

2010 SEP 30 PM 3:05 **CITY OF OAKLAND**
AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Department of Human Resources Management
DATE: October 12, 2010

RE: Resolution Recommending to the Civil Service Board that the Following Classifications Be Exempted from Civil Service: Cable TV Station Manager; City Auditor, Assistant; Curator of Art, Chief; Curator of Education, Chief; Curator of History, Chief; Curator of Natural Science, Chief; Deputy Director, City Planner; Deputy Director, Economic Development & Employment; Deputy Director, Housing; Deputy Director, Program Planning & Development; Deputy Director/Building Official; Fire Division Manager; Manager, Affirmative Action; Manager, Agency Administrative; Manager, Building Services; Manager, Capital Improvement Program; Manager, Claims & Risk; Manager, Contract & Employment Services; Manager, Electrical Services; Manager, Emergency Services; Manager, Environmental Services; Manager, Equipment Services; Manager, Information Systems; Manager, Legal Administrative Services; Manager, Museum Operations; Manager, Museum Services; Manager, Park Services; Manager, Parks & Recreation Zone; Manager, Planning & Building Operations; Manager, Recreation Services; Manager, Senior Services; Manager, Treasury; Manager, Youth Services; Project Manager III; Public Works Operations Manager; Revenue & Tax Administrator (Formerly: Manager, Revenue); and Special Assistant to the Mayor

SUMMARY

A resolution has been prepared for consideration by the City Council that recommends the exemption of certain manager classifications and their permanent part-time equivalent classifications from Civil Service. The classifications being recommended for exemption have long been treated as exempt but have not been formally exempted from Civil Service by the Civil Service Board. Recommended for exemption are the following classifications: Cable TV Station Manager; City Auditor, Assistant; Curator of Art, Chief; Curator of Education, Chief; Curator of History, Chief; Curator of Natural Science, Chief; Deputy Director, City Planner; Deputy Director, Economic Development & Employment; Deputy Director, Housing; Deputy Director, Program Planning & Development; Deputy Director/Building Official; Fire Division Manager; Manager, Affirmative Action; Manager, Agency Administrative; Manager, Building Services; Manager, Capital Improvement Program; Manager, Claims & Risk; Manager, Contract & Employment Services; Manager, Electrical Services; Manager, Emergency Services; Manager, Environmental Services; Manager, Equipment Services; Manager, Information Systems;

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Manager, Legal Administrative Services; Manager, Museum Operations; Manager, Museum Services; Manager, Park Services; Manager, Parks & Recreation Zone; Manager, Planning & Building Operations; Manager, Recreation Services; Manager, Senior Services; Manager, Treasury; Manager, Youth Services; Project Manager III; Public Works Operations Manager; Revenue & Tax Administrator (Formerly: Manager, Revenue); and Special Assistant to the Mayor.

FISCAL IMPACT

There are no fiscal impacts associated with this report.

BACKGROUND

Exempting positions from the rules of Civil Service means that the incumbents serve at will; exemption also means that the Civil Service Rules governing the posting of vacancies, conducting of examinations, or certification of eligible lists do not apply, which allows for flexibility. Per the current Memorandum of Understanding with the International Federation of Professional and Technical Engineers, Local 21 (Local 21), vacancies in civil service exempt positions in the UM1 bargaining unit are advertised for not less than seven days to allow current employees the opportunity to apply.

When Ordinance No. 12187 C.M.S. (the Salary Ordinance) was amended in 2000 through Ordinance No. 12287 C.M.S. (October 17, 2000), several classifications were listed as exempt from Civil Service because the positions had long been considered by the City to be exempt. Local 21 raised concerns because, for many of the classifications, there was no record that they had been formally exempted through the process required by the City Charter. That process, per Title IX Section 902 (f), requires that there be a recommendation by City Council to exempt the positions, and then the recommended exemptions must be authorized by the Civil Service Board.

