Fraud, Waste + abuse Flyer & FAQ	YES	YES		3	3	100%
Website: Fraud Waste and Abuse (TAB) - FAQ	YES	YES				
Website: Home (TAB) - Welcome Message	YES	YES				

Table 5

## CITY CLERK'S OFFICE

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>City Clerk's Office</b>						
City Clerk Brochure	YES	YES	Vietnamese	4	4	100%
City Council Meeting Speaker Card	YES	YES	Vietnamese			
Customer Service Survey	YES	YES	Vietnamese			
Domestic Partnership Form	YES	YES	Vietnamese			

## CITY COUNCIL'S OFFICE

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>City Council's Office</b>						
Office Close Notices	YES	YES		1	1	100%

## HOUSING AND COMMUNITY DEVELOPMENT

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>Housing and Community Development</b>						
Down Payment Assistance Program Brochure	YES	YES		8	8	100%
First Time Home Buyer Program Brochure	YES	YES				
Summary of Restrictions for Affordable Homeownership Development	YES	YES				
Down Payment Assistant Program (DAP) Brochure	YES	YES				
Foreclosure Brochure	YES	YES				
Income Limits & Partners (Insert)	YES	YES				
Mortgage Assistance Program (MAP) Brochure	YES	YES				
Short Letter to Accompany the Foreclosure Brochures When Mailed	YES	YES				
<b>Residential Rent Arbitration</b>						
Notice to Tenants	YES	YES		3	3	100%
Outreach Postcard	YES	YES				
Rent Adjustment Ordinance Brochure	YES	YES				
<b>Municipal Lending</b>						
Home Repair Programs	YES	YES	Vietnamese	2	2	100%
Access Improvement	YES	YES	Vietnamese			

## COMMUNITY SERVICES AGENCY - HUMAN SERVICES

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>Ageing and Adult Services</b>						
Linkages Brochure	YES	YES	Vietnamese	8	8	100%
Sr. Companion Foster Grandparent Program Brochure	YES	YES	Vietnamese			
ASSETS Program for Employees Brochure	YES	YES	Vietnamese			
ASSETS Program for Employers Brochure	YES	YES	Vietnamese			
Oakland Paratransit for Elderly and Disabled Brochure	YES	YES	Vietnamese			
Older Americans Celebration Flyers	YES	YES				
Older Americans Public Service Announcement	YES	YES				
Safe Walk to School Brochure	YES	YES	Vietnamese			
<b>Multipurpose Senior Service Program</b>						
Multipurpose Senior Services Program Brochure	YES	YES	Vietnamese	1	1	100%
<b>Senior Centers</b>						
Senior Centers Brochure	YES	YES	Vietnamese	1	1	100%
<b>DHS Administration</b>						
Homeless Program Brochure	YES	YES	Vietnamese	3	3	100%
Hunger Program Brochure	YES	YES	Vietnamese			
Summer Food Service Program Brochure	YES	YES	Vietnamese			
<b>Early Childhood and Family Services</b>						
Even Start Brochure	YES	YES	Vietnamese	4	4	100%
Head Start Brochure	YES	YES	Vietnamese			
Head Start Flyers	YES	YES	Vietnamese			
Head Start Public Service Announcement	YES	YES				
<b>Children and Youth Services &amp; Policy and Planning</b>						
Oakland Fund for Children & Youth Brochure	YES	YES	Vietnamese	1	1	100%

Table 5

## COMMUNITY SERVICES AGENCY - PARKS AND RECREATION

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>City Wide Programs</b>						
Office of Parks and Recreation Brochure (64 pg. comprehensive annual program activity guide)	YES	YES		4	4	100%
OPR Activity/Program Registration Form	YES	YES	Vietnamese			
Facility/Park Use Application	YES	YES				
OPR Summer Hiring Event Flyers	YES	YES	Vietnamese			
<b>Recreation Centers</b>						
Multiple Recreation Center Program Flyers (Allendale, Arroyo Viejo, Carmen Flores, FM Smith, Lincoln Square, Manzanita, San Antonio, Citywide Sports, Girls Sports)	YES	YES		1	1	100%

## LIBRARY

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>Main Library Local Services</b>						
Collection Development Policy	YES	YES		16	16	100%
Comment Forms	YES	YES				
Current Calendar Link (Web) – some events	YES	YES				
Guidelines for Library Behavior	YES	YES				
Internet Policy						
Library Card Registration Form (Adult/ Teens/ Children)	YES	YES	Vietnamese			
Library Fines & Fees	YES	YES				
Library Privacy Policy	YES	YES				
Library Services/Extended Library Services to Disabled	YES	YES	Vietnamese			
Main Library Map	YES	YES				
Meeting Room Policy						
Web Pages	YES	YES				
Welcome to Oakland Public Library Brochure	YES	YES				
Welcome to Oakland Public Library DVD	YES	YES	Korean Vietnamese			
Wireless Internet Policy						
Your Library Card Handout (borrowing rules etc)	YES	YES	Vietnamese			

## MAYOR'S OFFICE

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>Mayor's Administration</b>						
Program Flyers	YES	YES		1	1	100%
<b>Oaklanders Assistance Center</b>						
Helpful Phone Numbers	YES	YES		1	1	100%

## PLANNING AND BUILDING

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>Engineering and Design</b>						
Bicycle Program Newsletters	YES	YES	Vietnamese	15	15	100%
City-Racks Bike Rack Request Form	YES	YES	Vietnamese			
Blight Abatement Brochure	YES	YES	Vietnamese			
Dogs in Oakland	YES	YES	Vietnamese			
Keep Oakland Beautiful, Clean and Green	YES	YES	Vietnamese			
Home Occupation	YES	YES	Vietnamese			
How to Reach Us	YES	YES	Vietnamese			
MJ Residential Additions and Alterations	YES	YES	Vietnamese			
Plot Plan	YES	YES	Vietnamese			
Services and Permits	YES	YES	Vietnamese			
Single Family Dwellings	YES	YES	Vietnamese			
What is a Variance?	YES	YES	Vietnamese			
Report of Building Record	YES	YES	Vietnamese			
Records Request	YES	YES	Vietnamese			
Plan and Permit Retrieval Request	YES	YES	Vietnamese			
<b>Planning and Zoning</b>						
How to Contact Us	YES	YES	Vietnamese	3	3	100%
Important Additions and Alterations for Residents	YES	YES	Vietnamese			
Site Plans	YES	YES	Vietnamese			

Table 5

## Public Works

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>PWA Administration and Divisions</b>						
ADA Program Brochure	YES	YES		8	8	100%
Battery Recycling: Safe and Legal in Oakland	YES	YES	Vietnamese			
Environmentally Sensitive Vegetation Management	YES	YES	Vietnamese			
Greenware Ordinance	YES	YES	Vietnamese			
Guide for Oakland Food Vendors	YES	YES	Vietnamese			
Public Works Agency Brochure/Services/Organizational Chart/Useful Telephone Number	YES	YES	Vietnamese			
Recycling Guide	YES	YES	Vietnamese			
Volunteer Safety Sheet	YES	YES	Vietnamese			

## FIRE DEPARTMENT

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>OFD Administration and Divisions</b>						
OFD Programs Brochure	YES	YES		1	1	100%
<b>Emergency Services Program</b>						
911 Registry	YES	YES		5	5	100%
911 Registry FAQ	YES	YES				
CORE Fact Sheet	YES	YES				
CORE Flyers	YES	YES				
CORE Manuals	YES	YES				

## POLICE DEPARTMENT

Vital Public Documents	Spanish	Chinese	Other Language	# of Doc	# of Doc Translated	% of Completion
<b>Office of the Chief</b>						
(TF-862-2) Citizen Additional Report	YES	YES		14	14	100%
(TF-952) Parking Courtesy Warning	YES	YES				
(TF-1084) Property Record/Receipt and Release	YES	YES				
(TF-2096) Notification to Sex Crime Victim	YES	YES				
(TF-3053) Business Information Record Card	YES	YES				
(TF-3075) Noise Complaint Notice	YES	YES				
(TF-3098) Filing a Complaint	YES	YES	Vietnamese			
(TF-3104) Vehicles "For Sale" Parking Warning	YES	YES				
(TF-3107) Annoyance Call Procedures	YES	YES				
(TF-3145) Alarm Activation Notice	YES	YES				
(TF-3168) Identity Theft	YES	YES				
(TF-3202) Tow Resource Guide	YES	YES				
(TF-3264) Citizen Notification Card	YES	YES				
(TF-3267) Identity Theft Summary Report	YES	YES				
<b>Bureau of Field Operations</b>						
ALCO Sheriff Info. Form	YES	YES		3	3	100%
OPD Bicycle Unit Release Form	YES	YES				
OPD Property Section Release Form	YES	YES				
<b>Criminal Investigation</b>						
(TF-869) Resource Card for Vic. Of Violent Crimes	YES	YES		1	1	100%
<b>Animal Shelter and Training</b>						
About the Oakland Animal Services	YES	YES		43	43	100%
After Hours Cages Information Card	YES	YES				
Cat Adoption Questionnaire	YES	YES				
Cats and Scratching Form	YES	YES				
Children and Dogs Info. Form	YES	YES				
Conditions for Keeping a Potential Dangerous Dog	YES	YES				
Conditions for Keeping a Vicious Dog	YES	YES				
Did You Know About Rabbits?	YES	YES				
Dog Adoption Questionnaire	YES	YES				
Dog Bite Info. Form	YES	YES				
Dogs in Oakland Flyer	YES	YES				
Estimate of Fees Form	YES	YES				
Fowl in Oakland	YES	YES				

Table 5

Free Spay and Neuter Surgery for Cats	YES	YES			
Home Quarantine Agreement	YES	YES			
Introducing Cats to Cats Info. Form	YES	YES			
Introducing Cats to Dogs Info. Form	YES	YES			
Introducing Dogs to Dogs Info. Form	YES	YES			
Is a Small Dog Right for Me?	YES	YES			
Kitten Proofing Your Home Info. Form	YES	YES			
List of Veterinary Clinics	YES	YES			
Multiplication Chart for Breeding Cats Info.	YES	YES			
Municipal Code Changes for Animals Info.	YES	YES			
Myths and Facts about Spaying and Neutering	YES	YES			
New Fees for Animal Services	YES	YES			
Pel Adoption Form	YES	YES			
Potentially Dangerous Dog Permit	YES	YES			
Preventing Litter Problem Info. Form	YES	YES			
Property Inspection Requirement Form	YES	YES			
Puppy House Training Info. Form	YES	YES			
Quarantine Notice	YES	YES			
Rabbit Adoption Questionnaire	YES	YES			
Rabies Control Disposition Notice	YES	YES			
Refusal to Quarantine Biting Animal	YES	YES			
Request for Hearing (Potentially Dangerous Dog)	YES	YES			
Property Inspection Requirement Form	YES	YES			
Statement of Account	YES	YES			
Statement of Buyer Form	YES	YES			
To Adopt You Must	YES	YES			
Vicious Dog License	YES	YES			
Volunteer Application	YES	YES			
When Dogs Bite in Oakland	YES	YES			
When to Give Your Dog Freedom	YES	YES			
<b>Records</b>					
(TF-2093) Vehicle Release Fee (stored vehicles)	YES	YES			
(TF-2093a) Tow Advisement (Sideshow)	YES	YES			
(TF-2093a) Vehicle Towed and Impounded	YES	YES			
(TF-2093b) Vehicle Towed in Violation of 14602	YES	YES			
Impound Fee Ordinance 12649	YES	YES			
Post Storage Tow Hearing Form	YES	YES			
Vehicle Release Authorization by Owner	YES	YES			
			7	7	100%

**CITY ADMINISTRATOR'S OFFICE**

Function	Multilingual Lines	Status	# of Phone Lines	# of Recorded Lines	% of completion
<b>CAO Administration &amp; Divisions</b>					
City Administrator-Front Desk	238-3301	Completed	5	5	100%
Special Business Permit	238-6914	Completed			
Special Business Permit for Taxi	777-8527	Completed			
Contracting and Purchasing-General	238-3970	Completed			
KTOP-TV10	238-3566	Completed			
<b>Citizens Police Review Board</b>					
Citizens Police Review Board	238-3159	Completed	1	1	100%
<b>Office of Neighborhood Investment</b>					
Business Assistance Center	238-7952	Completed	1	1	100%
<b>Revenue</b>					
Business Tax	238-3704	Completed	1	1	100%
<b>Parking Citation Assistance Center</b>					
Parking Citation	800-500-6484	Completed	1	1	100%
<b>City Administrator</b>			<b>9</b>	<b>9</b>	<b>100%</b>

**CITY ATTORNEY'S OFFICE**

Function	Multilingual Lines	Status	# of Phone Lines	# of Recorded Lines	% of completion
<b>City Attorney's Office</b>					
City Attorney-Front Desk	238-3601	Completed	2	2	100%
Claims Division	238-6337	Completed			
<b>City Attorney</b>			<b>2</b>	<b>2</b>	<b>100%</b>

**CITY AUDITOR'S OFFICE**

Function	Multilingual Lines	Status	# of Phone Lines	# of Recorded Lines	% of completion
<b>City Auditor's Office</b>					
City Auditor-Front Desk	238-3378	Completed	1	1	100%
<b>City Auditor</b>			<b>1</b>	<b>1</b>	<b>100%</b>

**CITY CLERK'S OFFICE**

Function	Multilingual Lines	Status	# of Phone Lines	# of Recorded Lines	% of completion
<b>City Clerk's Office</b>					
City Clerk-Front Desk	238-3226	Completed	2	2	100%
Records Division	238-3612	Completed			
<b>City Clerk</b>			<b>2</b>	<b>2</b>	<b>100%</b>

**CITY COUNCIL'S OFFICE**

Function	Multilingual Lines	Status	# of Phone Lines	# of Recorded Lines	% of completion
<b>City Council's Office</b>					
City Council-Front Desk	238-3266	Completed	1	1	100%
<b>City Council</b>			<b>1</b>	<b>1</b>	<b>100%</b>



**HOUSING AND COMMUNITY DEVELOPMENT**

Function	Multilingual Lines	Status	# of Phone	# of Recorded	% of completion
<b>Housing and Community Development</b>					
Redevelopment and Housing	238-3015	Completed	1	1	100%
<b>Residential Rent Arbitration</b>					
Rent Adjustment	238-3721	Completed	1	1	100%
<b>Housing and Community Development</b>			<b>3</b>	<b>3</b>	<b>100%</b>

**HUMAN RESOURCES MANAGEMENT**

Function	Multilingual Lines	Status	# of Phone	# of Recorded	% of completion
<b>Recruitment, Classification, Risk and Benefits</b>					
Office of Personnel	238-3112	Completed	1	1	100%
<b>Equal Access</b>					
Equal Access	238-6813	Completed	1	1	100%
<b>Human Resources Management</b>			<b>2</b>	<b>2</b>	<b>100%</b>

**HUMAN SERVICES**

Function	Multilingual Lines	Status	# of Phone	# of Recorded	% of completion
<b>DHS Administration</b>					
Administration	238-3121	Completed	1	1	100%
<b>Early Childhood and Family Services</b>					
Head Start	238-3165	Completed	1	1	100%
<b>Human Services</b>			<b>2</b>	<b>2</b>	<b>100%</b>

**INFORMATION TECHNOLOGY**

Function	Multilingual Lines	Status	# of Phone	# of Recorded	% of completion
<b>Information Technology</b>					
DIT Cable Complaint	238-3567	Completed	1	1	100%
<b>Information Technology</b>			<b>1</b>	<b>1</b>	<b>100%</b>

**LIBRARY**

Function	Multilingual Lines	Status	# of Phone	# of Recorded	% of completion
<b>Main Library Local Services</b>					
Main Library-Information Desk	238-3134	Completed	2	2	100%
Main Library-Reference Desk	238-3138	Completed			
<b>Branch Library Local Services</b>					
Melrose Branch Library	535-5623	Completed	3	2	67%
81st Avenue Branch Library	615-5812	Completed			
Remaining Branch Library	Various	In progress			
<b>Asian Branch</b>					
Asian Branch Library	238-3400	Completed (EN/CH)	1	1	100%
<b>Latin American 'Cesar Chavez' Branch</b>					
Latin American 'Cesar Chavez' Library	535-5620	Completed (EN/SP)	1	1	100%
<b>Library</b>			<b>7</b>	<b>6</b>	<b>86%</b>

**MAYOR'S OFFICE**

Function	Multilingual Lines	Status	# of Phone Lines	# of Recorded Lines	% of completion
<b>Mayor's Administration</b>					
Mayor-Front Desk	238-3141	Completed	1	1	100%
<b>Oaklanders Assistance Center</b>					
Mayor's Toy Drive Hotline	777-8697	Completed	2	2	100%
Oaklanders Assistance Center	444-2489	Completed			
Mayor			3	3	100%

**PARKS AND RECREATION**

Function	Multilingual Lines	Status	# of Phone Lines	# of Recorded Lines	% of completion
<b>OPR Administration</b>					
General Information	238-7275	Completed	1	1	100%
<b>City Wide Programs</b>					
Reservations	238-3187	Completed	1	1	100%
<b>Lincon Square Recreation Center</b>					
Lincon Square Recreation Center	238-7738	Completed	1	1	100%
<b>Manzanita Recreation Center</b>					
Manzanita Recreation Center	535-5625	Completed	1	1	100%
<b>San Antonio Recreation Center</b>					
San Antonio Recreation Center	535-5608	Completed (EN/SP)	1	1	100%
<b>Carmen Flores Recreation Center</b>					
Carmen Flores Recreation Center	535-5631	Completed (EN/SP)	1	1	100%
<b>Recreation Centers</b>					
Franklin Recreation Center	238-7741	Completed (EN/CH)	6	6	100%
Arroyo Recreation Center	615-5755	Completed			
Brookdale Recreation Center	535-5632	Completed (EN/SP)			
Ira Jinkins Recreation Center	615-5959	Completed			
Tassafaronga Recreation Center	615-5764	Completed (EN/SP)			
Rainbow Recreation Center	615-5751	Completed (EN/SP)			
<b>Aquatics</b>					
Live Oak Pool	238-2292	Completed (EN/CH)	2	2	100%
Fremont Pool	535-5614	Completed (EN/SP)			
<b>Parks &amp; Recreation</b>			<b>14</b>	<b>14</b>	<b>100%</b>

**PLANNING, BUILDING AND NEIGHBORHOOD PRESERVATION**

Function	Multilingual Lines	Status	# of Phone Lines	# of Recorded Lines	% of completion
<b>Planning and Zoning</b>					
Planning and Zoning-Intake Scheduling Appointment	238-3940	Completed	2	2	100%
Planning and Zoning-Zoning Division Voicemail	238-3911	Completed			
<b>Building Services</b>					
Blight Hotline	238-3381	Completed	2	2	100%
Building Services Division-Billing Appeals Unit	238-3452	Completed			
<b>Planning and Building</b>			<b>4</b>	<b>4</b>	<b>100%</b>

**PUBLIC WORKS**

Function	Multilingual Lines	Status	# of Phone	# of Recorded	% of completion
<b>PWA Administration and Divisions</b>					
PWA Front Desk	238-3961	Completed	3	3	100%
Recycling Hotline	238-7283	Completed			
Volunteer Opportunities	238-7630	Completed			
<b>Public Works Call Center</b>					
PWA Call Center	615-5566	Completed	1	1	100%
<b>Public Works</b>			<b>4</b>	<b>4</b>	<b>100%</b>

**FIRE DEPARTMENT**

Function	Multilingual Lines	Status	# of Phone	# of Recorded	% of completion
<b>OFD Administration and Divisions</b>					
Administration	238-3856	Completed	2	2	100%
EMS Division	238-6957	Completed			
<b>Fire Prevention</b>					
Fire Prevention	238-3851	Completed	4	1	25%
Fire Report / Complaint	238-1955	In Progress			
Arson	238-4031	In Progress			
Vegetation Management	238-7388	In Progress			
<b>Emergency Services Program</b>					
Office of Emergency Services-CORE	238-6351	In Progress	2	1	50%
Office of Emergency Services	238-3938	Completed			
<b>Fire</b>			<b>8</b>	<b>4</b>	<b>50%</b>

**POLICE DEPARTMENT**

Function	Multilingual Lines	Status	# of Phone	# of Recorded	% of completion
<b>Office of the Chief</b>					
Chief of Police	238-3365	Completed	2	2	100%
Internal Affairs Division	238-3161	Completed			
<b>Bureau of Field Operations</b>					
Patrol Desk (Information)	238-3455	Completed	7	7	100%
Drug/Prostitution Hotline	238-3784	Completed			
Fireworks Hotline	238-2373	Completed			
Sexual Assault Tip Line	637-0298	Completed			
Traffic Complaint	238-3155	Completed			
Chinatown Substation	238-7930	Completed			
Neighborhood Services Division	986-2715	Completed			
<b>Criminal Investigation</b>					
Criminal Investigation Division	238-3744	Completed	1	1	100%
<b>Animal Shelter and Training</b>					
Animal Services	535-5603	Completed	1	1	100%
<b>OPD 911 Dispatch</b>					
Emergency	777-3211	Completed	2	2	100%
Non Emergency	777-3333	Completed			
<b>Records</b>					
Records Division	238-3021	Completed	1	1	100%
<b>Police</b>			<b>14</b>	<b>14</b>	<b>100%</b>