Changing a position's Civil Service status is a change in working conditions and is, therefore, a mandatory subject of bargaining, requiring a meet and confer with the affected union(s) – in this case, Local 21. Management met with Local 21 during 2009 and 2010 to come to agreement on which classifications would be recommended for exemption and assigned to bargaining unit UM1. In determining which classifications to consider for exemption, City management and the union reviewed the scope and nature of the responsibilities of each classification. In June 2010, a side letter agreement between Local 21 and the City was signed regarding the Civil Service Status of the UM1 bargaining unit. The side letter lists the classifications that management and Local 21 agreed should be formally recommended for exemption from Civil Service and is included as *Attachment A*.

KEY ISSUES AND IMPACTS

The nature and scope of responsibility in these management classifications are broad and individuals in these positions must deal with the most challenging and complex policy issues on a day-to-day basis. The City has traditionally treated all of these classifications as exempted

from Civil Service, as these management level positions are responsible for sensitive and confidential matters that require substantial tact, discretion, and diplomacy.

All employees in these classifications receive a high level of compensation based upon their technical and programmatic expertise. Some of these classifications may also be responsive to political leaders. Further, these management level classifications have the authority to speak on behalf of the City on matters requiring trust and confidence, and for many of these positions, the public perceives the authority and responsibility of these positions to be influential.

SUSTAINABLE OPPORTUNITIES

No economic, environmental, or social equity opportunities have been identified.

DISABILITY AND SENIOR CITIZEN ACCESS

There are no direct disability or senior citizen access issues associated with this report.

RECOMMENDATION AND RATIONALE

Staff recommends that Council adopt a resolution recommending the exemption of certain manager classifications and their permanent part-time equivalent classifications from Civil Service to fully clarify the status of these positions.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council approve the resolution recommending to the Civil Service Board that the classifications listed above be exempted from Civil Service.

Respectfully submitted,



Andrea R. Gourdine, Director
Department of Human Resources Management

Prepared by:
Veronica Hodge, Human Resources Manager
DHRM, Recruitment and Classification

Reviewed by:
Kip Walsh, Administrative Services Manager II
Department of Human Resources Management

Attachments:

A – Appendix J Side Letter Regarding Civil Service Status of UMI

B – Job Class Specifications for all classifications listed on the resolution

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:


Office of the City Administrator

Item: _____
Finance and Management Committee
October 12, 2010



 City Attorney

 FILED
 OFFICE OF THE CITY CLERK
 OAKLAND

OAKLAND CITY COUNCIL

2010 SEP 30 PM 3:05 RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THAT THE FOLLOWING CLASSIFICATIONS BE EXEMPTED FROM CIVIL SERVICE: CABLE TV STATION MANAGER; CITY AUDITOR, ASSISTANT; CURATOR OF ART, CHIEF; CURATOR OF EDUCATION, CHIEF; CURATOR OF HISTORY, CHIEF; CURATOR OF NATURAL SCIENCE, CHIEF; DEPUTY DIRECTOR, CITY PLANNER; DEPUTY DIRECTOR, ECONOMIC DEVELOPMENT & EMPLOYMENT; DEPUTY DIRECTOR, HOUSING; DEPUTY DIRECTOR, PROGRAM PLANNING & DEVELOPMENT; DEPUTY DIRECTOR/BUILDING OFFICIAL; FIRE DIVISION MANAGER; MANAGER, AFFIRMATIVE ACTION; MANAGER, AGENCY ADMINISTRATIVE; MANAGER, BUILDING SERVICES; MANAGER, CAPITAL IMPROVEMENT PROGRAM; MANAGER, CLAIMS & RISK; MANAGER, CONTRACT & EMPLOYMENT SERVICES; MANAGER, ELECTRICAL SERVICES; MANAGER, EMERGENCY SERVICES; MANAGER, ENVIRONMENTAL SERVICES; MANAGER, EQUIPMENT SERVICES; MANAGER, INFORMATION SYSTEMS; MANAGER, LEGAL ADMINISTRATIVE SERVICES; MANAGER, MUSEUM OPERATIONS; MANAGER, MUSEUM SERVICES; MANAGER, PARK SERVICES; MANAGER, PARKS & RECREATION ZONE; MANAGER, PLANNING & BUILDING OPERATIONS; MANAGER, RECREATION SERVICES; MANAGER, SENIOR SERVICES; MANAGER, TREASURY; MANAGER, YOUTH SERVICES; PROJECT MANAGER III; PUBLIC WORKS OPERATIONS MANAGER; REVENUE & TAX ADMINISTRATOR (FORMERLY: MANAGER, REVENUE); AND SPECIAL ASSISTANT TO THE MAYOR