## 911 Oakland Police Department

Language	Total Minutes	Total Calls	Avg Length of Call	Pct of Total Minutes
SPANISH	24865	4155	6.0	79.0%
CANTONESE	3381	610	5.5	10.7%
VIETNAMESE	1249	214	5.8	4.0%
MANDARIN	986	128	7.7	3.1%
ARABIC	190	30	6.3	0.6%
KOREAN	140	29	4.8	0.4%
BURMESE	94	12	7.8	0.3%
CAMBODIAN	72	9	8.0	0.2%
AMHARIC	61	9	6.8	0.2%
TAGALOG	60	9	6.7	0.2%
MONGOLIAN	44	5	8.8	0.1%
TAMIL	43	4	10.8	0.1%
NEPALI	40	5	8.0	0.1%
FARSI	36	4	9.0	0.1%
LAOTIAN	30	6	5.0	0.1%
RUSSIAN	25	4	6.3	0.1%
PORTUGUESE	24	3	8.0	0.1%
TIGRINYA	23	3	7.7	0.1%
FRENCH	16	3	5.3	0.1%
HINDI	15	3	5.0	0.0%
PUNJABI	13	3	4.3	0.0%
HMONG	12	3	4.0	0.0%
DARI	11	1	11.0	0.0%
TIGRE	8	1	8.0	0.0%
THAI	6	1	6.0	0.0%
KAREN	5	1	5.0	0.0%
TONGAN	5	1	5.0	0.0%
GREEK	4	1	4.0	0.0%
TOISHANESE	4	1	4.0	0.0%
AKAN	1	1	1.0	0.0%
30	31463	5259	6.0	

Oakland Police Department

Total Languages = 30

Total Minutes = 31463

Total Calls = 5259

Average Length of Call (in minutes) = 6.0

## Oakland Police Department Non Emergency

Language	Total Minutes	Calls	Avg Length of Call	Pct of Total Minutes
SPANISH	26398	4216	6.3	86.9%
CANTONESE	2638	387	6.8	8.7%
MANDARIN	437	71	6.2	1.4%
VIETNAMESE	433	67	6.5	1.4%
KOREAN	158	26	6.1	0.5%
MONGOLIAN	48	3	16.0	0.2%
INDONESIAN	29	3	9.7	0.1%
ARABIC	27	6	4.5	0.1%
CAMBODIAN	26	3	8.7	0.1%
PUNJABI	23	3	7.7	0.1%
TIGRINYA	22	4	5.5	0.1%
HINDI	15	3	5.0	0.0%
TAGALOG	15	3	5.0	0.0%
JAPANESE	14	2	7.0	0.0%
PORTUGUESE	14	3	4.7	0.0%
MIEN	13	1	13.0	0.0%
GREEK	12	4	3.0	0.0%
RUSSIAN	12	1	12.0	0.0%
AMHARIC	12	1	12.0	0.0%
BURMESE	12	1	12.0	0.0%
FARSI	11	1	11.0	0.0%
LAOTIAN	10	2	5.0	0.0%
ITALIAN	9	1	9.0	0.0%
23	30388	4812	6.3	

Oakland Police Non Emergency

Total Languages = 23

Total Minutes = 30388

Total Calls = 4812

Average Length of Call (in minutes) = 6.3

**Oakland Fire Department**

Language	Total Minutes	Total Calls	Avg Length of Call	Pct of Total Minutes	<u>Oakland Fire Department</u>			
SPANISH	1895	374	5.1	46.3%	<b>Total Languages</b>	= 22		
CANTONESE	1193	192	6.2	29.2%				
VIETNAMESE	419	75	5.6	10.2%			<b>Total Minutes</b>	=4092
MANDARIN	210	40	5.3	5.1%				
KOREAN	141	31	4.5	3.4%			<b>Total Calls</b>	= 759
TAGALOG	48	9	5.3	1.2%				
NEPALI	46	7	6.6	1.1%			<b>Average Length of Call (in minutes)</b>	= 5.4
RUSSIAN	25	5	5.0	0.6%				
MONGOLIAN	17	2	8.5	0.4%				
ARABIC	16	3	5.3	0.4%				
HINDI	12	3	4.0	0.3%				
TIGRINYA	12	3	4.0	0.3%				
THAI	11	3	3.7	0.3%				
CAMBODIAN	9	2	4.5	0.2%				
MIEN	8	1	8.0	0.2%				
CROATIAN	8	2	4.0	0.2%				
PORTUGUESE	6	1	6.0	0.1%				
AMHARIC	5	1	5.0	0.1%				
ITALIAN	5	1	5.0	0.1%				
LAOTIAN	4	2	2.0	0.1%				
FARSI	1	1	1.0	0.0%				
SWAHILI	1	1	1.0	0.0%				
<b>22</b>	<b>4092</b>	<b>759</b>	<b>5.4</b>					

**Other - City of Oakland**

Language	Total Minutes	Total Calls	Avg Length of Call	Pct of Total Minutes	<u>Other City of Oakland Departments</u>	
SPANISH	976	120	8.1	60.2%	<b>Total Languages</b>	= 9
CANTONESE	319	30	10.6	19.7%		
MANDARIN	170	20	8.5	10.5%	<b>Total Minutes</b>	= 1620
MONGOLIAN	50	3	16.7	3.1%		
VIETNAMESE	40	6	6.7	2.5%	<b>Total Calls</b>	= 185
KOREAN	27	2	13.5	1.7%		
RUSSIAN	24	2	12.0	1.5%	<b>Average Length of Call (in minutes)</b>	= 8.8
AMHARIC	9	1	9.0	0.6%		
TAMIL	5	1	5.0	0.3%		
<b>9</b>	<b>1620</b>	<b>185</b>	<b>8.8</b>			

**SUMMARY OF USAGE SHOWING THE MOST REQUESTED LANGUAGES:**

<b>SPANISH</b>	<b>80%</b>
<b>CANTONESE</b>	<b>11%</b>
<b>MANDARIN</b>	<b>3%</b>
<b>VIETNAMESE</b>	<b>3%</b>
<b>KOREAN</b>	<b>1%</b>

**US Census Data**

2011 American Community Survey

Language spoken at home by ability to speak English  
for the population 5 years and over**Oakland, California, Demographics by Zip Code**

AREA	TOTAL POPULATION	SPEAK ENGLISH LESS THAN VERY WELL			
		SPANISH	SPANISH %	CHINESE	CHINESE %
<b>CITY WIDE</b>	365,789	41,647	11.39%	20,595	5.63%
94601	51,714	13,720	26.53%	2,262	4.37%
94602	35,737	1,133	3.17%	1,884	5.27%
94603	33,183	8,040	24.23%	356	1.07%
94605	42,555	4,015	9.43%	419	0.98%
94606	38,692	2,864	7.40%	5,151	13.31%
94607	23,500	1,283	5.46%	3,657	15.56%
94609	24,376	599	2.46%	373	1.53%
94610	36,711	295	0.80%	974	2.65%
94611	48,699	200	0.41%	875	1.80%
94612	15,034	548	3.65%	1,868	12.43%
94613	809	43	5.32%	13	1.61%
94618	21,346	82	0.38%	143	0.67%
94619	26,639	1,331	5.00%	1,287	4.83%
94621	31,041	7,609	24.51%	195	0.63%

**EQUAL  
ACCESS**

City of Oakland  
City Administrator's Office  
1 Frank H. Ogawa Plaza, 3<sup>rd</sup> Floor  
Oakland, California 94612

**EQUAL ACCESS LANGUAGE SURVEY**

If you prefer, you can go to [Oaklandnet.com](http://Oaklandnet.com) and fill out the survey online

The Equal Access Office is conducting a survey to find out where we need to improve our services to help constituents that speak little or no English. We are looking forward your input.

1. Have you experienced difficulty receiving assistance because you speak only limited or no English?  
YES                      NO
2. Which language do you speak?  
Spanish\_\_ Cantonese\_\_ Mandarin\_\_ Other\_\_\_\_\_
3. Have you asked at the counter for assistance in your language?  
YES NO
4. If you asked at the counter for assistance in your language. Did you receive it? YES              NO
5. If you asked for assistance in your language, and it was your time to receive service (your number came up), how long did you wait for assistance in your language? -less than 5 min\_\_\_\_; between 5 and 20min \_\_\_\_ over 20 minutes\_\_\_\_
6. Were there visible signs informing the public of their right to receive oral and written bilingual services?              YES NO
7. Were you informed of your right to an interpreter? YES      NO
8. Do you think you were treated different because you don't speak English? YES NO
9. Were you informed of your right to file a complaint if you didn't receive adequate bilingual services?      YES NO
10. Did you bring your own interpreter before to access City services?  
YES              NO
11. What services did you required when you brought your own interpreter? (If you need more space please write on the blank space in the back)
12. Is there anything else you would like us to know about your experience today? (You can write in the blank space)

**EQUAL  
ACCESS**

City of Oakland  
Oficina del Administrador de la Ciudad  
1 Frank H. Ogawa Plaza, 3<sup>rd</sup> Floor  
Oakland, California 94612

**ENCUESTA DE ACCESO EQUITATIVO EN IDIOMAS**

Si lo desea puede ir a [oaklandnet.com](http://oaklandnet.com) y llenar esta encuesta en linea

La Oficina de Acceso Equitativo está llevando a cabo una encuesta para saber si necesitamos mejorar nuestros servicios en su idioma. Esperamos sus sugerencias.

1. ¿Ha tenido dificultad al solicitar ayuda porque no habla Ingles?  
SI                      NO
2. ¿Qué idioma habla?  
Español\_\_ Cantonese\_\_ Mandarin\_\_ Otro\_\_\_\_\_
3. ¿Solicito ayuda en su idioma a la persona en el mostrador?  
SI                      NO
4. Si solicito ayuda en su idioma. ¿La recibí? SI              NO
5. Si solicito ayuda en su idioma, y era su turno de recibir el servicio, ¿Cuánto tiempo espero para que lo ayudaran en su idioma, ¿Cuánto espero para que lo ayudaran en su idioma? -menos de 5min\_\_\_\_; entre 5 y 20min \_\_\_\_ mas 20 min\_\_\_\_
6. ¿Había señales visibles informando al publico de su derecho a recibir informacibn por escrito en su idioma?              SI NO
7. ¿Le informaron que tenia derecho a un intérprete? SI      NO
8. ¿Cree usted que lo trataron diferente porque no habla Ingles?  
SI                      NO
9. ¿Le informaron de su derecho a presentar una queja si no recibía los servicios bilingües adecuados?      SI NO
10. ¿Trajo usted su propio intérprete para recibir servicios en la Ciudad?  
SI                      NO
11. ¿Qué servicios requirib cuando trajo su propio interprete? (Si necesita más espacio puede escribir en el espacio en blanco)
12. ¿Hay algo más que le gustaria decimos sobre su experiencia de hoy? (Puede escribir el espacio en blanco.)

**EQUAL  
ACCESS**

屋崙市政府  
市行政長官辦公室  
1 Frank H. Ogawa Plaza, 3<sup>rd</sup> Floor  
Oakland, California 94612

Comments:  
Comentarios:  
意見:

## 平等使用市政語言服務問卷調查

你可選摘瀏覽 [Oaklandnet.com](http://Oaklandnet.com) 填寫網上調查

市政語言服務法執行部現正進行問卷調查，以評估如何改善對說有限英語及不說英語的市民的服務。盼望能聽到您的意見。

1. 你有否因為你說有限英語或不說英語而有困難使用市政府服務？  
有 沒有
2. 你說什麼語言？  
西班牙語\_\_ 廣東話\_\_ 普通話\_\_ 其它\_\_\_\_\_
3. 你曾經到櫃檯要求使用你語言的幫助嗎？ 有 沒有
4. 如果你有作出以上要求，你有得到服務嗎？ 有 沒有
5. 如果你有要求使用你語言的幫助，又輪到你的輪候號碼，  
之後你再等了多久才得到服務？ 少過 5 分鐘\_\_；  
5-20 分鐘\_\_；超過 20 分鐘\_\_
6. 有明確指引通知市民語言及文字上雙語服務的權益嗎？  
有 沒有
7. 你知道你有權要求翻譯員嗎？ 知 不知
8. 你有因為不說英語而受到不公平的待遇嗎？ 有 沒有
9. 你知道如果你不滿意雙語翻譯服務，你可以如何作出投訴嗎？  
知 不知
10. 你有否曾經帶同你自己的翻譯員到市府使用市府服務？  
有 沒有
11. 你帶同自己的翻譯員到市府時，你使用了什麼市府服務？  
(如需更多空間，答案可寫在背頁空白位置)
12. 對於使用市府服務，你有沒有其它意見？(答案可寫空白位置)



Annual Agency Compliance Plan  
FY2012-13

Administrative Services Division  
Office of the Controller and Treasury

Purpose

This Agency Compliance Plan (ACP) template is to be used to report compliance with the Equal Access to Services Ordinance (EAO) and Administrative Instruction Number 145. The EAO was enacted to ensure that Oakland residents, regardless of their English proficiency, have full and equal access to all City services, including many basic and potentially life-saving City services, and that they are able to participate in City government. The Ordinance requires City Departments to hire a sufficient number of bilingual employees in Public Contact Positions, translate vital written documents, and provide recorded telephone messages into languages spoken by at least 10,000 Oaklanders. The purpose of the ACP is to collect data necessary, by Agency and Departments within its jurisdiction, to ensure that the EAO is implemented, monitored and enforced. The City Administrator will compile the information from the Agency Compliance Plans into the City Administrator Annual Compliance Plan (CAAP), which will be submitted to the City Council and public.

General Instructions

The term "Department" as used in this instruction refers to the City Administrator's designated list of Departments in Exhibit 1 (see Table 1), such that the Department shall be assessed by geographic location. Exhibit 2 (see Table 2) lists Super PCP Departments as determined by the City Administrator. Each Agency shall submit this form with answers to the Narrative Assessment and the attached tables (Tables 1-6), which collectively is the annual Agency Compliance Plan, to the City Administrator and the Department of Human Resources Management, Equal Access Division.

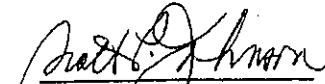
The Agency Language Access Coordinator (ALAC) (see Table 3), in consultation with the Agency head, shall prepare and disseminate to Agency staff and the City Administrator this Agency Compliance Plan. Each Agency head must certify that the Agency Compliance Plans are accurate and complete.

All annual Agency Compliance Plans shall be posted on the agencies' website and the Equal Access Division's website and shall be available to the public upon request in each Agency facility.

Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Scott P. Johnson, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on 7/25/13.

  
\_\_\_\_\_  
Sign by Agency Head  
7/30/13

Administrative Services -- Office of the Controller and Treasury Department

Assessment of Bilingual Public Contact Positions (BPCP) and Corrective Plans  
for Hiring Sufficient Bilingual Public Contact Positions

1. The Office of the Controller and Treasury Department are internal service departments. There were no PCP in the units during the current reporting period.
2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)).

There were no PCP positions that were vacant during FY 2012-13. No new hires of PCPs occurred during this fiscal year.

3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).

Testing is done by the Department of Human Resources. HR staff conducts selective certification testing for all employees.

4. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
  - i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.

There are several staff members who speak Spanish and Cantonese in the Office of the Controller and Treasury Department that can provide translation for Limited-English speakers whenever needed.
  - ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.

Yes, we have adequate means to make all services available to LES persons as there are several bilingual staff in our units.
  - iii. All Agencies have Language Access Coordinators  
Annie To is our Language Access Coordinator.
  - iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator. As followed and completed according to City's AIs.
  - v. Each PCP shall be trained in the use of interim measures to assist LES persons.  
Completed

5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

The divisions have sufficient bilingual staff to provide translation services during business hours in Spanish and Cantonese.

6. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

Administrative Instruction 145 provides a guideline for best practices.

7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

The Office of the Controller and Treasury Department are internal service departments. There were no PCP in the units during the current reporting period.

8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers. N/A

#### **Assessment of Translation of Written Documents and Corrective Plans for Complete Translation**

The Office of the Controller and Treasury Department provides internal support to the City. The section does not apply.

#### **Assessment of Multilingual Telephone Messages**

The Office of the Controller and Treasury Department provides internal support to the City. The section does not apply.

#### **Assessment of Department Communication with LES Populations**

The Office of the Controller and Treasury Department provides internal support to the City. The section does not apply.

#### **Assessment of Dissemination of Agency Compliance Plan**

The Agency Compliance Plan will be posted on City of Oakland Equal Access Website this Fall.

Annual Agency Compliance Plan  
FY2012-13

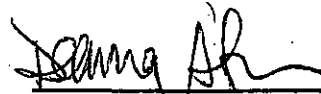
City Administrator's Office

# Agency Compliance Plan City Administrator's Office

## Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Scott Johnson, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on 7/19/13.



Sign by Agency Head

# NARRATIVE ASSESSMENT

## Assessment of Bilingual Public Contact Positions (BPCP) and Corrective Plans for Hiring Sufficient Bilingual Public Contact Positions

1. Assessment of Bilingual Public Contact Positions for the City Administrator's Office:
  - a. CAO Administration and Division include Administration , Equal Opportunity Programs, Employee Relations, Contract Compliance, Employee Services Unit, Outreach and Administrative Support Unit, Ethics Unit, Budget Division and KTOP Operations.
  - b. Citizens Police Review Board
  - c. Neighborhood Services Division - A division of the Community Services Department and managed by the City Administrator's Office in FY12-13.
  - d. Office of Neighborhood Investment
  - e. Dept of Economic and Workforce Development
  - f. Revenue Division ( This Division moved to the Administrative Services Department in FY13-14)
  - g. Parking Citation Assistance Center (This unit transferred to the Administrative Services Department in FY13-14)

EAO Department	PCPs	Vacant PCPs	Spanish PCPs	Chinese PCPs	Goals
CAO Administration and Divisions	13.00	0.00	2.00	1.00	2Sp/1Ch
Citizens Police Review Board*	3.00	0.00	1.00	1.00	1Sp/1Ch
Neighborhood Services Division	4.00	1.00	1.00	0.00	1Sp/1Ch
Office of Neighborhood Investment	0.00	0.00	0.00	0.00	None
Department of Economic & Workforce Development	2.00	0.00	1.00	0.00	1Sp/1Ch
Revenue*	43.00	1.00	4.00	1.00	6Sp/3Ch
Parking Citation Assistance Center*	14.00	0.00	6.00	3.00	2Sp/1Ch
Total	79.00	2.00	16.00	6.00	

\*Denotes "Super PCP Department"

The CAO Administration and Revenue Division units have greater need for bilingual PCPs than are currently staffed. As vacancies arise or positions are filled in those units, recruitment efforts will focus on obtaining highly qualified bilingual candidates to ensure great access to LES Oakland residents.

2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement.

The City Administrator's Office uses the Human Resources Department for selective certification for positions with bi-lingual requirements.

3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).

Human Resources Dept conducts the selective certification testing for all employees identified with bilingual language skills.

4. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
  - i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose



a method for communicating best suited to providing service to LES persons.

Available when needed

- ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.

**Done with sufficient levels of bilingual staff**

- iii. All Agencies have Language Access Coordinators.

Amber Todd, Sarah Schlenk, Patrick Caceres

- iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.

Applied and completed according to the City Administrative Instructions.

- v. Each PCP shall be trained in the use of interim measures to assist LES persons.

This is completed.

- 5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

Most of the City Administrator's Office divisions have sufficient bilingual staff to provide services during business hours in threshold languages. Resources are being shared between divisions as well as utilizing the Equal Access Office for additional support.

- 6. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

A review of the bilingual services of the California State Personnel Board and the Dept of Justice was done in FY11-12.

- 7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

**divisions work with Personnel and Equal Access to selectively certify applicants.**

- 8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.**

**When PCP positions do become available the divisions work with Personnel and Equal Access to selectively certify applicants. In addition, there are employees in the City Administrator's Office division that may not be PCPs, but are bilingual and are available to assist Chinese and Spanish speakers. Resources are also shared between divisions to better provide assistance to an LES person seeking assistance.**

**Assessment of Translation of Written Documents  
and Corrective Plans for Complete Translation**

**Instructions to Agencies:**

1. City Administrator's Office had a total of twenty one (21) vital documents in FY 2012-13, all of which (100%) were translated in Spanish and Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.  

**All translated materials for the Citizens Police Review Board are posted on the wall with the brochures at the entrance after getting off the elevators. For other CAO divisions are working on complying with this requirement.**
  - (b) Describe how these postings are prominent and readily visible to the public.  

**These postings are at the front desk of the floor. Other divisions will comply in the same manner.**
  - (c) Include the Department's written policy and procedures regarding posting of these notices.

**Our policy is to place the information in a visible location on colored paper associated with the language it is translated into (i.e. pink for Chinese and blue for Spanish)**

3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060).  
Include the Department's written policy and procedures regarding these materials.

**Our Language Access Coordinators communicate directly with the Equal Access Office to receive updated materials and to share and post materials related to the departments.**

4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department." (§ 2.30.050(E)). Describe how the

Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department's written policy and procedures regarding receiving community feedback.

The departments have bilingual staff that review translations made by Equal Access Office for accuracy.

Assessment of Multilingual Telephone Messages

All Departments shall "maintain recorded telephonic messages in [threshold languages]." The message is required to contain the following: "basic information about the [D]epartment's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance." § 2.30.080.

Instructions to Agencies:

1. If the Department has not recorded a message in threshold language that contains basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

All ten (10) of the CAO's telephone information lines have translated outgoing messages.

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.

The Citizens Police Review Board, Nuisance Abatement and Special Permits are located on the 11<sup>th</sup> Floor of City Hall. Our departments have sufficient bilingual staff and all vital documents translated in both Spanish and Chinese. Regular assessment of bilingual services is reviewed and discussed with our Language Access Coordinators.

3. Describe in detail the Department's corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance.

The divisions of the City Administrator's office are in compliance and continue an annual department assessment of language services.

## Assessment of Department Communication with LES Populations

### Instructions to Agencies:

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

The procedures used by the departments are to utilize existing bilingual staff to provide service. For all other languages, the Language Access Line is available and staff is trained on its proper use. The adequacy of these procedures is assessed by the Language Access Coordinators by reviewing whether or not complaints are made about services. Additionally this year, language assessment surveys to visitors were administered to provide feedback regarding current accessibility and improvement.

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).

There are written Administrative Instructions for language access for employee reference. Written instructions are shared with PCPs on how to utilize the Language Access Line.

3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

The City Administrator's Office divisions utilize and post information in Spanish and Chinese on our website and distributes information electronically to community organizations in Spanish and Chinese on community outreach events.

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

Such complaints are forwarded to the Equal Access Office for further investigation. If such complaints were to be made in person or over the phone, our bilingual staff will contact those individuals and refer the individuals in their language to that office or provide information regarding the procedures of the Equal Access Office.

5. Departments must “document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years.” (§ 2.30.090 (B)). Describe the Department’s procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

No complaints were made to the CAO this year. Complaint documents and resolution are forwarded to the Equal Access Office for record keeping and reference.

6. Departments must forward “[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt” (§ 2.30.090 (B)). Provide a list of the Department’s complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt.

The City Administrator’s Office and its division did not receive any complaints this reporting period.

**Assessment of  
Dissemination of Agency Compliance Plan**

**Instructions to Agencies:**

1. When will the current FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?

The department's Compliance Plans will be posted and available via the Equal Access Office after the citywide report is presented and approved by Council.

2. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website?

Prior years are posted on the Equal Access Division's website only.

3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?

The plan will be available for the public once the Citywide Report is approved.

Describe how notice has been posted prominently at the Agency's geographic location and on the agency's website and the EAO website that ACPs are available with information stating how to access the ACPs.

A link to the Equal Access website will be posted to the department's website for reference.



Annual Agency Compliance Plan  
FY2012-13

City Attorney's Office

Purpose

This Agency Compliance Plan (ACP) template is to be used to report compliance with the Equal Access to Services Ordinance (EAO) and Administrative Instruction Number 145. The EAO was enacted to ensure that Oakland residents, regardless of their English proficiency, have full and equal access to all City services, including many basic and potentially life-saving City services; and that they are able to participate in City government. The Ordinance requires City Departments to hire a sufficient number of bilingual employees in Public Contact Positions, translate vital written documents, and provide recorded telephone messages into languages spoken by at least 10,000 Oaklanders. The purpose of the ACP is to collect data necessary, by Agency and Departments within its jurisdiction, to ensure that the EAO is implemented, monitored and enforced. The City Administrator will compile the information from the Agency Compliance Plans into the City Administrator Annual Compliance Plan (CAAP), which will be submitted to the City Council and public.

General Instructions

The term "Department" as used in this Instruction refers to the City Administrator's designated list of Departments in Exhibit 1 (see Table 1), such that the Department shall be assessed by geographic location. Exhibit 2 (see Table 2) lists Super PCP Departments as determined by the City Administrator. Each Agency shall submit this form with answers to the Narrative Assessment and the attached tables (Tables 1-6), which collectively is the annual Agency Compliance Plan, to the City Administrator and the Department of Human Resources Management, Equal Access Division.

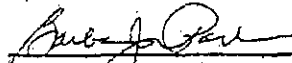
The Agency Language Access Coordinator (ALAC) (see Table 3), in consultation with the Agency head, shall prepare and disseminate to Agency staff and the City Administrator this Agency Compliance Plan. Each Agency head must certify that the Agency Compliance Plans are accurate and complete.

All annual Agency Compliance Plans shall be posted on the agencies' website and the Equal Access Division's website and shall be available to the public upon request in each Agency facility.

Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Barbara J. Parker, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on July 19, 2013.

  
Barbara J. Parker  
City Attorney

# AGENCY COMPLIANCE PLAN NARRATIVE ASSESSMENT

By completing the Narrative Assessment of this Agency Compliance Plan, the Agencies will be reporting on the collection, assessment, and reporting on specific data necessary to identify possible gaps in language services; development of plans for filling service gaps; and measurement of progress. Agencies must analyze and report compliance by department (the unit of analysis) as listed in the attached Exhibit 1 Department list, but may compile and report the information for each department in one attachment (see exhibit 1). The Narrative Assessment, must also be done by department, and should be completed using the questions provided below.

As a reminder, for any hires of PCP that occur during the up-coming year, please refer to and follow the Administration Instruction that was distributed in 2011, and use this Assessment (which must be up-dated at the time of hiring) to determine the need and process for hiring BPCPs.

Assessment of Bilingual Public Contact Positions (BPCP) and  
Corrective Plans for Hiring Sufficient Bilingual Public Contact  
Positions

Instructions to Agencies:

1. Fill in the information about the DEPARTMENT in brackets:  
City Attorney's Office had a total of 9 PCPs this FY 2012-2013, of which 0 were vacant PCPs and 1 were frozen PCPs. City Attorney's Office had a total of 1 Bilingual PCPs this FY 2012-2013, of which 1 was Spanish speaking and 0 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 12.68% and for Chinese speaking were 5.56%. If a listed Department (including the functions/services provided by the Department) change do to an approved re-organization, provide information about the reorganization and how the reorganization changes the assessment for the need of BCP and how the needs of LES will be met. The Office has two Spanish and two Chinese employees who are not PCPs but are bilingually certified and are available to provide assistance to the public when needed.
2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants; and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement. There was one recruitment during FY 2012-2013 that required focus on bilingual employees (Neighborhood Law Corp). The job announcement included information that bilingual applicants were highly desirable. The announcement was also posted with various agencies with significant Spanish speaking and Chinese speaking users.
3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)). N/A
4. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
  - i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.
  - ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.

- iii. All Agencies have Language Access Coordinators.
- iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.
- v. Each PCP shall be trained in the use of interim measures to assist LES persons.

The measures described above have been met. There are no additional interim measures.

5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

The areas identified requiring access to bilingual services are the Receptidn area (which includes access to claims informatibn) and the Neighborhood Law Corp program which has a need for Chinese speaking access. There is one (1) Spanish-speaking PCP and 0 Chinese speaking PCPs. However, there are two Cbinese speaking bilingually certified employees who are not in PCP position and 2 Spanish speaking bilingually certified employees who are not in PCP positions who are available to provide assistance when the need arises.

6. Provide a description of implememation "best practices" developed by the Agency and/or its Departments.

The City Attorney's Office has certified sufficient employees in non-PCP positions to provide bilingual services when needed. We will continue to make efforts to recruit applicants with the required labguage skills during future recruitment processes to fill any vacant PCP positions.

7. Provide a suminary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

The Ofiice did not identify any structural barriers that may be preventing the City Attorney from complying with the EAO.

8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

Where there is a shortage of Spanish-speaking capacity identified in the department's PCP positions, the need is being met by utilizing hon-PCP bilingually certified employees when needed. We will continue to focus on recruiting future employees that can meet the bilingual needs, if necessary using the procedures and outreach methods described in Item 6 above.

Assessment of Translation of Written Documents  
and Corrective Plans for Complete Translation

Instructions to Agencies:

1. The Oakland City Attorney had a total of 4 vital documents FY 2012-2013, of which 4 (100%) were translated into Spanish and 4 (100%) were translated into Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.

The notices in the threshold languages are posted on the City Attorney's website. Documents are also available in the Reception lobby of the City Attorney's Office.
  - (b) Describe how these postings are prominent and readily visible to the public.

The notices are prominently and readily available to the public on the City Attorney's website and are easily identified. Hard copies can be picked up from the City Attorney's Reception desk on the 6<sup>th</sup> floor—1 Frank H. Ogawa Plaza.
  - (c) Include the Department's written policy and procedures regarding posting of these notices.

The City Attorney's Office complies with the City-wide policy regarding posting of notices.
3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.

N/A
4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department." (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department's written policy and procedures regarding receiving community feedback.

When the need arises, the department follows the procedures set forth in the Equal Access Ordinance and in A1 145.

### Assessment of Multilingual Telephone Messages

All Departments shall "maintain recorded telephonic messages in [threshold languages]." The message is required to contain the following: "basic information about the [D]epartment's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance." § 2.30.080.

#### Instructions to Agencies:

1. If the Department has not recorded a message in threshold language that contains basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

The multilingual messages are operational.

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.
3. Describe in detail the Department's corrective action plan for meeting its translation goals the following fiscal year. A corrective plan must set forth a concrete and realistic plan to remedy noncompliance.

### Assessment of Department Communication with LES Populations

#### Instructions to Agencies:

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

The City Attorney's Office facilitates communication with LES Spanish and Chinese population by bilingually certifying staff that are available during business hours to assist the LES population that come into the office for assistance with any of the services provided by the City Attorney. The department also uses the City of Oakland Language Line for interpreter assistance if there is no one available in the office.

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).
3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

The OCA informs the LES Spanish and Chinese population of the availability of bilingual services on its website by offering focused areas of information in Spanish and Chinese.

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

The department complies with the Complaint Procedures provided in the Equal Access Ordinance.

5. Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years." (§ 2.30.090 (B)). Describe the Department's procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

The department complies with the Complaint Procedures provided in the Equal Access Ordinance.

6. Departments must forward "[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt." (§ 2.30.090 (B)). Provide a list of the Department's complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt. Attach as Appendix @.

There are no complaints to report for this reporting period.



**Assessment of  
Dissemination of Agency Compliance Plan**

**Instructions to Agencies:**

1. When will the current FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?  
The Agency Compliance Plan will be posted upon final approval by the City Attorney and City Administrator.
2. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website?  
Prior years Agency Compliance Plans are not posted on the agency's website but steps will be taken with the assistance of the Equal Access staff to comply.
3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?  
The current FY 2012-2013 ACP will be made available to the public on the 6<sup>th</sup> floor reception desk, 1 Frank H. Ogawa Plaza upon final approval by the City Attorney.

Describe how notice has been posted prominently at the Agency's geographic location and on the agency's website and the EAO website that ACPs are available with information stating how to access the ACPs.

See above for plan.

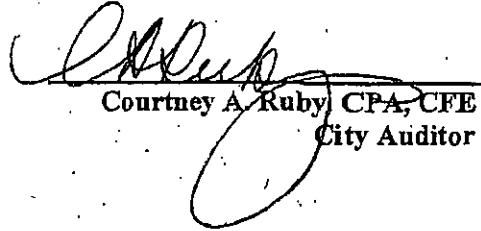
Annual Agency Compliance Plan  
FY2012-13

City Auditor's Office

FY 2012-2013

Agency Head Certification

I, Courtney A. Ruby, hereby certify that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. This Agency Compliance Plan was submitted to the City Administrator on July 10, 2013.



Courtney A. Ruby CPA, CFE  
City Auditor

Assessment of Bilingual Public Contact Positions (BPCP) and  
Corrective Plans for Hiring Sufficient Bilingual Public Contact  
Positions

1. The Office of the City Auditor (Office) had a total of 2.0 PCPs this FY 2012-2013, of which 0 were vacant PCPs and 0 were frozen PCPs. The Office had a total of 0 Bilingual PCPs this FY 2012-2013, of which 0 were Spanish speaking and 0 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 0 and for Chinese speaking were 0.
2. The Office carefully evaluates all applicants for PCPs with a critical eye towards bilingual abilities. However, a lack of bilingual skills is not a disqualifying factor as the Office has no BPCP requirement nor does the position description require bilingual ability. Currently, the Office has one staff member who is fluent in Mandarin and one staff member who is fluent in Korean.
3. For any applicant who applies for a PCP, lists bilingual skills, and is seeking bilingual pay compensation, the Office would require that they are assessed within the City's current DHEM civil service testing structure.
4. The Office maintains a list of employees who speak threshold languages and has more than one employee who can provide service to a Limited English Speaking (LES) person during business hours.  
  
The Office coordinates with the City Administrator's Equal Access division should any LES person need assistance beyond what the Office is able to provide. The Office has a designated Language Access Coordinator.  
  
The Office of the City Auditor's Language Access plan is submitted to the City Administrator's Office on an annual basis.  
  
The Office of the City Auditor's PCPs are trained in the use of interim measures to assist LES persons.
5. The Office is in compliance with the Equal Access to Services Ordinance (EAO).
6. Staff is trained in customer service relating to answering the Office's main phone line. As part of the City Auditor's dedication to serving the public, the Office maintains a stringent policy on assisting misdirected callers. This assistance extends to LES callers.
7. The Office is in compliance with the EAO; no barriers exist.
8. Corrective plans are not needed at this time as the Office is in compliance with the EAO.

**Assessment of Translation of Written Documents  
and Corrective Plans for Complete Translation**

1. The Office of the City Auditor (Office) had a total of three (3) vital documents FY 2012-2013, of which 100% were translated into Spanish and 100% were translated into Chinese.
2. Notices in both Spanish and Chinese are available on the Office's website, [www.OaklandAuditor.com](http://www.OaklandAuditor.com).  
The notices are on the front page of the Office's website. Each includes the Office's phone number and the message that interpreters are available.  
The notices are not altered or taken down except to update them with Equal Access-reviewed material.
3. The Office can print from the Equal Access Office's online collection of translated county, state, and federal documents, if necessary.
4. The Office only makes referrals to appropriate government agencies. Services are not provided, therefore, no feedback is solicited regarding the accuracy and appropriateness of translations from bilingual staff at community groups.

**Assessment of Multilingual Telephone Messages**

1. The Office has recorded a message in the Spanish and Cantonese that contains basic information about the Office's operation including business hours, location, services offered and the means of accessing such services, and the availability of language assistance.
2. The Office has met its goals in maintaining a telephonic message in Spanish and Cantonese.
3. No corrective action plan is necessary; the Office has met its translation goals in maintaining a telephonic message in Spanish and Cantonese.

**Assessment of Department Communication with LES Populations**

1. Communication with LES Spanish and Chinese populations can be facilitated by one of three translations resources (see item 2).
2. The Office's written policy does and/or will cover three resources available for providing services to LES Spanish and Chinese populations: translation by Office staff, referral to Equal Access staff (written communication and voicemails); or translation by interpreter (NetworkOmni).
3. The Office's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services consists of Spanish and Chinese sections on the Office's website stating that interpreters are available when they call.
4. The Office has not received any complaints alleging violation of the EAO in a threshold language. Should one be received, it would be addressed and referred to the City Administrator.
5. The Office has not received any complaints alleging violation of the EAO in a threshold language. Should one be received, it would be addressed and all documentation of the complaint and its resolution would be kept by the Office's Language Access Coordinator.
6. No complaints alleging violation of the EAO in a threshold language were received.

**Assessment of Dissemination of Agency Compliance Plan**

1. The current FY 2012-13 Agency Compliance Plans will be posted the Equal Access Division's website after the City Council approves the FY 2012-13 Equal Access Annual Compliance Plan.
2. Prior reports are available on the City's Equal Access Office website.
3. The current FY 2012-13 Agency Compliance Plan is available to the public upon request in our Office and will be posted on the Office website after the City Council approves the FY 2012-13 Equal Access Annual Compliance Plan.

Annual Agency Compliance Plan  
FY2012-13

City Clerk's Office

Purpose

This Agency Compliance Plan (ACP) template is to be used to report compliance with the Equal Access to Services Ordinance (EAO) and Administrative Instruction Number 145. The EAO was enacted to ensure that Oakland residents, regardless of their English proficiency, have full and equal access to all City services, including many basic and potentially life-saving City services, and that they are able to participate in City government. The Ordinance requires City Departments to hire a sufficient number of bilingual employees in Public Contact Positions, translate vital written documents, and provide recorded telephone messages into languages spoken by at least 10,000 Oaklanders. The purpose of the ACP is to collect data necessary, by Agency and Departments within its jurisdiction, to ensure that the EAO is implemented, monitored and enforced. The City Administrator will compile the information from the Agency Compliance Plans into the City Administrator Annual Compliance Plan (CAAP), which will be submitted to the City Council and public.

General Instructions

The term "Department" as used in this Instruction refers to the City Administrator's designated list of Departments in Exhibit 1 (see Table 1), such that the Department shall be assessed by geographic location. Exhibit 2 (see Table 2) lists Super PCP Departments as determined by the City Administrator. Each Agency shall submit this form with answers to the Narrative Assessment and the attached tables (Tables 1-6), which collectively is the annual Agency Compliance Plan, to the City Administrator and the Department of Human Resources Management, Equal Access Division.

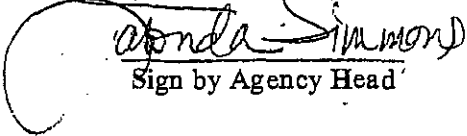
The Agency Language Access Coordinator (ALAC) (see Table 3), in consultation with the Agency head, shall prepare and disseminate to Agency staff and the City Administrator this Agency Compliance Plan. Each Agency head must certify that the Agency Compliance Plans are accurate and complete.

All annual Agency Compliance Plans shall be posted on the agencies' website and the Equal Access Division's website and shall be available to the public upon request in each Agency facility.

Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, LaTonda Simmons, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on July 17, 2013.

  
Sign by Agency Head



Assessment of Bilingual Public Contact Positions (BPCP) and  
Corrective Plans for Hiring Sufficient Bilingual Public Contact  
Positions

Instructions to Agencies:

1. Fill in the information about the DEPARTMENT in brackets:

The Office of the City Clerk had a total of [1] PCPs this FY 2012-2013, of which no vacant PCPs and no frozen PCPs. The Office of the City Clerk had a total of [1] Bilingual PCPs this FY 2012-2013, of which [0] Spanish speaking and [1] Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were [1] and for Chinese speaking were [0].

2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement.

In the middle of this FY, a Chinese speaking staff was transferred to replace the Chinese speaking PCP in the Office of the City Clerk.

3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).

The Office of the City Clerk's recruitments are conducted by the Department of Human Resources Management. DHRM administers language certification in accordance with City rules and Equal Access Ordinance. We rely in the testing methodology conducting by DHRM.

4. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
  - i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.
  - ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.
  - iii. All Agencies have Language Access Coordinators.

- iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.
- v. Each PCP shall be trained in the use of interim measures to assist LES persons.

The Office of the City Clerk has a Language Access Coordinator. Staff also utilized the language translation services.

- 5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

The Office of the City Clerk is complying with the Equal Access Ordinance by having vital documents translated into threshold languages; having recorded telephone messages in threshold languages; and utilizing the City's extensive translation functions incorporated in the City's webpage and phone system.

- 6. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

Having vital documents translated into threshold languages; having recorded telephone messages in threshold languages and posting of language services on the 24/7 posting boards.

- 7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

Due to budgetary constraints, the Office of the City Clerk is not able to staff a Spanish Speaking PCP. The Office of the City Clerk sees language services as a core Customer Service standard, as an objective to provide or coordinate services for all citizen requests. Unilaterally, a directory of core services should be available in every required language with key access points and prepared for the targeted groups. This would more comprehensively cover in broader format City Service access points.

- 8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

The Office of the City Clerk has a Chinese Speaking PCP for providing the translation in Cantonese/Mandarin languages. Staff also utilize the telephone based language translation services to further our compliance with the Equal Access Ordinance.

Assessment of Translation of Written Documents  
and Corrective Plans for Complete Translation

Instructions to Agencies:

1. The Office of the City Clerk had a total of [4] vital documents FY 2012-2013, of which 100% were translated into Spanish and 100% were translated into Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.  
Notices posted on the door to the entrance to both offices.
  - (b) Describe how these postings are prominent and readily visible to the public.  
Available at all times in the reception area and outside the offices.
  - (c) Include the Department's written policy and procedures regarding posting of these notices.  
Equal Access Ordinance and Administrative Instruction 145.
3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.  
Staff refills stock when needed.
4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department." (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department's written policy and procedures regarding receiving community feedback.  
No community groups are exclusively designated to receive services from the Office of the City Clerk. This does not apply to the Office of the City Clerk.

Assessment of Multilingual Telephone Messages

All Departments shall "maintain recorded telephonic messages in [threshold languages]." The message is required to contain the following: "basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance." § 2.30.080.