WHEREAS, Article IX, Section 902 (f) of the Charter of the City of Oakland requires a recommendation from Council to exempt job classifications from Civil Service; and

WHEREAS, the classifications listed above have historically been treated by the City as exempt from Civil Service; and

WHEREAS, when Ordinance No. 12187 CMS (the Salary Ordinance) was amended in 2000 through Ordinance No. 12287 CMS (October 17, 2000), several classifications in representation unit UM1 were listed as exempt from Civil Service without a prior meet and confer with the affected union, the International Federation of Professional and Technical Engineers, Local 21 (Local 21); and

WHEREAS, in 2009 and 2010 City management met with Local 21 and came to agreement to recommend that the classifications listed above be exempted from Civil Service through the process required by the City Charter; and

WHEREAS, the City's appointing authorities require the fullest ability to select staff and to ensure that the skills, experience, and knowledge of the staff closely align with the requirements of the Mayor, City Council, and citizens of Oakland; and

WHEREAS, the nature and scope of responsibilities in management classifications are broad and individuals in these positions must deal with the most challenging and complex policy issues; and

WHEREAS, management level positions are responsible for sensitive and confidential matters that require substantial tact, discretion, and diplomacy; and

WHEREAS, management level positions receive a high level of compensation based upon their technical and programmatic expertise; and

WHEREAS, management level classifications have the authority to speak on behalf of the City in matters requiring trust and confidence in staff; and

WHEREAS, the public perceives the authority and responsibility of these positions to be influential; now, therefore, be it

RESOLVED: That City Council recommends to the Civil Service Board that the following classifications be exempted from Civil Service: Cable TV Station Manager; City Auditor, Assistant; Curator of Art, Chief; Curator of Education, Chief; Curator of History, Chief; Curator of Natural Science, Chief; Deputy Director, City Planner; Deputy Director, Economic Development & Employment; Deputy Director, Housing; Deputy Director, Program Planning & Development; Deputy Director/Building Official; Fire Division Manager; Manager, Affirmative Action; Manager, Agency Administrative; Manager, Building Services; Manager, Capital Improvement Program; Manager, Claims & Risk; Manager, Contract & Employment Services; Manager, Electrical Services; Manager, Emergency Services; Manager, Environmental Services; Manager, Equipment Services; Manager, Information Systems; Manager, Legal Administrative Services; Manager, Museum Operations; Manager, Museum Services; Manager, Park Services; Manager, Parks & Recreation Zone; Manager, Planning & Building Operations; Manager, Recreation Services; Manager, Senior Services; Manager, Treasury; Manager, Youth Services; Project Manager III; Public Works Operations Manager; Revenue & Tax Administrator (Formerly: Manager, Revenue); and Special Assistant to the Mayor; and be it

FURTHER RESOLVED: that the Civil Service Board is hereby requested to approve such exemptions.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT BRUNNER

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

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

APPENDIX J

SIDE LETTER

REGARDING CIVIL SERVICE STATUS OF UM1

1. The parties will address the allocation of classes in UM1 unit in accordance with the following procedures and dates.

First Level – Primary Review

The parties shall exercise their best efforts to reach agreement on which classifications and positions currently in the UM1 bargaining unit should be reallocated to the UM2 bargaining unit. The parties shall complete their discussions not later than August 4, 2009, unless extended by mutual agreement.