Instructions to Agencies:

1. If the Department has not recorded a message in threshold language that contains basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations. N/A
2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed. N/A
3. Describe in detail the Department's corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance. N/A

### Assessment of Department Communication with LES Populations

#### Instructions to Agencies:

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).  
Equal Access Ordinance and Administrative Instruction 145.
2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).  
Equal Access Ordinance and Administrative Instruction 145.
3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).  
Prominent signage posted outside on the 24/7 posting boards and outside suite locations.
4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.  
Complaints forms are readily available to the public in the reception area of the Office of the City Clerk. Once a complaint is made, it is reviewed by the City Clerk and then resolved.
5. Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period

Annual Agency Compliance Plan  
FY2012-13

City Council's Office

Purpose

This Agency Compliance Plan (ACP) template is to be used to report compliance with the Equal Access to Services Ordinance (EAO) and Administrative Instruction Number 145. The EAO was enacted to ensure that Oakland residents, regardless of their English proficiency, have full and equal access to all City services, including many basic and potentially life-saving City services, and that they are able to participate in City government. The Ordinance requires City Departments to hire a sufficient number of bilingual employees in Public Contact Positions, translate vital written documents, and provide recorded telephone messages into languages spoken by at least 10,000 Oaklanders. The purpose of the ACP is to collect data necessary, by Agency and Departments within its jurisdiction, to ensure that the EAO is implemented, monitored and enforced. The City Administrator will compile the information from the Agency Compliance Plans into the City Administrator Annual Compliance Plan (CAAP), which will be submitted to the City Council and public.

General Instructions

The term "Department" as used in this instruction refers to the City Administrator's designated list of Departments in Exhibit 1 (see Table 1), such that the Department shall be assessed by geographic location. Exhibit 2 (see Table 2) lists Super PCP Departments as determined by the City Administrator. Each Agency shall submit this form with answers to the Narrative Assessment and the attached tables (Tables 1-6), which collectively is the annual Agency Compliance Plan, to the City Administrator and the Department of Human Resources Management, Equal Access Division.

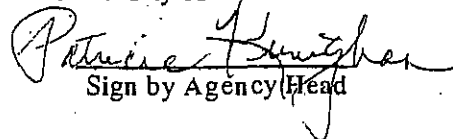
The Agency Language Access Coordinator (ALAC) (see Table 3), in consultation with the Agency head, shall prepare and disseminate to Agency staff and the City Administrator this Agency Compliance Plan. Each Agency head must certify that the Agency Compliance Plans are accurate and complete.

All annual Agency Compliance Plans shall be posted on the agencies' website and the Equal Access Division's website and shall be available to the public upon request in each Agency facility.

Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Patricia Kernighan, Council President, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on 7/24/13.

  
Sign by Agency Head

Assessment of Bilingual Public Contact Positions (BPCP) and Corrective  
Plans for Hiring Sufficient Bilingual Public Contact Positions

1. City Council had a total of 21.5 PCPs this FY 2012-2013, of which 0 were vacant PCPs and 0 were frozen PCPs. City Council had a total of 5 Bilingual PCPs this FY 2012-2013, of which 4.5 were Spanish speaking and .50 were Chinese speaking. The goals for Bilingual PCPs (as determined by last year's assessment) were 12% for Spanish-speaking and 4.6 % for Chinese-speaking.

2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement.

The hiring of City Council aides is different from hiring in other City departments, as Council positions are "at will" positions and are exempt from the civil service system. Thus, advertising and hiring for these positions is done by each Councilmember for his or her own office and does not go through the City's Human Resources Department. Each Councilmember assesses the language needs of the particular district he or she serves and hires accordingly. A

Councilmember may specify that they are looking for a bilingual person in a particular language, and often do, but there is not a formal "selective certification" as with other City positions. Nevertheless, some Councilmembers have made bilingual capability a requirement for some of their positions. (Examples are Districts 2 (Chinese) and 5 (Spanish).

3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5))

The City Council Office may submit an assessment request to the Department of Human Resource Management Administration/ Equal Access Department. If a Council staff wants to qualify for the bilingual pay premium, the official testing must occur.

Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:

- i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.

- ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.
- iii. All Agencies have Language Access Coordinators.
- iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.
- v. Each PCP shall be trained in the use of interim measures to assist LES persons.

No additional measures have yet been officially undertaken by the City Council offices, though every effort is made in individual cases to find a bilingual staff person to help a constituent who comes in and does not speak English. The Council office is able to regularly comply with serving Spanish-speaking LES constituents during business hours. However, the office can comply with serving Chinese-speaking LES constituents for only half a day, five days a week.

During the upcoming year, the Council President will work with the Equal Access Office and City Administration to provide training for Council aides in the use of interim measures to assist LES persons and to locate alternative bilingual staff who can assist constituents when bilingual Council aides are not available.

5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO):

Bilingual staff is frequently called upon for assistance with a wide array of public inquires made by limited-English speakers. The City Council Office is a department staffed with 4.5 bilingual Spanish-speaking staff and .5 bilingual Chinese-speaking staff. Council district offices often assist one another on calls in Spanish or Chinese. There is ample coverage in Spanish, but if a Chinese speaker arrives during the half day when our Chinese-speaking staff person is not in the office, we must go to the Equal Access office or another department for assistance. In order to be compliant with the Equal Access Ordinance, the City Council office should have at least one full-time Chinese-speaking bilingual staff person. A Chinese LES constituent could leave a phone message for om bilingual Chinese-speaking staff person and receive a call back the next. In addition, we have provided a multilingual telephone line in Chinese and Spanish.

6. Provide a description of implementation of "best practices" developed by the Agency and/or its Departments.

- The fact that some Council offices have bilingual staff to directly serve the LES constituents in their District is a best practice.



7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

The main gap in the City Council offices in meeting the needs of the LES population is having only a half-time bilingual staff person who speaks Cantonese and Mandarin. Because there are a relatively limited number of Council aide positions per office and all positions are currently occupied, it will be hard to hire an additional half time bilingual person in the next year. The Chinese-speaking population is concentrated in District 2, but there are also many Chinese-speaking LES persons throughout the city. The Council President will work with the Equal Access office in the coming year to identify bilingual staff in other departments who may be able to assist LES constituents who come to the City Council office when we do not have a permanent bilingual staff person available.

8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

The City Council has not yet developed a plan to address any gaps in our ability to serve Chinese-speaking LES constituents, but will work with the Equal Access office and City Administration in the coming months to develop such a plan.

### **Assessment of Translation of Written Documents and Corrective Plans for Complete Translation**

#### **Instructions to Agencies:**

1. City Council had a total of One vital documents FY 2012-2013, of which 1-100% were translated into Spanish and 1-100% were translated into Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.

Notices have been posted on the main front doors of the City Council office in both Languages.

- (b) Describe how these postings are prominent and readily visible to the public.

The notices are posted on the only doors that are public access.

- (c) Include the Department's written policy and procedures regarding posting of these notices.

All Holiday Signs should be posted 5-7 days before date of holiday. Signs should be post on the front door of City Council. Signs should be in three languages English, Spanish and Chinese.

3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.

The City Council works with Equal Access for all translated materials.

4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department." (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department's written policy and procedures regarding receiving community feedback.

The City Council adheres to the City's policy and works with Equal Access for all translations. We have participated in the City wide survey for constltuent feedback. Currently, we do not have written policy or procedures, other than those specified in AI145.

### Assessment of Multilingual Telephone Messages

All Departments shall "maintain recorded telephonic messages in [threshold languages]." The message is required to contain the following: "basic information about the [D]epartment's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance." § 2.30.080.

#### Instructions to Agencies:

1. If the Department has not recorded a message in threshold language that contains basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

The City Council has after hour Telephone message in English, Chinese and Spanish

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.

Please see the answers to the same question above. For any gaps in meeting the Equal Access goals for the City Council offices, the City Council President will work with the Equal Access office in the coming year to develop a plan to meet its goals.

3. Describe in detail the Department's corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance.

We believe we are meeting the translation goals.

## Assessment of Department Communication with LES Populations

### Instructions to Agencies:

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

The City Council office utilizes the various bilingual Council staff members to meet the needs of the LES Spanish and Chinese Population daily or when needed. These bilingual staff respond to constituent calls and requests and attend community meetings where the community members need interpretation in Spanish or Chinese. There has not been a formal assessment of the adequacy of this method; however, it appears to be adequate, as we have not had complaints from LES constituents that they have not been able to access services from the Council offices. The Council office will work on a more formal assessment in the coming year.

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).

Aside from A1-145, we do not have a written policy. The City Council office has identified key bilingual staff to facilitate communication with Limited English Speaking (LES) person or groups in Spanish, Cantonese and Mandarin upon demand. Qualified bilingual staff in the City Council office are prepared to perform translation and/or interpretation services to LES individuals and/or groups to ensure that the population is served efficiently.

3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

The City Council does not have a formal outreach effort solely on the topic of informing populations about the Equal Access Ordinance requirements. However, informally, through community meetings in the district, constituents are informed of their right to service in Spanish

and Chinese. In District 2, which has a large Asian population, there is a strong informal network with Chinese-speaking community activists and organizations, through whom the office communicates with the broader Chinese-speaking community. The District 2 Council office has supported the creation of a Cantonese-speaking Neighborhood Crime Prevention Council, which has been meeting for four years. When the D2 Councilmember goes to meetings where most of the participants are Chinese LES, there are several volunteer community translators who interpret for the Councilmember. The Councilmember regularly advises constituents that City departments are obligated to serve them in their own language.

In District 5, the Councilmember is bilingual in Spanish, as are at least two of his Council staff. They inform their constituents of the right to have City services provided by bilingual Spanish-speaking staff. Districts 6 and 7 also have large numbers of LES Spanish-speaking constituents. District 6 has a bilingual Spanish-speaking staff member, who is a well-informed resource person and can direct Spanish-speaking constituents in how to access City services in that language.

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

City Council accepts complaints through their main telephone lines and main reception counter. If a complaint is received, the City Council would try to resolve it but if not, it would then be forwarded to Equal Access office for resolution, Council Staff advise all constituents about their right to, and how to, register complaints.

5. Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years." (§ 2.30.090 (B)). Describe the Department's procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

Each Council office retains the complaint documentation and the resolution for two to five years.

6. Departments must forward "[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt." (§ 2.30.090 (B)). Provide a list of the Department's complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt. Attach as Appendix @.

The City Council office has not received any complaints to date.

## **Assessment of Dissemination of Agency Compliance Plan**

### Instructions to Agencies:

1. When will the current FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?

When the City of Oakland provides direction, it will immediately be posted on the department's website.

2. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website?

It is available on the Equal Access Website. The Council office will make sure that it is also posted on the City Council website by September 2013.

3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?

The Agency Compliance is available on request through Council Administration.

Describe how notice has been posted prominently at the Agency's geographic location and on the agency's website and the EAO website that ACPs are available with information stating how to access the ACPs.

Once direction is received from the Equal Access Office, the City Council will post notice geographically and on the website.

Annual Agency Compliance Plan  
FY2012-13

Community Services Agency  
Department of Human Services

Purpose

This Agency Compliance Plan (ACP) template is to be used to report compliance with the Equal Access to Services Ordinance (EAO) and Administrative Instruction Number 145. The EAO was enacted to ensure that Oakland residents, regardless of their English proficiency, have full and equal access to all City services, including many basic and potentially life-saving City services, and that they are able to participate in City government. The Ordinance requires City Departments to hire a sufficient number of bilingual employees in Public Contact Positions, translate vital written documents, and provide recorded telephone messages into languages spoken by at least 10,000 Oaklanders. The purpose of the ACP is to collect data necessary, by Agency and Departments within its jurisdiction, to ensure that the EAO is implemented, monitored and enforced. The City Administrator will compile the information from the Agency Compliance Plans into the City Administrator Annual Compliance Plan (CAAP), which will be submitted to the City Council and public.

General Instructions

The term "Department" as used in this Instruction refers to the City Administrator's designated list of Departments in Exhibit 1 (see Table 1), such that the Department shall be assessed by geographic location. Exhibit 2 (see Table 2) lists Super PCP Departments as determined by the City Administrator. Each Agency shall submit this form with answers to the Narrative Assessment and the attached tables (Tables 1-6), which collectively is the annual Agency Compliance Plan, to the City Administrator and the Department of Human Resources Management, Equal Access Division.

The Agency Language Access Coordinator (ALAC) (see Table 3), in consultation with the Agency head, shall prepare and disseminate to Agency staff and the City Administrator this Agency Compliance Plan. Each Agency head must certify that the Agency Compliance Plans are accurate and complete.

All annual Agency Compliance Plans shall be posted on the agencies' website and the Equal Access Division's website and shall be available to the public upon request in each Agency facility.

Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I Sara Bedford, Interim Director, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on 7/18/13.

  
Sara Bedford, Interim Director

**Assessment of Bilingual Public Contact Positions (BPCP) and Corrective Plans  
for Hiring Sufficient Bilingual Public Contact Positions**

**Instructions to Agencies:**

**1. Fill in the information about the DEPARTMENT in brackets:**

*The Aging & Adult Services had a total of 9.18 PCPs this FY 2012-2013, of which .52 were vacant PCPs and [0] were frozen PCPs. Aging & Adult Services had a total of 3.00 Bilingual PCPs this FY 2012-2013, of which 1.50 was Spanish speaking and 1.82 was Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 1.05 and for Chinese speaking were 0.52.*

*The Multipurpose Senior Service Program had a total of 11.60 PCPs this FY 2012-2013, of which 1.00 were vacant PCPs and [0] were frozen PCPs. The Multipurpose Senior Service Program had a total of 4.40 Bilingual PCPs this FY 2012-2013, of which 2.60 were Spanish speaking and 2.80 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 1.32 and for Chinese speaking were 0.6.*

*The Senior Centers had a total of 7 PCPs this FY 2012-2013, of which 0 were vacant PCPs and [0] were frozen PCPs. The Senior Centers had a total of 2.40 Bilingual PCPs this FY 2012-2013, of which 0.79 were Spanish speaking and 0.39 were Chinese speaking.*

*The DHS Administration had a total of 1.00 PCPs this FY 2012-2013, of which 0 were vacant PCPs and [0] were frozen PCPs. The DHS Administration had a total of .13 Bilingual PCPs this FY 2012-2013, of which .13 were Spanish speaking and 0 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 0.11 and for Chinese speaking were 0.60.*

*The Early Childhood and Family Services had a total of 110.03 PCPs this FY 2012-2013, of which 16.93 were vacant PCPs and [0] were frozen PCPs. The Early Childhood and Family Services had a total of 40.18 Bilingual PCPs this FY 2012-2013, of which 24.92 were Spanish speaking and 15.26 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 12.53 and for Chinese speaking were 6.20.*

*The department proactively seeks to place bilingual staff in highly concentrated limited English speaking geographical areas. The department is mandated through its Head Start federal grant requirements to be able to speak to families in their native language at all satellite sites.*

*Additional satellite sites are the Senior Centers. The Department contracts with NPOs to operate Senior Centers in highly concentrated limited English speaking geographical areas. Contracts include Spanish Unity Council, Family Bridges Hong Lok and two Vietnamese Senior Centers.*

*The Children & Youth Services and Policy & Planning had a total of .50 PCPs this FY 2012-2013, of which 0 were vacant PCPs and [0] were frozen PCPs. The Children & Youth Services and Policy & Planning had a total of .06 Bilingual PCPs this FY 2012-2013, of which .06 were Spanish speaking and 0 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 0.06 and for Chinese speaking were .0.03.*



*The Department worked closely with Equal Access to ensure that language capacity was optimal. When Spanish or Chinese was proven to be needed the department conducted selective language recruitments.*

2. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).  
*The department works closely with DHRM to ensure that staff is tested for language skills as soon as they are hired.*
3. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs.  
*DHS' practices are compliant with the City's Equal Access to Services Ordinance and AI 145.*
4. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).  
*The department works with Equal Access Office to ensure that position control and language capacity is captured, maintained and revised on a spreadsheet throughout the year. DHS has been successful in hiring bilingual candidates into PCP positions in 12-13 and continues to strive to achieve full compliance. Additionally, the department meets federal grant mandates around language access in our Head Start Program. It is mandated that staff be able to speak in the families' served first language and that all documents be translated accordingly.*
5. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.  
*The Department of Human Services has identified key bilingual staff to facilitate communication with Limited English Speaking Persons Group(s). If these positions are not PCPs, we add this task to the job duties of the individual to ensure that City information and services are provided in Spanish, Cantonese and Mandarin upon demand*
6. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.  
*It has been increasingly difficult to recruit for positions in the social/human Services field. DHS grapples with finding potentially qualified candidates such as Nurse Case Managers and Early Childhood Instructors to fill our vacant positions. The need for bilingual capabilities adds to this challenge of finding eligible candidates.*
7. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

*The Department continues to utilize ethnically pertinent community mail listings and professional magazines, etc. to announce recruitment opportunities to attract qualified bilingual candidates.*

**Assessment of Translation of Written Documents  
and Corrective Plans for Complete Translation**

**Instructions to Agencies:**

1. Human Services had a total of 18 vital documents FY 2012-2013, of which 100% were translated into Spanish and 100% were translated into Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.

*DHS has posted notices prominently posted in its reception areas at 150 Frank H. Ogawa Plaza, 4<sup>th</sup>, 5<sup>th</sup> and 7<sup>th</sup> Floors and all Senior Centers and Head Start Centers*
  - (b) Describe how these postings are prominent and readily visible to the public.

*DHS has posted notices prominently at each reception-desk indicating materials and staff are accessible to communicate in both Chinese and Spanish.*
  - (c) Include the Department's written policy and procedures regarding posting of these notices.

*DHS' practices shall be compliant with the City's Equal Access to Services Ordinance and AI.145. All facilities shall contain posted notices visible to the public which state that threshold languages and staff who speak the languages are available to the public.*
3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.

*DHS has a stock of readily available translated materials at each reception station. If the stock is running low it is incumbent upon the respective programs to reproduce as needed.*
4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department." (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department's written policy and procedures regarding receiving community feedback.

*Prior to final printing, staff who work in the field read the translated materials for appropriateness.*

### Assessment of Multilingual Telephone Messages

All Departments shall "maintain recorded telephonic messages in [threshold languages]." The message is required to contain the following: "basic information about the [D]epartment's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance." § 2.30.080.

#### Instructions to Agencies:

1. If the Department has not recorded a message in threshold language that contains basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

*The department is compliant in this area. Each reception main-line is set up to inform the public of business hours, locations, etc, in both Chinese and Spanish*

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.

*N/A*

3. Describe in detail the Department's corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance.

*N/A*

### **Assessment of Department Communication with LES Populations**

#### Instructions to Agencies:

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

*The department meets federal grant mandates around language access in our Head Start Program. It is mandated that staff be able to speak in the families' served first language and that all documents be translated as such. The department further conducted a language access survey at its Senior and Head Start centers to ensure that LES populations were being served and any possible language barriers are being addressed.*

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).

*The Department of Human Services has identified key bilingual staff to facilitate communication with Limited English Speaking Persons Group(s). If these positions are not PCPs, we add this task to the job duties of the individual to ensure that City information and services are provided in Spanish, Cantonese and Mandarin upon demand.*

3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

*DHS conducts outreach to enroll clients into their programs and uses bilingual staff to ensure that LES Spanish and Chinese populations have access to our services. Our goal is to ensure receipt of services and the right to bilingual services accompanies our objective.*

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

*DHS accepts complaints through their main telephone lines and main reception counters. If a complaint were to be received, DHS would try to resolve at the lowest level but if not it would then be forwarded to Equal Access Office for resolution. All programs advise clients about their right to and how to register complaints.*

5. Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years." (§ 2.30.090 (B)). Describe the Department's procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

*The Department would document the complaint and maintain a file for two years. The complaint would be tracked to resolution.*

6. Departments must forward "[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt." (§ 2.30.090 (B)). Provide a list of the Department's complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt.

*The Department of Human Services has not received any complaints to-date.*

## Assessment of Dissemination of Agency Compliance Plan

### Instructions to Agencies:

1. When will the current FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?

*As soon as the Equal Access provides notification, it will immediately be posted on the dept website.*

2. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website?

*The Agency Compliance Plans are not posted on the department website at this time—*

3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?

*The ACP is available upon request through the Director's office*

Describe how notice has been posted prominently at the Agency's geographic location and on the agency's website and the EAO website that ACPs are available with information stating how to access the ACPs.

*Once direction is received from the EAO on noticing, DHS will post geographically and on the website.*

Annual Agency Compliance Plan  
FY2012-13

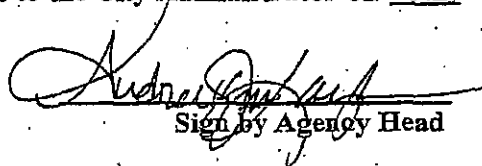
Community Services Agency  
Office of Parks and Recreation

# Office of Parks and Recreation Compliance Plan

## Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Andree V. Jones-Taylor, hereby certify that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on July 29, 2013.



Sign by Agency Head

**Assessment of Bilingual Public Contact Positions (BPCP) and  
Corrective Plans for Hiring Sufficient Bilingual Public Contact  
Positions**

1.

- Office of Parks and Recreation Administration had a total of 4.41 PCPs this FY 2012-2013, of which .75 were vacant PCPs and 0 were frozen PCPs. OPR Administration had a total of 2.25 Bilingual PCPs this FY 2012-2013, of which 2 were Spanish speaking and .25 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were (.52) and for Chinese speaking were .21.
- Office of Parks and Recreation City Wide Programs had a total of 116.53 PCPs this FY 2012-2013, of which 7.5 were vacant PCPs and 0 were frozen PCPs. OPR City Wide Programs had a total of 11.88 Bilingual PCPs this FY 2012-2013, of which 8.60 were Spanish speaking and 3.28 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 6.53 and for Chinese speaking were 3.77.
- Office of Parks and Recreation, non-Super PCP Recreation Centers had a total of 96.35 PCPs this FY 2012-2013, of which 4.25 were vacant PCPs and 0 were frozen PCPs. OPR Recreation Centers had a total of 17.53 Bilingual PCPs this FY 2012-2013, of which 15.14 were Spanish speaking and 2.39 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were (6.59) and for Chinese speaking were 1.05.
- Office of Parks and Recreation Lincoln Square Recreation Center had a total of 6.86 PCPs this FY 2012-2013, of which 0 were vacant PCPs and 0 were frozen PCPs. Lincoln Square Recreation Center had a total of 3.13 Bilingual PCPs this FY 2012-2013, of which 0 were Spanish speaking and 3.13 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were .07 and for Chinese speaking were (2.09).
- Office of Parks and Recreation Aquatics had a total of 19.09 PCPs this FY 2012-2013, of which .54 were vacant PCPs and 0 were frozen PCPs. OPR Aquatics had a total of 4.94 Bilingual PCPs this FY 2012-2013, of which 2.40 were Spanish speaking and 2.54 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were (1.35) and for Chinese speaking were (1.80).
- Office of Parks and Recreation Manzanita Recreation Center had a total of 4.01 PCPs this FY 2012-2013, of which 0 were vacant PCPs and 0 were frozen PCPs. Manzanita Recreation Center had a total of 1.58 Bilingual PCPs this FY 2012-2013, of which 1.58 were Spanish speaking and 0 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were (.20) and for Chinese speaking were .22.



- Office of Parks and Recreation FM Smith Recreation Center had a total of 3.35 PCPs this FY 2012-2013, of which 0 were vacant PCPs and 0 were frozen PCPs. FM Smith Recreation Center had a total of .85 Bilingual PCPs this FY 2012-2013, of which .85 were Spanish speaking and 0 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were (.75) and for Chinese speaking were (.14).
  - Office of Parks and Recreation San Antonio Recreation Center had a total of 1.55 PCPs this FY 2012-2013, of which 0 were vacant PCPs and 0 were frozen PCPs. San Antonio Recreation Center had a total of 0 Bilingual PCPs this FY 2012-2013. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were (.07) and for Chinese speaking were (.15).
  - Office of Parks and Recreation Carmen Flores Recreation Center at Josie De La Cruz Park had a total of 3.56 PCPs this FY 2012-2013, of which 0 were vacant PCPs and 0 were frozen PCPs. Carmen Flores Recreation Center had a total of 2.73 Bilingual PCPs this FY 2012-2013, of which 2.73 were Spanish speaking and 0 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were (2.42) and Chinese speaking were .03.
2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement.

*The Office of Parks and Recreation relies heavily on collaboration with the Department of Human Resource Management (DHRM) and the Equal Access Division to identify areas with language need and to successfully recruit bilingual applicants. Bilingual summer hire recruitment efforts during FY 2012-13 integrated a wide distribution of Spanish and Chinese translated Summer Job Opportunity announcements, recruitment by recreation site staff to the surrounding communities and patrons, and recruitment from Counselor in Training Programs.*

*Together the departments distributed over 3,000 English/Spanish and 3,000 English/Chinese Summer Job Opportunity notices. In addition to distribution through City offices and recreation sites; 10 colleges, all OUSD High School and Middle School locations, 16 Libraries, 40 Community Based Organizations (CBO), 21 Faith Based Organizations, and 25 Charter School/Education Centers were contacted by staff.*

*Concentrated bilingual outreach efforts included visits to an additional 16 CBOs serving the Spanish speaking community and 28 CBOs and merchants serving the*

*Chinese speaking community. Ten business owners in the 14<sup>th</sup> Street business district and seven business owners in the Dimond district also received posters to display in their windows. Announcements were posted online at the City's website, OPR's webpage and on Craig's List. The announcement was included in OPR's eblast and Council offices assisted with publicity efforts by including hiring information in their e-newsletters. Newspaper advertisements were placed with the Post Group, El Mundo, Sing Tao Daily and Bay Area News Group papers and requests for Public Service Announcements were sent to KQED, KTOP, KRON 4, NBC Bay Area, Bay City News, and KTSF 26.*

*OPR supported the Mayor's outreach efforts to the 100 Blocks by hosting a table with bilingual staff at the Mayor's three job fairs, providing tips to candidates on how to successfully complete an application and recommending the position best suited to the applicant's skills.*

*Due to the citywide hiring freeze and a low attrition rate OPR has filled very few full-time (FT) or permanent part time (PPT) positions. Six placements (3 Program Directors, FT, 1 Recreation Attendant II, PPT, 1 Recreation Specialist II, PPT, and 1 Recreation Leader II, PPT) occurred in FY 2012-13 with placements being filled by recruitments and utilization of existing lists. Of the six placements made, two are bilingual in Spanish*

3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).

*Part-time staff self identify language capabilities during the application process. DHRM assesses initial quantity of applicants that indicate language capabilities. During OPR's hiring event bilingual staff perform a one-on-one verbal assessment of candidates that self identified as bilingual. Full-time and permanent part time staff is tested on language proficiency by the Department of Human Resource Management. Applicant placement is twofold based on skill set possessed by the candidate matched to the hiring sites need, and according to site specific language need as identified by the Equal Access Office.*

4. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
  - i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.

- ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.
- iii. All Agencies have Language Access Coordinators.
- iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.
- v. Each PCP shall be trained in the use of interim measures to assist LES persons.

*The Office of the Parks and Recreation has identified key bilingual staff to facilitate communication with Limited English Speaking populations to ensure that City information and services are provided in Spanish and Chinese. These key staff may be contacted by other sites to fill the gap if one arises. Staff is trained on the use of the Language Line translation service as an additional method in which the department provides information to Limited English Speaking Persons Group(s). Historically if a recreation site is heavily saturated with bilingual staff transfers will be made to a site with language need as identified by the Equal Access Office.*

- 5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

*The department works with the Equal Access Office to maintain a spreadsheet listing PCP positions and related language skills. The Office of Parks and Recreation had 251.17 FTE (898 people) public contact positions for FY 2012-2013 of which 13.04 were vacant PCPs. Each part-time hiring season, OPR evaluates PCP listing to identify sites where bilingual speakers are needed. OPR has been successful in hiring bilingual candidates during every hiring season and continues to strive to achieve full compliance. Part-time hiring for fiscal year 2013-14 provided 34 new bilingual Spanish speaking staff and 22 new bilingual Chinese speaking staff*

Fiscal Year 2013-14		
New Part-time Bilingual Staff		
ORGANIZATION	TITLE	Language Skills
Allendale Recreation Center	Recreation Aide, PT	Chinese
Arroyo Viejo Recreation Center	Recreation Aide, PT	Spanish
Boating	Recreation Aide, PT	Spanish
	Recreation Aide, PT	Spanish
	Recreation Aide, PT	Chinese
	Recreation Aide, PT	Chinese
	Recreation Leader, PT	Sp / Ch
	Recreation Attendant, PT	Chinese
Bushrod Recreation Center	Recreation Aide, PT	Spanish

Fiscal Year 2013-14 New Part-time Bilingual Staff		
ORGANIZATION	TITLE	Language Skills
Carmen Flores	Recreation Aide, PT	Spanish
	Recreation Aide, PT	Spanish
	Recreation Aide, PT	Spanish
	Recreation Aide, PT	Spanish
	Recreation Aide, PT	Spanish
	Recreation Leader, PT	Spanish
Central Reservations	Recreation Attendant, PT	Spanish
	Recreation Attendant, PT	Spanish
Citywide Programs	Recreation Aide, PT	Chinese
	Recreation Aide, PT	Chinese
DeFremery Aquatics	Lifeguard, PT	Chinese
DeFremery Recreation Center	Recreation Aide, PT	Spanish
	Recreation Attendant, PT	Spanish
	Recreation Leader, PT	Spanish
Dimond Recreation Center	Recreation Aide, PT	Spanish
	Recreation Leader, PT	Spanish
	Recreation Leader, PT	Spanish
Discovery Center	Recreation Aide, PT	Chinese
East Oakland Sports Center	Recreation Aide, PT	Chinese
	Recreation Leader, PT	Spanish
	Recreation Leader, PT	Spanish
	Recreation Attendant, PT	Chinese
	Recreation Attendant, PT	Chinese
	Recreation Attendant, PT	Spanish
	Lifeguard, PT	Spanish
	Lifeguard, PT	Chinese
Lifeguard, PT	Chinese	
FM Smith Recreation Center	Recreation Aide, PT	Chinese
	Recreation Leader, PT	Chinese
Franklin Recreation Center	Recreation Leader, PT	Spanish
Golden Gate Recreation Center	Recreation Aide, PT	Chinese
	Recreation Aide, PT	Chinese
Ira Jinkins Recreation Center	Recreation Aide, PT	Spanish
	Recreation Attendant, PT	Spanish
Malonga Casquelourd Center	Recreation Aide, PT	Spanish
Manzanita Recreation Center	Recreation Aide, PT	Chinese
Rainbow Recreation Center	Recreation Aide, PT	Spanish
	Recreation Attendant, PT	Spanish
Redwood Heights Rec. Center	Recreation Aide, PT	Chinese
	Recreation Aide, PT	Spanish
	Recreation Aide, PT	Spanish
Studio One Art Center	Recreation Aide, PT	Spanish
	Recreation Leader, PT	Chinese
	Recreation Leader, PT	Spanish
Willie Keyes Recreation Center	Recreation Aide, PT	Spanish
	Recreation Aide, PT	Chinese

6. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

*The Office of the Parks and Recreation has implemented the following best practices to ensure access to Limited English Speaking Persons.*

- *OPR identified key bilingual staff to facilitate communication with LES populations to ensure that City information and services are provided in Spanish and Chinese. These key staff may be contacted by other sites to fill the gap if one arises.*
- *Staff is trained on the use of Language Line translation service as an additional method in which the department provides information to Limited-English Speaking persons group(s).*
- *Translation service is provided at large community meetings such as focus groups.*

7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

*Reductions in staffing budgets have severely reduced the number of new part-time hires limiting the number of positions that could be filled with bilingual candidates. The department has responded to this limitation by reassigning or sharing assignments of bilingual staff to best serve the community. Relating to FT and PPT positions, the citywide hiring freeze and OPR's low attrition rate has restricted OPR from filling vacancies with potential bilingual candidates.*

*DHRM's limited staffing has reduced the amount of recruitment support received by the department. DHRM was unable to staff college fairs or to host teen job coaching seminars. Described barriers created by budget restrictions fall outside of the Departments control.*

8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

*OPR will continue its year-round emphasis of identified bilingual language candidate recruitment by targeting schools and community based organizations that primarily serve the bilingual populations.*

#### Assessment of Translation of Written Documents and Corrective Plans for Complete Translation

1. *Office of Parks and Recreation had a total of 5 vital documents FY 2012-2013, of which 5 or 100% were translated into Spanish and 5 or 100% were translated into Chinese.*

2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.
  - (b) Describe how these postings are prominent and readily visible to the public.
  - (c) Include the Department's written policy and procedures regarding posting of these notices.

*OPR recently received temporary standardized notices from the Equal Access Office and has posted the notice at each OPR facility. Notices are in English, Chinese and Spanish, printed on vibrant colored paper and posted in the front entrance / counter area. In addition translated printed materials are available at facilities and on the OPR website.*

3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.  
*Not applicable*

4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department." (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department's written policy and procedures regarding receiving community feedback.

*The Office of the Parks and Recreation receives feedback from constituents via comment boxes and email OPR participated in an Equal Access Language Survey with distribution at all recreation facilities. The Equal Access Office is compiling and evaluating survey results. Written policy is attached*

### **Assessment of Multilingual Telephone Messages**

All Departments shall "maintain recorded telephonic messages in [threshold languages]." The message is required to contain the following: "basic information about the [D]epartment's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance." § 2.30.080.

*The Department is fully compliant with the Multilingual Telephone Message requirement*

### Assessment of Department Communication with LES Populations

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).  
*OPR coordinates with the Equal Access Office on an ongoing basis to have materials providing information about the department's programs and services translated to the required language formats. The department places bilingual staff at sites according to need as identified from the Equal Access Office. The Department's procedure is assessed annually.*
2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).  
*The Office of the Parks and Recreation has identified key bilingual staff to facilitate communication with Limited English Speaking populations to ensure that City information and services are provided in Spanish and Chinese upon request. These key staff may be contacted by other sites to fill the gap if one arises. Staff is trained on the use of the Language Line translation service as an additional method in which the department provides information to Limited English Speaking Persons Group(s). See attached written policy.*
3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).  
*The department relies on the Equal Access Office to complete outreach efforts.*
4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.  
*OPR follows the current City Ordinance and A1 145 as it relates to Equal Access. OPR accepts complaints through the main phone lines and reception counter(s). OPR forwards all complaints to the Equal Access Office for resolution.*
5. Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period

of not less than two years.” (§ 2.30.090 (B)). Describe the Department’s procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

*The Office of Parks and Recreation follows the current City Ordinance and AI 145 as it relates to documenting complaints. The department documents actions taken, resolution of the complaint and retains these documents for the required period of time*

6. Departments must forward “[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt.” (§ 2.30.090 (B)). Provide a list of the Department’s complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt. Attach as Appendix @.

*The Office of Parks and Recreation has not received any complaints.*

### Assessment of Dissemination of Agency Compliance Plan

1. When will the current FY 2012-13 Agency Compliance Plans be posted on the agency’s website and the Equal Access Division’s website?  
*When notified of Compliance Plan posting on the Equal Access website, OPR will post a notice and link from OPR’s website to the EAO website.*
2. Are prior years Agency Compliance Plans posted on the agency’s website and the Equal Access Division’s website?  
*No, prior years Compliance Plans are not posted on OPR’s website.*
3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?  
*Once the plan is approved, the department will make it available upon request.*
4. Describe how notice has been posted prominently at the Agency’s geographic location and on the agency’s website and the EAO website that ACPs are available with information stating how to access the ACPs.  
*Notices relating to the availability of written materials and staff that speak Spanish and Chinese have been posted. The department is awaiting direction from the EAO regarding availability of ACPs.*





## **Policy for Providing Access to Services to Limited English Speaking Persons**

- Language Availability Notice in English, Spanish and Chinese (printed on vibrant colored paper) is to be posted in public contact areas – front desk/lobby/bulletin board of each recreation facility.
- Recreation site are to participate in the implementation of language survey annually or as requested.
- Recreation sites are to display applicable translated materials such as OPR Brochure and Registration Form.
- Recreation sites are to have comment card and receptacle readily visible in the main lobby. All comments received relating to Equal Access to Services are to be forwarded to OPR's Equal Access Coordinator.
- Interpretation Service Available (translation via phone) sheet & Language Service Reference card are to be kept readily accessible. Recommended location is red binder at front desk/office.
- Staff is to be knowledgeable on the availability of translation service and how to use the Language Service Line.
- Staff is to be knowledgeable of OPR staff identified as "key bilingual" and request assistance with translation when needed.

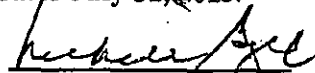
Annual Agency Compliance Plan  
FY2012-13

Department of Housing  
And  
Community Development

**Equal Access Ordinance Compliance Plan  
Department of Housing & Community Development**

**Agency Head Certification**

I, Michele A. Byrd, hereby certify that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator July 31, 2013.

  
Michele A Byrd

NARRATIVE ASSESSMENT

**Assessment of Bilingual Public Contact Positions (BPCP) and Corrective Plans for Hiring Sufficient Bilingual Public Contact Positions.**

**Instructions to Agencies:**

1. Fill in the information about the DEPARTMENT in brackets:
  - a. The Department of Housing and Community Development (which includes Support Staff, Housing Development, CDBG Coordination, Commercial Lending, and Home Ownership Programs) had 5.0 PCP this FY 2012-2013, of which 1.0 were Spanish speaking and 4.0 were Chinese speaking. One of the Chinese speaking is actually working in the Municipal Lending Department but funded in the DHCD Support Staff Division.
  - b. The Municipal Lending Department had a total of 4.0 PCPs this FY 2012-2013, of which 1.0 were Spanish speaking. Again, Chinese speaking is listed in 1(a) above.
  - c. The Residential Rent Arbitration Department had a total of 3.0 PCPs this FY 2012-2013, of which 1.0 were Chinese speaking and 1.0 were Spanish speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 1.0 and for Chinese speaking were 1.0. The goal for the Spanish speaking is met and the recruitment for the Chinese speaking is in process.
2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement  
No PCP positions were filled during FY 2012-13.
3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).  
DHCD relies on the Department of Human Resources Management
4. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
  - i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.
  - ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.

- iii. All Agencies have Language Access Coordinators.
- iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.
- v. Each PCP shall be trained in the use of interim measures to assist LES persons.

DHCD's practices are compliant with the City's Equal Access to Services Ordinance and AI 145

- 5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

The Rent Adjustment Department has a Spanish-speaking Program Analyst and a Cantonese-speaking Hearing Officer. In addition, there is an on-call Cantonese/Mandarin speaking interpreter for hearings and appeal hearings.

The Municipal Lending Department has a Spanish speaking Rehabilitation Advisor III. The Chinese speaking employees in the DHCD are always available to assist LES persons.

- 6. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

The DHCD takes proactive measures to ensure that our client's language access needs are met. DHCD's practices are compliant with the City's Equal Access to Services Ordinance and AI 145

- 7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

Currently, there are no structural barriers to DHCD's meeting language access needs

- 8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

N/A

**Assessment of Translation of Written Documents  
and Corrective Plans for Complete Translation**

- 1. Department of Housing and Community Development had a total of 13 vital documents FY 2012-2013, of which 100% were translated into Spanish and 100% were translated into Chinese.
- 2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak

the languages, are available.” These notices must be “posted prominently” and be “readily visible to the public.” (§ 2.30.050 (D)).

- (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.

These notices are on display in the reception area and the Coffee Room. The Municipal Lending Department has a bookshelf in the entrance to the department where the brochures are stored. The Rent Adjustment Department also has bookshelves for their brochures. In addition, both departments distribute the brochures at every outreach events they attended.

- (b) Describe how these postings are prominent and readily visible to the public.  
There's a book shelf on the lobby where these notices are displayed.
- (c) Include the Department's written policy and procedures regarding posting of these notices.

DHCD follows City's posting policies.

3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.

DHCD staff ensures that there's adequate stock of brochures. Rent Adjustment Department has brochures in English, Spanish, Cantonese and Vietnamese. And these brochures are routinely updated, copied and are always available for display and for outreach events attended by Rent Adjustment and Municipal Lending staff.

4. “Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department.” (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department's written policy and procedures regarding receiving community feedback.

DHCD uses Equal Access for the translation of these languages and encourages clients receiving services to give us a feedback on the quality of the services received. DHCD have so far received positive feedbacks. During community group events staff have distributed feedback forms to rate the quality of services received.

### Assessment of Multilingual Telephone Messages

1. If the Department has not recorded a message in threshold language that contains basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

DHCD's recorded messages are in compliant with the City's Equal Access to Services Ordinance and AI 145.

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.

DHCD met its goals, and there are currently no structural barriers.

3. Describe in detail the Department's corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance.

N/A

### Assessment of Department Communication with LES Populations

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

The Rent Adjustment Department has a flyer advising LES clients the right to request an interpreter in writing if needed during hearings. We have used an interpreter provided through Equal Access or by the on-call interpreter agency. The Municipal Lending Department also uses interpreter when dealing with LES persons.

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).

DHCD developed packets of information for potential clients. The packet contains information in English, Spanish, Chinese, and with Vietnamese. Our written policies are to make clients aware of the information packet and they are given on their first visit or mailed to them when they request information on our services.

3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

We occasionally do bilingual public service announcement on KTOP with translation in Spanish, Cantonese, Mandarin and Vietnamese. The outreach efforts are designed to let Spanish and Chinese populations know the services available and their rights under the Rent Arbitration Program Ordinance.

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

The DHCD has not received complaints regarding access to bilingual services. However, we always advise LES persons to file complaints *if they feel EAO was violated*.

Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years." (§ 2.30.090 (B)). Describe the Department's procedure for documenting

actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

N/A

5. Departments must forward "[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt." (§ 2.30.090 (B)). Provide a list of the Department's complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt. Attach as Appendix @.

N/A

### Assessment of Dissemination of Agency Compliance Plan

1. When will the current FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?

The Rent Adjustment and Municipal Lending Departments Compliance Plans will be posted on their websites in FY 2012-13.

2. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website?

DHCD staff is currently working on the posting.

3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?

The DHCD Compliance Plans will be available in each department upon request.

Describe how notice has been posted prominently at the Agency's geographic location and on the agency's website and the EAO website that ACPs are available with information stating how to access the ACPs.

DHCD is in the process of posting the ACPs on it's website and the EAO website.



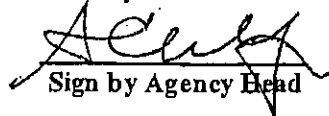
Annual Agency Compliance Plan  
FY2012-13

Mayor's Office

Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Anne Campbell Washington, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on July 17, 2013.

  
Sign by Agency Head

Assessment of Bilingual Public Contact Positions (BPCP) and  
Corrective Plans for Hiring Sufficient Bilingual Public Contact  
Positions

Instructions to Agencies:

1. Fill in the information about the DEPARTMENT in brackets:  
The Mayor's Office had a total of 11 PCPs this FY 2012-2013, of which 1 were vacant PCPs and 0 were frozen PCPs. The Mayor's Office had a total of 3 Bilingual PCPs this FY 2012-2013, of which 3 were Spanish speaking and 0 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 1 and for Chinese speaking were 1.
2. When recruiting applicants, the Mayor's office includes its interest in applicants who are bilingual when posting for applicants and will assess the level of proficiency. The Mayor's Office has attracted a large pool of applicants, of which many have been bilingual applicants. In the case of its most recent hire, a bilingual PCP was hired, although the department was unable to fill the Chinese PCP position.
3. The Mayor's Office coordinates with the Equal Access Office where appropriate to assess language skills.
4. The Mayor's Office has a designated Language Access Coordinator who ensures that the office maintains a list of employees in the office who speak the threshold languages as well as the interpretation service should it be necessary.  
The Mayor's Office consistently translates its materials into Spanish and Chinese, takes advantage of the Equal Access Office's language interpretation services, and recruits volunteers who can regularly assist with additional language requirements. The Mayor's Office adopts and implements Language Access Policies including ensuring that each PCP is trained in the use of interim measures to assist LES persons.
5. The Mayor's Office is complying with the Equal Access Ordinance by having bilingual staff and volunteers who are able to respond to calls made by LES persons and have ensured that the front desk has access to the appropriate information. The Mayor's Office is eager to communicate its various program offerings and communications equally among community members city-wide. The office consistently translates its outreach materials into Spanish or Chinese as reflects the communities/neighborhoods it is reaching out in. It also provides translation equipment and translators in Spanish and Chinese as appropriate at public meetings where LES persons may attend.
6. If the Mayor's Office is partnering with community organizations on a project, staff will seek advice on which languages if any should be included in outreach strategy.

The Mayor's Office continues to respond to media requests from news outlets that provide information to LEC communities. If the reporter specifies that the interview needs to be conducted in another language, the Mayor's Office does its best to accommodate with another staff member who does speak the language.

7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

The Mayor's Office would like to comply with providing a Chinese speaking PCP, however is limited by budgetary restrictions.

8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

The Mayor's Office is currently utilizing volunteers and will propose an additional position for the OAC when revenues increase and funds allow us to consider adding a position.

### **Assessment of Translation of Written Documents and Corrective Plans for Complete Translation**

#### **Instructions to Agencies:**

1. The Mayor's Office Administration Unit had a total of 1 vital document FY 2012-2013, of which 1 or 100% were translated into Spanish and 1 or 100% were translated into Chinese. The Oaklanders Assistance Center had a total of 1 vital documents FY 2012-2013, of which 1 - 100% were translated into Spanish and 1 - 100% were translated into Chinese.
2. The public notice is posted both on the 1<sup>st</sup> floor in the Oaklanders Assistance Center at the front desk and on the 3<sup>rd</sup> floor also at the front desk. The Mayor's Office policy is that the front desk receptionist volunteers alert the Language Access Coordinator when a new sign needs to be posted.
3. The Mayor's Office re-orders necessary vital materials on a regular basis.
4. Feedback is welcomed at event debriefings.

### **Assessment of Multilingual Telephone Messages**

The Mayor's Office maintains a recorded telephonic message in Spanish and Chinese with the basic information about the Mayor's Office operation including business hours and location.

## Assessment of Department Communication with LES Populations

### Instructions to Agencies:

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).  

The Mayor's Office uses translated written materials, translators, bilingual volunteers and bilingual staff to communicate with LES Spanish and Chinese populations.
2. The Mayor's Office's policy is to abide by the Equal Access Ordinance.
3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).  

The Oaklanders Assistance Center delivers documents that outline available services to the NSCs that serve the Chinese and Spanish speaking communities, the ethnic chambers of commerce, the Spanish Speaking Citizens Foundation, Unity Council, Cesar Chavez and Chinatown library branches.
4. Complaints can be delivered to the Mayor's Offices via email, in person, or by phone. The offices also have print outs of complaint forms at the front desk.
5. The Mayor's Offices will provide the services that are requested in an effort to resolve any complaints as quickly as possible. Both offices will maintain a file with complaints for not less than two years.
6. No complaints on file.

## Assessment of Dissemination of Agency Compliance Plan

### Instructions to Agencies:

1. When will the current FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?  

The annual report will be uploaded onto the City's website.
2. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website? Prior years are on the City's website.
3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility? Once the Council approves the annual report.

Purpose

This Agency Compliance Plan (ACP) template is to be used to report compliance with the Equal Access to Services Ordinance (EAO) and Administrative Instruction Number 145. The EAO was enacted to ensure that Oakland residents, regardless of their English proficiency, have full and equal access to all City services, including many basic and potentially life-saving City services, and that they are able to participate in City government. The Ordinance requires City Departments to hire a sufficient number of bilingual employees in Public Contact Positions, translate vital written documents, and provide recorded telephone messages into languages spoken by at least 10,000 Oaklanders. The purpose of the ACP is to collect data necessary, by Agency and Departments within its jurisdiction, to ensure that the EAO is implemented, monitored and enforced. The City Administrator will compile the information from the Agency Compliance Plans into the City Administrator Annual Compliance Plan (CAAP), which will be submitted to the City Council and public.

General Instructions

The term "Department" as used in this Instruction refers to the City Administrator's designated list of Departments in Exhibit 1 (see Table 1), such that the Department shall be assessed by geographic location. Exhibit 2 (see Table 2) lists Super PCP Departments as determined by the City Administrator. Each Agency shall submit this form with answers to the Narrative Assessment and the attached tables (Tables 1-6), which collectively is the annual Agency Compliance Plan, to the City Administrator and the Department of Human Resources Management, Equal Access Division.

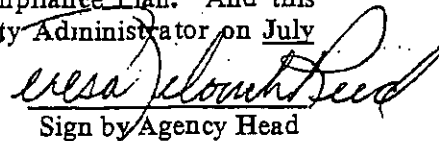
The Agency Language Access Coordinator (ALAC) (see Table 3), in consultation with the Agency head, shall prepare and disseminate to Agency staff and the City Administrator this Agency Compliance Plan. Each Agency head must certify that the Agency Compliance Plans are accurate and complete.

All annual Agency Compliance Plans shall be posted on the agencies' website and the Equal Access Division's website and shall be available to the public upon request in each Agency facility.

Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Teresa Deloach Reed, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on July 19, 2013.

  
Sign by Agency Head

Annual Agency Compliance Plan  
FY2012-13

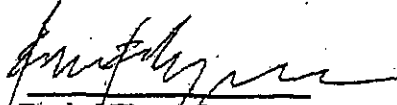
Department of Planning & Building

**COMPLIANCE PLAN**  
**Department of Planning & Building**  
**FY2012/2013**

**Department Head Certification**

The Director has reviewed this Department Compliance Plan for final approval:

I, Rachel Flynn, hereby certify that I have reviewed and approved this Equal Access Department Compliance Plan for accuracy and completeness, and adopt the goals specified in this Department Compliance Plan. And this Compliance Plan was submitted to the City Administrator on August 1, 2013.



**Rachel Flynn, Director**  
**Department of Planning & Building**



Assessment of Bilingual Public Contact Positions (BPCP) and Corrective Plans  
for Hiring Sufficient Bilingual Public Contact Positions

Instructions to Agencies:

1. Fill in the information about the DEPARTMENT in brackets:

Administration & Fiscal Unit had zero Full Time Employee's (PTE's) designated as Public Contact Positions (PCP's) this FY 2012-2013.

Planning & Zoning Division had a total of 32.00 PTE's designated as PCPs this FY 2012-2013, of which 2.00 PTE's were vacant PCPs. The Planning & Zoning Division had a total of 5.00 PTE's Bilingual PCPs this FY 2012-2013, of which 5.00 PTE's were Spanish speaking and 0.00 PTE's were Chinese speaking. The goal of Bilingual PCPs for Spanish speaking (as determined by previous year's assessment) is 12.68% of total PCP PTE's; DPB exceeds the goal by .94. The goal of Bilingual PCPs for Chinese speaking (as determined by previous year's assessment) is 12.68% of total PCP PTE's; DPB is short of the goal by (1.78).

Building Services Division had a total of 67.50 PTE's PCPs this FY 2012-2013, of which 6.00 PTE's were vacant PCPs. Building Services Division had a total of 21.00 PTE's Bilingual PCPs this FY 2012-2013 of which 9.00 PTE's were Spanish speaking and 8.00 PTE's were Chinese speaking. The goal of Bilingual PCPs for Spanish speaking (as determined by previous year's assessment) is 12.68% of total PCP PTE's; DPB exceeds the goal by .44. The goal of Bilingual PCPs for Chinese speaking (as determined by previous year's assessment) is 12.68% of total PCP PTE's; DPB exceeds the goal by 4.25.

2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement.

During FY 2012-13, Department of Planning & Building (DPB) did recruit for one PCP position. For all recruitments the Department of Planning & Building works with DHRM and the Equal Access division to assess the PCP status and language requirements for each position and advertises the recruitment in publications which target bilingual candidates.

3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B) (5)).

DPB's methods for assessing and testing language skills for bilingual employees are coordinated by the Department of Human Resources Management (DHRM). DPB's practices are compliant with the Equal Access to City Services Ordinance and A1 145.

4. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
  - i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.
  - ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.
  - iii. All Agencies have Language Access Coordinators.
  - iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.
  - v. Each PCP shall be trained in the use of interim measures to assist LES persons.

For the Planning & Zoning Division, where there is a shortage of Chinese speaking PCPs; Division staff is trained to seek out Chinese speaking individuals in the Building Services Division to assist Planning & Zoning Chinese-speaking customers. Building Services Division Chinese speaking staff is located within close proximity "identified as internal staff" and are easily accessible to assist Planning & Zoning when needed. Future recruitments for Planning & Zoning may be selectively certified as Chinese speaking to gain threshold "internal" PCP staff. Currently, Building Services (non-Chinese speaking) external staff are trained to communicate with Chinese speaking "internal" staff for translation services as needed. Future recruitments for Building Services Division may be selectively certified as Chinese speaking to gain threshold "external" PCP staff. DPB's practices are compliant with the Equal Access to City Services Ordinance and AI 145 and there are no additional interim measures in place currently.

5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

DPB's practices are compliant with the Equal Access to City Services Ordinance and AI 145. Divisions within DPB work collaboratively with the Equal Access Office on projects in the community. The Equal Access Office has provided scheduled interpreters for events and has translated community meeting agendas and handouts. During these community meetings, the Equal Access Office has utilized audio interpretation equipment to provide direct interpretations to limited-English speaking persons attending meetings.

6. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

DPB's practices are compliant with the Equal Access to City Services Ordinance and AI 145. The best practices are implemented as per the Equal Access guidelines. Some best practices utilized by DPB include: providing signage in multiple languages; providing community documents and forms in multiple languages; utilizing staff in other departments to provide a needed language; providing interpreters at community meetings; etc.

7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

The only barriers are the timing of vacancies and the ability to recruit and fill those vacancies due to budget constraints and hiring freezes over the past year. Since the Building Services Division has many Chinese speaking employees, those employees are available to assist the Planning & Zoning Division as needed.

Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

Future vacancies in Planning & Zoning Division may be selectively certified for Chinese-speaking applicants. Additional vacancies will be filled based on the bilingual need at that time.

### **Assessment of Translation of Written Documents And Corrective Plans for Complete Translation**

#### **Instructions to Agencies:**

1. The Department of Planning & Building had a total of 18 vital documents FY 2011-2012, of which 18 or 100% were translated into Spanish and 18 or 100% were translated into Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.

Notices are posted at the Permit Counter at 250 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor. Both Spanish and Chinese notices have been posted.
  - (b) Describe how these postings are prominent and readily visible to the public.

Notices are posted prominently and readily visible at the Permit Counter at 250 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor and in the hallway coming off of the elevators.
  - (c) Include the Department's written policy and procedures regarding posting of these notices.

DPB's policy and procedures regarding posting of these notices are compliant with the Equal Access to City Services Ordinance and AI 145.

3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.

DPB administrative staff checks and ensures the adequate stock of these readily available documents on a regular basis.

4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department." (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department's written policy and procedures regarding receiving community feedback.

The Building Services Division includes a customer satisfaction survey on its website, which provides a forum to receive feedback on language services. The survey will be adjusted to also cover the Planning & Zoning Division and specifically ask about language services and interpreted into Spanish and Chinese.

### Assessment of Multilingual Telephone Messages

All Departments shall "maintain recorded telephonic messages in [threshold languages]." The message is required to contain the following: "basic information about the [D]epartment's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance." § 2.30.080.

### Instructions to Agencies:

1. If the Department has not recorded a message in threshold language that contains basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

DPB maintains recorded telephonic messages on multiple service lines that contain "basic information about operation including, business hours, location(s), available services, the means of accessing such services and the availability of language assistance. Currently, 88% of these service lines include translation options for selection. Equal Access has requested that DPB has certified bilingual staff to transcribe telephonic message scripts and record translated options for the remaining lines to achieve 100% compliance. Coordination of this effort between DPB, EA and Information Technology will begin in FY13-14 with completion anticipated by September 30, 2013. DPB's practices are compliant with the Equal Access to City Services Ordinance and A1 145.

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.
3. Describe in detail the Department's corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance.

## Assessment of Department Communication with LES Populations

### Instructions to Agencies:

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

DPB's procedures are compliant with the Equal Access to City Services Ordinance and AI 145.

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).

DPB uses the City-wide policies per the Equal Access to City Services Ordinance and AI 145.

3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

DPB's outreach efforts are compliant with the Equal Access to City Services Ordinance and AI 145.

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

DPB's procedures are compliant with the Equal Access to City Services Ordinance and AI 145.

5. Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years." (§ 2.30.090 (B)). Describe the Department's procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

DPB's procedure is compliant with the Equal Access to City Services Ordinance and AI 145.

6. Departments must forward "[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt." (§ 2.30.090 (B)). Provide a list of the Department's complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt. Attach as Appendix A.

DPB's procedure on this is compliant with the Equal Access to City Services Ordinance and AI 145

**Assessment of  
Dissemination of Department Compliance Plan**

**Instructions to Agencies:**

1. When will the current FY 2012-13 Department Compliance Plans be posted on the agency's website and the Equal Access Division's website?  
At the same time as City's Compliance Plan.
2. Are prior years Department Compliance Plans posted on the agency's website and the Equal Access Division's website?  
Not currently posted on the Department's website, but will be linked to the City's Compliance Plan prior to the next report.
3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?  
At the same time as City's Compliance Plan.

Describe how notice has been posted prominently at the Department's geographic location and on the Department's website and the EAO website that ACPs are available with information stating how to access the ACPs.

Notices are posted prominently at 250 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor, and as per the Equal Access Office's policy and direction.

Annual Agency Compliance Plan  
FY2012-13

Oakland Fire Department

# AGENCY COMPLIANCE PLAN NARRATIVE ASSESSMENT

By completing the Narrative Assessment of this Agency Compliance Plan, the Agencies will be reporting on the collection, assessment, and reporting on specific data necessary to identify possible gaps in language services; development of plans for filling service gaps; and measurement of progress. Agencies must analyze and report compliance by department (the unit of analysis) as listed in the attached Exhibit 1 Department list, but may compile and report the information for each department in one attachment (see exhibit I). The Narrative Assessment, must also be done by department, and should be completed using the questions provided below.

As a reminder, for any hires of PCP that occur during the up-coming year, please refer to and follow the Administration Instruction that was distributed in 2011, and use this Assessment (which must be up-dated at the time of hiring) to determine the need and process for hiring BPCPs.



**Assessment of Bilingual Public Contact Positions (BPCP) and  
Corrective Plans for Hiring Sufficient Bilingual Public Contact  
Positions**

1. Oakland Fire Department (OFD) had a total of 538.75 PCPs this FY 2012-2013, of which 100.50 were vacant PCPs and 0 were frozen PCPs. OFD had a total of 51.25 Bilingual PCPs this FY 2012-2013, of which 45.25 were Spanish speaking and 6 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 41 and for Chinese speaking were 5.
  
2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts. To fill vacancies, the Department follows process stipulated in Personnel Manual Rule 5. Once a position has been identified as a PCP, Equal Access notifies the Department of the Selective Certification Language required for the position. For all sworn promotional positions, the Department follows the recruitment process mandated by the corresponding MOU. DHRM has taken lead on Fire Department's recruitment (i.e., public announcements) with input from the Department ensuring the position matches the needs of the agency. The Department has provided, and will continue to provide, DHRM direction on various media outlets to be utilized to outreach to bilingual candidates in order to increase the pool of qualified Bilingual PCP applicants.

Below is a list of PCP hired in FY 2012-2013.

CLASSIFICATION	# HIRED	BILINGUAL CANDIDATES HIRED	RECRUITMENT
Firefighter Paramedic	8	1	One bilingual candidate on list following selection process.
Fire Communications Dispatcher	3	2	
Fire Communications Dispatcher, Sr	2	0	Two bilingual candidates on list; one withdrew from selection process.
Emergency Planning Coordinator			

3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).

If an applicant claims that he/she speaks Spanish or Chinese, OFD submits his/her name to the Department of Human Resources (DHRM), Equal Access for testing. If the candidate passes the test, DHRM certifies the candidate for his/her language.

4. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
- i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.
  - ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.
  - iii. All Agencies have Language Access Coordinators.
  - iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.
  - v. Each PCP shall be trained in the use of interim measures to assist LES persons.

OFD utilizes the required interim measures. In addition, OFD has a standing contract with an outside vendor to provide translation service for 911 emergency calls. OFD also uses non-PCP staff that have the ability to translate and/or interpret Spanish and Chinese for services provided.

5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

OFD is committed to serving the public with its best capacity in terms of language skills. Efforts to achieve compliance with the Equal Access to Services Ordinance (EAO) includes, but are not limited to, (1) utilizing existing staff who speak a language other than English when needed regardless of whether the staff is in an identified PCP; (2) active recruitment and outreach efforts via Spanish and Chinese media such as newspapers and advertising; (3) referral of service needs to the Equal Access unit when OFD does not have the capability to serve. For example, translating written vital documents is not usually performed at the

department level. However, the department helps proofread translated documents since department staff are the subject experts.

6. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

OFD strives to hire sufficient personnel who have bilingual skills to serve those who speak limited English. OFD also utilizes Equal Access staff to assist and facilitate the services. OFD has recorded phone messages in Spanish and Chinese on its main phone lines. For 911 Dispatch, OFD contracts a vendor to provide non-English languages for emergency services.

7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

There are two structural barriers that have been identified as preventing fuller compliance with the EAO:

(a) Staff assignments - The current labor agreement specifies assignments are based on seniority and personal preference, not language skills. For example, if a Chinese speaking Firefighter does not bid for the position in a Chinatown area, the department is hindered from assigning a bilingual employee to that area. However, the OFD transfer policy based on an arbitrator's ruling to permit a seniority-based transfer policy in the City and IAFF Local 55 MOU states:

#### 4.6.2 Filling Vacancies.

All vacancies shall be filled from the transfer requests on file in the Department Personnel Office on the basis of seniority within rank, with the senior qualified bargaining unit member having preference except as modified in Subsection 4.6.4 below.

#### 4.6.3 Placing Firefighter Paramedics. (Not applicable to EAO)

#### 4.6.4 Involuntary Assignment Change For City Needs.

Transfer of bargaining unit members may be exempt from Section where special expertise or unsuitability makes the exemption necessary as determined by the Fire Chief. In selecting bargaining unit members for such transfer, the Fire Chief may take into consideration individual capabilities, expertise, training and other qualifications. In considering transfer requests, the Fire Chief may also consider the needs of the community and of the Fire Department.

OFD interpretation is that Section 4.6.4 provides exception that the Fire Chief, when considering the needs of the community, can consider language skills as a transfer criteria.

(b) Promotions – Vacancies are filled by promotion in accordance with the Personnel Manual (civil service rules). If the existing candidates don't have

bilingual language skills, the department cannot go outside and recruit a bilingual candidate. Selection must be made from the promotional eligible list.

The City / Local 55 MOU expires 6/30/14 and provides an opportunity for the City to propose MOU language with a similar exception that the Fire Chief, when considering the needs of the community, can consider language skills when assigning a promoted employee.

8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

OFD will complete all public phone line messages recording in FY 2013-14.  
OFD will seek Equal Access assistance to record these messages.

OFD will continue to recruit bilingual PCP positions by working with Equal Access, DHRM and the community to achieve the goals.

Assessment of Translation of Written Documents  
and Corrective Plans for Complete Translation

1. OFD had a total of six vital documents FY 2012-2013 of which six (100%) were translated into Spanish and six (100%) were translated into Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).

- (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.

The translated documents for the 9-1-1 Registry are posted to the website under the Oakland Fire Department and at the Emergency Management Services Division.

- (b) Describe how these postings are prominent and readily visible to the public.

The website is available at all times. The document located at the Emergency Management Services Division is available during office hours and is provided through outreach by staff when going to community meetings/trainings.

- (c) Include the Department's written policy and procedures regarding posting of these notices.

OFD adheres to the Equal Access to Services Ordinance and to Administrative Instruction 145 as the guiding policies and procedures.

3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.  
Staff checks the stock periodically and ensures the translated documents are available.
4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department." (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department's written policy and procedures regarding receiving community feedback.  
OFD utilizes the existing staff and Equal Access assistance to proofread translated documents. OFD staff continuously works with the community to obtain feedback on translation quality.

### **Assessment of Multilingual Telephone Messages**

All Departments shall "maintain recorded telephonic messages in [threshold languages]." The message is required to contain the following: "basic information about the [D]epartment's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance." § 2.30.080.

1. If the Department has not recorded a message in threshold language that contains basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

Where the department has not completed the phone message recording, staff is available during business hours to answer questions in Spanish and Chinese. There are non-PCP staff that have the bilingual skills to provide service.

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.

OFD has not met the goals in terms of phone message recording and hiring. The phone message recording is in progress and as soon as staff completes the message review, it will seek Equal Access staff assistance for recording.

OFD has not met the goals for the sufficient PCP level. There two structural barriers identified to comply with the EAO. One barrier is the staff assignments.

The current labor agreement specifies assignment is based on seniority and personal preference, not language skills. For example, if a Chinese speaking firefighter does not bid for the position in Chinatown area, the department can't move the individual to that position. The second barrier is that most positions are filled by promotions. Even if the existing promotional candidates do not have the bilingual language skills, the department cannot go outside to recruit.

3. Describe in detail the Department's corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance.

The phone message recording is in progress and as soon as staff completes the message review, it will seek Equal Access staff assistance for recording.

OFD continues to do the following: (1) utilizing existing staff who speak language other than English when needed regardless staff is in a PCP; (2) active recruitment via the Spanish and Chinese media such as newspaper and advertising; (3) refer service needs to Equal Access unit when OFD does not have the capacity to serve. For example, translating written vital documents are not usually performed at the department's level. But the department helps to proof reading the document since the department staff possesses the subject matter expertise knowledge.

### **Assessment of Department Communication with LES Populations**

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

OFD adheres to A1 145 and EAO. There are staff that have Spanish and Chinese capacities to assist LES Spanish and Chinese populations. The 9-1-1 dispatch service is contracted with a vendor that has a stand-by language service capacity.

OFD assesses the language service needs as needed and formal assessment is done annually such as this report

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).

OFD adheres to (1) Equal Access Ordinance and (2) Administrative Instruction 145. These two documents are used as policies and guidelines.

3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

The Equal Access website posts the Equal Access Ordinance, which describes the right to bilingual services.

When conducting community meetings, staff also explains the EAO.

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

OFD has bilingual staff available during business hours. OFD has not received complaints regarding language services. However, in a language survey conducted in 2012, community members had expressed that the City should have more bilingual staff, but no further details are provided.

5. Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years." (§ 2.30.090 (B)). Describe the Department's procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

OFD did not receive any complaints regarding the language services.

6. Departments must forward "[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt." (§ 2.30.090 (B)). Provide a list of the Department's complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt. Attach as Appendix @.

N/A

### **Assessment of Dissemination of Agency Compliance Plan**

When will the current FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?

It will be posted after the City Council approves the FY 2012-13 Equal Access Annual Compliance Plan.

1. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website?

It is posted on the Equal Access website. The OFD website is not yet fully functional.

2. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?

It will be available after the City Council approves the FY 2012-13 Equal Access Annual Compliance Plan.

FY 2012-2013

Describe how notice has been posted prominently at the Agency's geographic location and on the agency's website and the EAO website that ACPs are available with information stating how to access the ACPs.

ACP will be kept as attachment to the Equal Access to Service Annual Compliance report and it will be posted in EAO website at all times.



Annual Agency Compliance Plan  
FY2012-13

Oakland Police Department

### Purpose

This Agency Compliance Plan (ACP) template is to be used to report compliance with the Equal Access to Services Ordinance (EAO) and Administrative Instruction Number 145. The EAO was enacted to ensure that Oakland residents, regardless of their English proficiency, have full and equal access to all City services, including many basic and potentially life-saving City services, and that they are able to participate in City government. The Ordinance requires City Departments to hire a sufficient number of bilingual employees in Public Contact Positions, translate vital written documents, and provide recorded telephone messages into languages spoken by at least 10,000 Oaklanders. The purpose of the ACP is to collect data necessary, by Agency and Departments within its jurisdiction, to ensure that the EAO is implemented, monitored and enforced. The City Administrator will compile the information from the Agency Compliance Plans into the City Administrator Annual Compliance Plan (CAAP), which will be submitted to the City Council and public.

### General Instructions

The term "Department" as used in this Instruction refers to the City Administrator's designated list of Departments in Exhibit 1 (see Table 1), such that the Department shall be assessed by geographic location. Exhibit 2 (see Table 2) lists Super PCP Departments as determined by the City Administrator. Each Agency shall submit this form with answers to the Narrative Assessment and the attached tables (Tables 1-6), which collectively is the annual Agency Compliance Plan, to the City Administrator and the Department of Human Resources Management, Equal Access Division.

The Agency Language Access Coordinator (ALAC) (see Table 3), in consultation with the Agency head, shall prepare and disseminate to Agency staff and the City Administrator this Agency Compliance Plan. Each Agency head must certify that the Agency Compliance Plans are accurate and complete.

All annual Agency Compliance Plans shall be posted on the agencies' website and the Equal Access Division's website and shall be available to the public upon request in each Agency facility.

### Agency Head Certification

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Oakland Police Department, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on July 26, 2013.

\_\_\_\_\_  
Sign by Agency Head

**Assessment of Bilingual Public Contact Positions (BPCP) and Corrective Plans  
for Hiring Sufficient Bilingual Public Contact Positions**

**Instructions to Agencies:**

1. The Oakland Police Department had a total of 968.77 PCPs this FY 2012-2013, of which 83.50 were vacant PCPs and 0 were frozen PCPs. The Oakland Police Department had a total of 124.11 Bilingual PCPs this FY 2012-2013, of which 93.51 were Spanish speaking and 30.86 were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 122.84 and for Chinese speaking were 54.54 FTE.
2. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement.

OPD has hired numerous civilian positions and ensures that the job announcement advertised on the City's web site reflects the selective language requirements.

OPD's 167<sup>th</sup> Academy was able to retain 4 Cantonese speaking Police Officers and 12 Spanish speaking Police Officers. The recruitment for the 168<sup>th</sup> Academy was also very forthcoming in that the group of applicants was comprised of 3,824 men and women in which 856 of the candidates are bilingual Spanish and 134 are bilingual Chinese. See the below chart:

Police Officer Trainee Cycle 1  
167<sup>th</sup>

Step	Step End Date	Total	% of Total	Bilingual Spanish	% of Bilingual SP	Bilingual Chinese	% of Bilingual CH
Applications Received	6/11/2012	1805		356		72	
Invited to Written	7/3/2012	1636	91%	323	91%	66	92%
Invited to Physical Agility	7/28/2012	710	43%	120	37%	36	55%
Invited to Oral Interview	8/22/2012	494	70%	87	73%	27	75%
Referred to Department	9/17/2012	231	47%	44	51%	10	37%
Invited to Academy	3/25/13	51	22%	12	27%	4	40%
Academy Graduation	TBD						

Equal Access Report - POT 168th Academy

Step	Step Date	Total	% of Total	Bilingual Spanish	% Of Bilingual SP	Bilingual Chinese	% of Bilingual CH
Group A: Applications Received	6/25/2012-11/16/2012	2741		634		100	
Group B: Applications Received	2/4/2013-2/15/2013	1083		222		34	
		3824		856		134	
Group A: Invited to Physical Agility	1/3/2013-1/5/2013	2695		553		92	
Group B: Invited to Physical Agility	3/2/2013	1064		218		34	
		3760	98%	771	90%	126	94%
Group A: Invited to Written	1/19/2013	806		183		34	
Group B: Invited to Written	3/25/2013	419		87		18	
		1225	33%	270	35%	52	41%
Group A: Invited to Oral Interview	2/19/2013-2/21/2013	529		110		23	
Group B: Invited to Oral Interview	5/6/2013-5/7/2013	TBD		TBD		TBD	
	Step Date	529	TBD	TBD	TBD	TBD	TBD
Group A: Referred to Department	3/29/2013	297		61		10	
Group B: Referred to Department	TBD	TBD		TBD		TBD	
		TBD	TBD	TBD	TBD	TBD	TBD
Invited to Academy (Group A & B)	September 2013	TBD	TBD	TBD	TBD	TBD	TBD
Academy Graduation (Group A & B)	March 2014	TBD	TBD	TBD	TBD	TBD	TBD

Areas to be improved include advertising jobs for a longer period when funds are made available. Staff can strengthen the outreach effort to the Spanish and Chinese speaking community via community meetings, community leadership involvement, and web sites to recruit bilingual candidates.

3. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).

When an applicant self identifies being bilingual in Spanish or Chinese when recruited; he/she will be certified to the Selective Language position with such language requirement before those without the skills. Upon an employment offer is made to the qualifying candidate; they will be refer to the Department of Human Resources Management for assessment.

4. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
  - i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.
  - ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.
  - iii. All Agencies have Language Access Coordinators.
  - iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.
  - v. Each PCP shall be trained in the use of interim measures to assist LES persons.

In addition, OPD has a standing contract with an outside vendor to provide translation service for 911 emergency calls. OPD also uses non PCP staff who have the capability to translate and/or interpret Spanish and Chinese for services it provides.

5. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

OPD is committed to serving the public with the best of its capacity in terms of language skills. The efforts to achieve compliance with the Equal Access to Services Ordinance (EAO) include, but are not limited to, (1) utilizing existing staff who speak a language other than English when needed regardless of whether the staff is in an identified PCP; (2) active recruitment and outreach efforts via the Spanish and Chinese media such as newspaper and advertising; (3) referral of service needs to Equal Access unit when OPD does not have the capacity to serve. For example, translating written vital documents is not usually performed at the department's level. But the department helps to proof read translated documents since the department's staff are subject matter experts.
6. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

OPD strives to hire sufficient personnel who have the bilingual skills to serve those who speak limited English. OPD also utilizes Equal Access staff to assist and facilitate the services. OPD has recorded phone messages in Spanish and Chinese on its main phone lines. For 911 dispatch, OPD contracts a vendor to provide non-English languages for emergency services.
7. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

There are two structural barriers identified to comply with the EAO. One of which is the staff assignments. The current labor agreement specifies assignment is based on seniority and personal preference, not language skills. For example, if a Chinese speaking police officer does not bid for the position in Chinatown area, the department can't move the individual to that position. The second barrier is that there are positions that are filled by promotions. If the existing candidates don't have the bilingual language skills, the department can't go outside to recruit

8. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

OPD will continue to recruit bilingual PCP positions by working with Equal Access, DHRM and the community to achieve hiring goals.

### Assessment of Translation of Written Documents and Corrective Plans for Complete Translation

1. Oakland Police Department had a total of 74 vital documents FY 2012-2013, of which 74 (100%) were translated into Spanish and 74 (100%) were translated into Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.

The translated documents for the 9-1-1 Registry is posted to the website under the Oakland Police Department, lobby of the Police Administrations Building, the 3<sup>rd</sup> floor and the Office of the Chief of Police in both Spanish and Chinese.
  - (b) Describe how these postings are prominent and readily visible to the public.

The website is available at all times. The documents located at the Police Administration Building are available during the office hours and is provided through outreach by staff when going to community meetings and trainings.
  - (c) Include the Department's written policy and procedures regarding posting of these notices.

OPD adheres to Equal Access to Services Ordinance and A1 145 as the guiding policy and procedure.
3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.

Staff checks the stock periodically and ensure the translated documents are available. Again, OPD adheres to A1 145 and the EAO.
4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from

the department.” (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department’s written policy and procedures regarding receiving community feedback.

OPD utilize the existing staff and Equal Access assistance to proof read translated documents. OPD staff continuously works with the community to receive feedback on translation quality.

### Assessment of Multilingual Telephone Messages

1. If the Department has not recorded a message in threshold language that contains basic information about the Department’s operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

The Oakland Police Department has completed the phone message recording. Business hours are posted at the front door of the Police Administration Building. Staff is available to answer questions in Spanish and Chinese. There are non-PCP staff who have the bilingual skills to serve.

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.

OPD has met the goals in terms of phone message recording and hiring.

3. Describe in detail the Department’s corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance.

The phone message recording is completed for all departments.

OPD continues to do the following: (1) utilizing existing staff who speak language other than English when needed regardless staff is in a PCP; (2) active recruitment via the Spanish and Chinese media such as newspaper and advertising; (3) refer service needs to Equal Access unit when OPD does not have the capacity to serve. For example, translating written vital documents are not usually performed at the department’s level. But the department helps to proof reading the document since the department staff possesses the subject matter expertise knowledge.

### Assessment of Department Communication with LES Populations

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

OPD Adheres to AI 145 and EAO. There are staff who have Spanish and Chinese capacities to assist LES Spanish and Chinese populations. The 9-1-1 dispatch service is contracted with a vendor that has a stand-by language service capacity.

OPD assess the language service needs as needed and formal assessment is done annually such as this report.

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).

OPD adheres to (1) Equal Access Ordinance and (2) Administrative Instruction 145. These two documents are used as policy and guidelines.

3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

The Equal Access website posts the Equal Access Ordinance, which describes the right to bilingual services.

When conducting community meetings, staff also explains the EAO.

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

OPD has bilingual staff available during business hours. OPD has not received complaints regarding language services. However, in the language survey conducted in 2012, community members had expressed that the City should have more bilingual staff, but no further details are provided. We are currently awaiting the 2013 Language survey from the Equal Access Unit.

5. Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years." (§ 2.30.090 (B)). Describe the Department's procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

OPD did not receive any complaints regarding the language services.

6. Departments must forward "[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt." (§ 2.30.090 (B)). Provide a list of the Department's complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt. Attach as Appendix @.

N/A



**Assessment of  
Dissemination of Agency Compliance Plan**

Instructions to Agencies:

1. When will the current FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?

It will be posted after City Council approves the FY 2012-13 Equal Access Annual Compliance Plan.

2. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website?

It is posted in the Equal Access Division's website. It will be posted on the OPD website once City Council approves the FY 2012-13 Equal Access Annual Compliance Plan.

3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?

It will be available after Council approves the FY 2012-13 Equal Access Annual Compliance Plan.

Describe how notice has been posted prominently at the Agency's geographic location and on the agency's website and the EAO website that ACPs are available with information stating how to access the ACPs.

ACP will be kept as attachment to the Equal Access to Service Annual Compliance report and it will be posted in EAO website at all time.

Annual Agency Compliance Plan  
FY2012-13

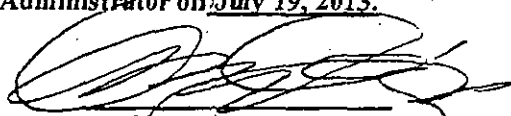
Oakland Public Library

**OAKLAND PUBLIC LIBRARY**

**Agency Head Certification**

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Gerry Garzon, hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan. And this Agency Compliance Plan was submitted to the City Administrator on July 19, 2013.



Sign by Agency Head

**Assessment of Bilingual Public Contact Positions (BPCP) and  
Corrective Plans for Hiring Sufficient Bilingual Public Contact  
Positions**

**1. OAKLAND PUBLIC LIBRARY**

**SYSTEM-WIDE SERVICES** had a total of 19.98 FTE PCPs this FY 2012-2013, of which 3.78 FTE were vacant PCPs and 0 FTE were frozen PCPs. **SYSTEM-WIDE SERVICES** had a total of 5.00 FTE Bilingual PCPs this FY 2012-2013, of which 4.00 FTE were Spanish speaking and 1.00 FTE were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 12.68% and for Chinese speaking were 5.56%. If a listed Department (including the functions/services provided by the Department) change due to an approved re-organization, provide information about the reorganization and how the reorganization changes the assessment for the need of BCP and how the needs of LES will be met.

**MAIN LIBRARY LOCAL SERVICES** had a total of 40.70 FTE PCPs this FY 2012-2013, of which 9.45FTE were vacant PCPs and 0 were frozen PCPs. **MAIN LIBRARY LOCAL SERVICES** had a total of 11.36 FTE Bilingual PCPs this FY 2012-2013, of which 7.51 FTE were Spanish speaking and 3.85FTE were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 12.68% and for Chinese speaking were 5.56%. If a listed Department (including the functions/services provided by the Department) change due to an approved re-organization, provide information about the reorganization and how the reorganization changes the assessment for the need of BCP and how the needs of LES will be met.

**BRANCH LIBRARY LOCAL SERVICES** had a total of 87.74 FTE PCPs this FY 2012-2013, of which 13.76FTE were vacant PCPs and 0 were frozen PCPs. **BRANCH LIBRARY LOCAL SERVICES** had a total of 16.85 Bilingual PCPs this FY 2012-2013, of which 13.33 FTE were Spanish speaking and 3.52 FTE were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking are reflected in the table below:

Name of Branch	Spanish PCP Goal	Chinese PCP Goal
Branch Administration	1.18%	24.14%
Brookfield Branch	11.51%	1.07%
Dimond Branch	1.18%	3.20%
Eastmont Branch	11.51%	1.07%
Elmhurst Branch	11.51%	1.07%
M.L. King Branch	11.51%	1.07%
Montclair Branch	1.18%	1.07%

Rockridge Branch	1.18%	1.07%
Temescal Branch	2.36%	1.78%
Disnict 1 Admin (81 <sup>st</sup> Avenue Branch)	30.98%	1.42%
Golden Gate Branch	1.18%	1.07%
Lakeview Branch	3.54%	11.01%
Melrose Branch	18.29%	1.07%
Piedmont Branch	1.18%	1.07%
West Oakland Branch	1.18%	1.07%
African American Museum & Library	1.18%	11.01%

If a listed Department (including the functions/services provided by the Department) change due to an approved re-organization, provide information about the reorganization and how the reorganization changes the assessment for the need of BCP and how the needs of LES will be met.

ASIAN BRANCH had a total of 10.75 PCPs this FY 2012-2013, of which 0 were vacant PCPs and 0 were frozen PCPs. ASIAN BRANCH had a total of 9.47 FTE Bilingual PCPs this FY 2012-2013, of which 0 FTE were Spanish speaking and 8.36 FTE were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 1.18% and for Chinese speaking were 24.14%. If a listed Department (including the functions/services provided by the Department) change due to an approved re-organization, provide information about the reorganization and how the reorganization changes the assessment for the need of BCP and how the needs of LES will be met.

LATIN AMERICAN BRANCH (CESAR CHAVEZ BRANCH) had a total of 6.69 FTE PCPs this FY 2012-2013, of which 2.00 FTE were vacant PCPs and 0 were frozen PCPs. LATIN AMERICAN BRANCH (CESAR CHAVEZ BRANCH) had a total of 3.69 FTE Bilingual PCPs this FY 2012-2013, of which 3.69 FTE were Spanish speaking and 0 FTE were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 3.54% and for Chinese speaking were 3.20%. If a listed Department (including the functions/services provided by the Department) change due to an approved re-organization, provide information about the reorganization and how the reorganization changes the assessment for the need of BCP and how the needs of LES will be met.

For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator,

the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement.

*At this time, due to continued budgetary constraints some vacant PCP's within the Oakland Public Library have been filled. The Oakland Public Library has approximately 28.99 PCP FTE in vacancies, as well as positions which are presently being under-filled or backfilled in order to provide minimal staffing levels.*

*As budgets allow, the Oakland Public Library is a presence at all local, state, and national library conferences, as well as an active recruiter at the School of Library and Information Science at SJSU. Recruitment and hiring is an ongoing process and we work at this every day, usually with great success.*

*The Oakland Public Library works closely with the Department of Human Resources Management and the Equal Access Department to determine the need for language selective certification for each respective classification as required. As we are approved to fill existing permanent vacancies or temporary part-time positions, we will continue to recruit for the most qualified candidates, and in instances where a successful candidate has bilingual skills, we will comply with the Bilingual Certification testing process to assess the skills of that candidate. We follow all civil service rules and regulations when it comes to hiring.*

*Every City of Oakland civil service recruitment is advertised in local Oakland newspapers which embody many of the diverse demographics within the City of Oakland, in order to reach more qualified bilingual applicants. Additionally, every City of Oakland civil service recruitment has specific language included in the job announcement which encourages bilingual applicants to apply.*

*The Oakland Public Library also sends job announcements to various library listservs, which have been established to provide information to library paraprofessionals and professionals from various cultural/ethnic populations, in order to assist with recruiting qualified candidates who may have bilingual skills.*

*With current budgetary constraints within the Library, adding additional PCPs has financial consequences for which the Library only has minimal budgeting which was identified in the FY11-13 budget cycle. We view this challenge as an area that can and may improve as the economic state of the City of Oakland changes, and continue to recommend reassessing possible additional budgetary measures at a later time.*

2. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).

*The Oakland Public Library utilizes the City's Bilingual Certification Testing Process in order to have a bilingual employee's language skills assessed and tested.*

3. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs. The required interim measures are:
  - i. Agencies must maintain a list of employees who speak the threshold languages. At least one employee who can provide service to LES persons shall be available during business hours. Employees shall have access to the over-the-phone interpretation at all times, and should choose a method for communicating best suited to providing service to LES persons.
  - ii. All Agencies and Departments must demonstrate that they have adequate means to make all services available to LES persons.
  - iii. All Agencies have Language Access Coordinators.
  - iv. All Agencies shall adopt and implement Language Access Policies approved by the City Administrator.
  - v. Each PCP shall be trained in the use of interim measures to assist LES persons.

*The Oakland Public Library is in current compliance with the required interim measures to ensure access to members of the Limited English Speaking population as outlined above.*

*The Oakland Public Library has identified key bilingual staff within each work branch and the Main Library to facilitate communication with members of the Limited English Speaking population. If these positions are not PCPs, we add this task to the job duties of the individual to ensure that City information and services are provided in Cantonese, Mandarin and Spanish upon demand. Many of our divisions within the Main Library are able to access any current bilingual staff within the Library Department as needed.*

*In instances where bilingual staff, is not available to provide services in the needed language, we are also able to contact and utilize the over-the-phone interpreter service as needed.*

*The Oakland Public Library remains committed to recruiting, hiring, and funding qualified bilingual/bicultural staff, and to producing necessary materials in multiple languages for the public. We budget International Language materials accordingly, using a variety of demographic and other*

*tools, and we fund, without budgeted appropriations, bilingual premiums system-wide.*

4. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

*For decades the Oakland Public Library has implemented equal access through services designed to serve the Limited English Speaker. Indeed, these services are institutionalized in the Library's Strategic Plan, Mission Statement, materials, programs, and other public services offered everyday in libraries throughout the city. The provision of bilingual services is a strong value that the Oakland Public Library communicates to our staff and patrons.*

*The Oakland Public Library continually assesses the needs of our patrons by reviewing available Census data, circulation and other library usage statistics, and all available data representing the demographic breakdown throughout the City of Oakland. Our Integrated Library System (ILS) gives us data every month so that we can look at the trends and identify what is being checked out and in what languages. This information is then shared with our Supervising Librarians and they work with the Branch Managers to provide the necessary, requested resources for that community.*

*We are dedicated to extending all available library services to all of our patrons, including members of the Limited English Speaking population, by hiring qualified employees to accomplish this goal*

5. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

*The Oakland Public Library's "best practices" approach to implementing the EAO and providing bilingual services to library patrons is:*

- a. *To have a daily commitment to serving the diverse needs of our library users and non users equally every day, at all of our library locations.*
- b. *To proactively recruit for qualified bilingual candidates for our temporary part-time at-will positions in addition to our permanent vacancies.*
- c. *To budget for bilingual services (collections, printing of translated materials, bilingual premiums)*

6. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.



*The Oakland Public Library continues striving to comply with the EAO, however a primary structural barrier continues to be the current budgetary constraints that the City of Oakland is facing, and the fact that the bilingual services premium remains largely unbudgeted.*

*The Oakland Public Library has identified areas where we may face on-going challenges to providing bilingual services to members of the Limited English Speaking population:*

- 1. Recruitment of bilingual/bicultural staff at the professional Librarian classification level;*
- 2. As the Equal Access Ordinance directives are largely unfunded, funding for bilingual premium pay, and funding for the rising cost of translations and printing public service materials in other languages remains a challenge;*
- 3. Performing relevant outreach services to non-English speaking library users.*

*Finally, we continue to recommend that the City assist with funding so that all of the Oakland Public Library branches and Main can have Voice-Over IP Shortel telephones to assist in the effort of providing recorded telephonic messages in multiple languages.*

- 7. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.*

*The Oakland Public Library remains dedicated to complying with the EAO and has not yet developed any corrective plans to address non-compliance with the EAO at this time.*

**Assessment of Translation of Written Documents  
and Corrective Plans for Complete Translation**

1. LIBRARY had a total of 16 vital documents FY 2012-2013, of which 100 [%] were translated into Spanish and 100 [%] were translated into Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.

*The Library has notices indicating that written materials in the languages, and staff who speak the languages are available, posted at all of our locations in Spanish and Chinese.*
  - (b) Describe how these postings are prominent and readily visible to the public.

*The Oakland Public Library has 11x14 size notices posted at the information/circulation/check-out areas of every branch, and in the Main Library informing patrons of materials and staff availability who speak the threshold languages available.*
  - (c) Include the Department's written policy and procedures regarding posting of these notices.

*At this time the Library does not have a specific policy or procedures regarding the posting of these notices.*
3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.

*The Library provides the public with access to a variety of translated materials and additional requested translated materials are available as necessary. The Library also assesses on an on-going basis whether or not additional translated materials may need to be obtained from various state and local agencies.*

*The Library does not have a specific policy or procedures regarding ensuring that there is an adequate stock of readily available translated materials from state and federal agencies.*
4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the department." (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the

Department. Include the Department's written policy and procedures regarding receiving community feedback.

*The community has recognized the accuracy and appropriateness of our translation efforts however, the Library does not presently have a formal policy nor procedures in place to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Library. We do have several places for patrons to give feedback such as comment cards, suggested email, and telling staff.*

Assessment of Multilingual Telephone Messages

All Departments shall "maintain recorded telephonic messages in [threshold languages]." The message is required to contain the following: "basic information about the [D]epartment's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance." § 2.30.080.

1. If the Department has not recorded a message in threshold language that contains basic information about the Department's operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

*The Library has worked collaboratively with the Equal Access Office to determine the best practices for recording messages in the threshold languages at each of our branch libraries. As a result of collaboration between the two departments, a viable solution has been identified and the branches utilize a forwarding feature to allow patrons to access messages recorded in the threshold languages when the City/Library is shut down. We also continue discussing the need for additional City's Voice-Over IP Shortel telephones to assist in the effort of providing recorded telephonic messages in multiple languages.*

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.

*The Library has been unable to purchase and utilize the necessary number of the City's Voice-Over IP Shortel telephones to assist in providing recorded telephonic messages in multiple languages at all of our locations, largely due to budgetary constraints. The telephone system that the Library currently uses presents a number of obstacles for recording telephonic messages in multiple languages.*

3. Describe in detail the Department's corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance.

*The Library will continue discussions with the Department of Information Technology and the Equal Access Office on obtaining the City's Voice-Over IP Shortel telephones in order to assist in the effort of providing recorded telephonic messages in multiple languages, and will also continue to assess existing budgetary constraints to determine if future funding may become available.*

## Assessment of Department Communication with LES Populations

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

*The Library continuously hires bilingual staff within our budgeted classifications to facilitate communication with LES Spanish and Chinese populations.*

*In addition, the Library continues to review available tools (i.e. cheat sheet of common Spanish and Chinese words and phrases for staff to reference) and resources for staff to have readily available and reference in order to facilitate communication with LES Spanish and Chinese populations.*

*Assessment of the adequacy of the procedures used to facilitate communication with LES Spanish and Chinese populations is an on-going effort and varies from employee performance appraisals to the Library's service goals. Prioritizing assessment tools for facilitating communication with LES populations will be a continued effort. The library pays an annual fee to a 3<sup>rd</sup> party vendor to provide the public catalog user interface in both Chinese and Spanish.*

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).

*The Library presently has numerous policies and procedures on providing services to our patrons, inclusive of the LES Spanish and Chinese populations (i.e. Collection Development policy, Circulation policy).*

*Additionally, the Library also complies with all respective and applicable city, state and federal guidelines.*

3. Describe and assess the Department's outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

*The Library continues to prioritize outreach and facilitate communication to LES Spanish and Chinese populations.*

*The Library presently has two outreach librarians whose primary goals are to access parts of the community that may not access our services.*

*In addition, the Library also ensures that the LES Spanish and Chinese populations are made aware of the vast resources that are available throughout the Library system, as well as those available resources which may be specific to those populations.*

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or

by completing a complaint form.” (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

*Library patrons may request to speak with a member of Library Administration if they have a complaint, may obtain and complete a Complaint Card which is available in both Chinese and Spanish, submit an email or call with a complaint. Library Management and Administration work diligently to respond to all patron inquiries and/or complaints.*

5. Departments must “document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years.” (§ 2.30.090 (B)). Describe the Department’s procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

*At this time the Library has not received any complaints related to the Equal Access Ordinance (EAO) or compliance of the EAO.*

6. Departments must forward “[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt.” (§ 2.30.090 (B)). Provide a list of the Department’s complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt. Attach as Appendix @.

*At this time the Library has not received any complaints related to the Equal Access Ordinance (EAO) or compliance of the EAO.*

**Assessment of  
Dissemination of Agency Compliance Plan**

**Instructions to Agencies:**

1. When will the *current* FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?

*The Library will provide a link for the public to access the Library's Annual Equal Access Compliance Plan once we are advised by the Equal Access Office that the report has been finalized and is ready to be posted.*

2. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website?

*Prior years Library Equal Access Compliance Plans are not posted on the Library's website.*

3. When will the *current* FY 2012-13 ACP be available to the public *upon request* in each Department facility?

*Upon request, the public will be able to access the Library's Annual Equal Access Compliance Plan once we are advised by the Equal Access Office that the report has been finalized and is ready to be posted*

Annual Agency Compliance Plan  
FY2012-13

Public Works Agency





CITY OF OAKLAND

## INTER OFFICE MEMORANDUM

**TO:** Deanna J. Santana  
City Administrator  
Agency

**FROM:** Vitaly B. Troyan, P.E.  
Director, Public Works

**SUBJECT:** PWA Equal Access Report  
Agency Head Certification

**DATE:** July 19, 2013

Provide the following certification that the Agency head has reviewed this Agency Compliance Plan for final approval:

I, Vitaly B. Troyan, P.E., hereby certify, that I have reviewed and approved this Equal Access Agency Compliance Plan for accuracy and completeness, and adopt the goals specified in this Agency Compliance Plan and that the Public Works Agency Compliance Plan was submitted to the City Administrator on July 19, 2013.

  
\_\_\_\_\_  
Vitaly B. Troyan, PWA Director

**Assessment of Bilingual Public Contact Positions (BPCP) and Corrective Plans  
for Hiring Sufficient Bilingual Public Contact Positions**

1. Department of Engineering and Design had a total of 3.00 PTE's of PCPs this FY 2012-2013, of which 0.00 FTE were vacant PCPs and 0.00 FTE were frozen PCPs. Department of Engineering and Design had a total of 3.00 PTE's Bilingual PCPs this FY 2012-2013, of which .00 FTE were Spanish speaking and 0.00 PTE's were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 12.67% and for Chinese speaking were 5.56%

Department of Infrastructure and Operations had a total of 0.00 PTE's of PCPs this FY 2012-2013, of which 0.00 FTE were vacant PCPs and 0.00 FTE were frozen PCPs. Department of Infrastructure and Operations had a total of 0.00 PTE's Bilingual PCPs this FY 2012-2013; of which 0.00 PTE's were Spanish speaking and 0.00 PTE's were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 12.67% and for Chinese speaking were 5.56%

Department of Facilities and Environment had a total of 1.00 PTE's of PCPs this FY 2012-2013, of which 0.00 FTE were vacant PCPs and 0.00 FTE were frozen PCPs. Public Works Call Center had a total of 1.00 PTE's Bilingual PCPs this FY 2012-2013; of which 1.00 FTE were Spanish speaking and 0.00 PTE's were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 12.67% and for Chinese speaking were 5.56%

Public Works Call Center (Super PCP Department) had a total of 5.00 PTE's of PCPs this FY 2012-2013, of which 5.00 FTE were vacant PCPs and 0.00 FTE were frozen PCPs. Public Works Call Center had a total of 3.00 PTE's Bilingual PCPs this FY 2012-2013, of which 1.00 FTE were Spanish speaking and 2.00 PTE's were Chinese speaking. The goals of Bilingual PCPs (as determined by last year's assessment) for Spanish speaking were 12.67% and for Chinese speaking were 5.56%.

<b>Job Title (Classification)</b>	<b>FTE</b>	<b>Function</b>
Clean City Specialist, Sr. & Environmental Services Intern	1.00	Coordinates and supports volunteer events for Keep Oakland Clean and Beautiful. Based from 750 – 50 <sup>th</sup> Avenue.
Administrative Assistant li	2.00	Responds and supports ADA and Transportation inquiries.
Public Service Representative	1.00	Coordinate Right of Way inspections for the public.
Public Service Representative	5.00	Four FTE serve as call takers in the PWA Call Center (615-5566) located at 7101 Edgewater Drive. One FTE staffs the Public Works front desk reception (250 Frank H. Ogawa Plaza, 4 <sup>th</sup> Floor).

Total PCP: 9.00

1. For each hiring of PCP that occurred during FY 2012-2013, describe the Agency's methods or means employed to ensure a pool of qualified Bilingual PCP applicants, and describe the method of processing each qualified applicant (§ 2.30.100 (B)(5)). Describe how the Agency works with the City Administrator, the Equal Access Division and the Department of Human Resources Management to recruit, and hire bilingual qualified applicants. Assess the adequacy of these efforts and indicate areas of improvement.

The department depends on the knowledge and expertise of DHRM to search and locate the most highly qualified bilingual candidates for all PCP and non-PCP positions. However, PWA works closely with DHRM to use professional organizations such as the APWA and other Associations a resource for recruitment searches.

The Department also works closely with Equal Access to ensure that PCP positions meet the needs of the public. When Spanish or Chinese are proven to be needed the Department conducts selective language recruitments.

2. Describe the Agency's methods for assessing and testing language skills for its bilingual employees. (§ 2.30.100 (B)(5)).

There are four function areas within the Public Works Agency operations where the multi-language access is most likely needed, including the PWA Call Center, Volunteer Coordination, Front Desk and the Recycling Hotline.

3. Describe any additional interim measures in place to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCPs.

This is not applicable to PWA as this is our method to ensure access by Limited English Speaking (LES) populations to Agency services pending the hiring and/or deployment of sufficient BPCP's.

4. Provide a summary narrative assessment and analysis of how and whether the Agency and its Departments is complying with the Equal Access to Services Ordinance (EAO).

PWA is in compliance with the Equal Access to Services Ordinance. PWA will continue to work with DIT to have our Recycling Hotline voice message in multiple languages. In addition, the department works with the Equal Access Office to ensure that position control and language capacity is captured, maintained and revised on a spreadsheet throughout the year.

5. Provide a description of implementation "best practices" developed by the Agency and/or its Departments.

In order to provide the best service to the Limited English Speaking persons population that is equal to the service provided for English persons, additional bilingual employees may need to be hired in some critical areas of Public Works Agency. The Public Works Agency is committed to providing information and services to this population and ensure that non-PCP staff members are available to help constituents when PCP positions are not filled with a bilingual staff person speaking the language in need. In addition, we have utilized the over-the-phone interpretation services.

6. Provide a summary narrative description and assessment of any structural barriers that may be preventing the Agency from complying with the EAO and recommend means to address those barriers.

It has been challenging to provide multi-lingual phone services to the LES population. There are complaints from the public because phone greetings are lengthy. The Agency will continue to work with DIT to solve this technological barrier.

7. Provide a summary narrative description and assessment of corrective plans that the Agency has developed to address possible non-compliance with the EAO and corrective plans to address structural barriers.

Table 6 identifies the phone lines that have the recordings in multiple languages.

### Assessment of Translation of Written Documents and Corrective Plans for Complete Translation

#### Instructions to Agencies:

1. Public Works Agency had a total of 8 vital documents FY 2012-2013, of which 8 (100%) were translated into Spanish and 8 (100%) were translated into Chinese.
2. Departments are required to "post notices in the public areas of their facilities in threshold language indicating that written materials in the languages, and staff who speak the languages, are available." These notices must be "posted prominently" and be "readily visible to the public." (§ 2.30.050 (D)).
  - (a) List the locations in which the Department has posted notices and indicate whether both Spanish and Chinese notices have been posted.

All materials are translated into Spanish and Chinese and they are either available at PWA's front counter at 250 FHOP Plaza, 4<sup>th</sup> Floor, posted on our website at [www.oaklandnet.com/pwa](http://www.oaklandnet.com/pwa) or available upon request.
  - (b) Describe how these postings are prominent and readily visible to the public.

All materials are translated into Spanish and Chinese and they are either available at PWA's front counter at 250 FHOP Plaza, 4<sup>th</sup> Floor, posted on our website at [www.oaklandnet.com/pwa](http://www.oaklandnet.com/pwa) or available upon request.
  - (c) Include the Department's written policy and procedures regarding posting of these notices.

Not Applicable
3. Describe how the Department ensures that there is an adequate stock of readily available translated materials from state and federal agencies. (§ 2.30.060). Include the Department's written policy and procedures regarding these materials.

PWA receptionist ensures that materials are readily available. When stock is out the receptionist will contact the appropriate party.
4. "Departments are encouraged to solicit feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from

the department.” (§ 2.30.050(E)). Describe how the Department solicits feedback on the accuracy and appropriateness of translations from bilingual staff at community groups whose clients receive services from the Department. Include the Department’s written policy and procedures regarding receiving community feedback.

PWA relies on the EAO to ensure that information is appropriate.

### **Assessment of Multilingual Telephone Messages**

1. If the Department has not recorded a message in threshold language that contains basic information about the Department’s operation including, at a minimum, business hours, location(s), services offered and the means of accessing such services, and the availability of language assistance, then describe the interim measures in place to ensure access by LES populations.

Public Works Agency is in compliance with the Equal Access to Services Ordinance. In addition, the department works with the EAO to ensure that position control and language capacity is captured, maintained and revised on a spreadsheet throughout the year.

2. Describe in detail the reasons explaining why the Department did not meet its goals, including assessment of any structural barriers. Indicate if sufficient resources have been allocated, and if not, an assessment of additional resources needed.

This is a technical problem that the department does not have the expertise to resolve and we are working to resolve this matter.

3. Describe in detail the Department’s corrective action plan for meeting its translation goals the following fiscal year. A correction plan must set forth a concrete and realistic plan to remedy noncompliance.

The Department will be in constant communications with DIT to resolve this issue.

### **Assessment of Department Communication with LES Populations**

1. Describe in detail the procedures used to facilitate communication with LES Spanish and Chinese populations and assess the adequacy of the procedures. Describe the mechanism the Department uses to assess the adequacy of these procedures and how often it is assessed. (See § 2.30.100 (B)(7)).

The Public Works Agency follows the current City Ordinance and A1 145 as it relates to Equal Access.

2. Describe the written policies on providing services to LES Spanish and Chinese populations. (§ 2.30.100 (B) (14)).

The Public Works Agency follows the current City Ordinance and A1 145 as it relates to Equal Access.

3. Describe and assess the Department’s outreach efforts to inform LES Spanish and Chinese populations of their right to bilingual services. (See § 2.30.130 (B)).

The Department relies on our EAO to complete the outreach efforts.

4. Departments are required to "allow persons to make complaints alleging violation [of the EAO] in threshold language. The complaints may be made by telephone or by completing a complaint form." (§ 2.30.090 (A)). Describe and assess the procedures for accepting and resolving complaints of community members regarding bilingual oral and written services. (See § 2.30.100 (B) (13)). Include how the Department makes the public aware of their right to make complaints by telephone or by completing a complaint form.

The Public Works Agency follows the current City Ordinance and AI 145 as it relates to Equal Access and forwards all complaints to the EAO.

5. Departments must "document actions taken to resolve each complaint and maintain copies of complaints and documentation of their resolution for a period of not less than two years." (§ 2.30.090 (B)). Describe the Department's procedure for documenting actions taken to resolve each complaint and maintaining copies of the complaint and documentation of their resolution.

The Public Works Agency follows the current City Ordinance and AI 145 as it relates to documenting actions taken to resolve complaints and the retention of those documents.

6. Departments must forward "[a] copy of each complaint . . . to the City [Administrator] within thirty (30) days of its receipt." (§ 2.30.090 (B)). Provide a list of the Department's complaints forwarded to the City Administrator specifying when the complaint was filed and whether the complaint was forwarded to the City Administrator within 30 days of its receipt. Attach as Appendix @.

No complaints on file.

### **Assessment of Dissemination of Agency Compliance Plan**

1. When will the current FY 2012-13 Agency Compliance Plans be posted on the agency's website and the Equal Access Division's website?

CAO and the City will provide direction.

2. Are prior years Agency Compliance Plans posted on the agency's website and the Equal Access Division's website?

[www2.oaklandnet.com/Government/o/Human Resources/o/Equal Access](http://www2.oaklandnet.com/Government/o/Human%20Resources/o/Equal%20Access)

3. When will the current FY 2012-13 ACP be available to the public upon request in each Department facility?

As soon as it is approved.

Describe how notice has been posted prominently at the Agency's geographic location and on the agency's website and the EAO website that ACPs are available with information stating how to access the ACPs.

This information is provided upon request. The information is prominent on the EAO website and when inquires are made we direct the public there. We are working to include the information on the PWA website.