Second Level – Mediation

Union and City agree that for classes whose allocation remains in dispute, further discussion shall be facilitated by the State Mediation and Conciliation Service (SMCS) with the specific mediator to be agreed upon by both parties, subject to availability. This facilitated process shall be completed no later than September 15, 2009.

Upon the completion of each level above: a) the City may proceed to seek civil service exemption of any class or position the parties agree is to remain in the UM1 bargaining unit; b) the City shall move to the UM2 bargaining unit all classifications the parties agree to treat as classified.

As to classifications or positions on which the Union and the City Administrator reach agreement on unit placement, the following shall occur at the earliest date possible:

- All classifications remaining within the UM1 bargaining unit shall be referred to the Civil Service Board for exemption from the Competitive Civil Service, if necessary. The Union agrees not to assert Civil Service status nor challenge the exemption of these classifications from the Competitive Civil Service.
- All permanent employees in classifications within bargaining units TA1, TF1, TW1, TM2, UH1, and UM2, with the exception of currently exempt classifications in the Offices of the Mayor and City Council as specified in Article 17 of the MOU, shall be part of the Competitive Civil Service and

governed by the Civil Service Rules. The City agrees not to assert nor seek exemption of these classifications from the Competitive Civil Service. Pursuant to Civil Service Rule 3.06, the City agrees to request that the Civil Service Board accept into the Competitive Civil Service any classifications within these bargaining units that are currently exempt.

- The parties agree that Civil Service status applies to entire classifications and not to individual positions. In the event the parties determine that some positions within a particular existing classification currently in the UM1 bargaining unit should be exempt while others should be classified, either the incumbents designated to be classified shall be reclassified in accordance with Civil Service Rule Sec 3.05 where appropriate, or the incumbents designated to be exempt shall be assigned to new or existing exempt classifications.
- Represented employees in positions that are reallocated to the UM2 bargaining unit (and thus covered by Civil Service Rules) shall be granted seniority based on their cumulative service in that classification, subject to any other provisions in the Civil Service Rules. (Example: a person hired or promoted into such a classification on January 1, 2005 will be considered to have 4.5 years of service in that classification as of June 30, 2009).
- Where the parties agree that some positions in a classification may be appropriately exempted from the Competitive Civil Service while others may be appropriately included within the Competitive Civil Service, the City agrees to conduct appropriate classification/unit placement studies. Such studies shall be completed by November 15, 2009, and may be heard by the Civil Service Board in December 2009, or as soon thereafter as the Board calendar permits.

Third Level – Remaining Disputes

Those classes for which no agreement is reached as a result of the processes described in this agreement shall remain in the UM1 unit. The City may seek civil service exemption of such classes, and the Union reserves its right to object before the Board. For such classes, if the Board determines the class is not exempt from civil service, the classification shall be placed in the UM2 unit.

The Union agrees not to assert in any legal or administrative proceedings the applicability of Civil Service or Personnel Rules to any classes allocated to the UM1 unit as of July 1, 2009 until November 15, 2009, unless the date for completion of the process is extended by mutual agreement.

APPENDIX J**SIDE LETTER****REGARDING CIVIL SERVICE STATUS OF UM1**

1. The parties will address the allocation of classes in UM1 unit in accordance with the following procedures and dates.

First Level – Primary Review

The parties shall exercise their best efforts to reach agreement on which classifications and positions currently in the UM1 bargaining unit should be reallocated to the UM2 bargaining unit. The parties shall complete their discussions not later than August 4, 2009, unless extended by mutual agreement.

Second Level – Mediation

Union and City agree that for classes whose allocation remains in dispute, further discussion shall be facilitated by the State Mediation and Conciliation Service (SMCS) with the specific mediator to be agreed upon by both parties, subject to availability. This facilitated process shall be completed no later than September 15, 2009.

Upon the completion of each level above: a) the City may proceed to seek civil service exemption of any class or position the parties agree is to remain in the UM1 bargaining unit; b) the City shall move to the UM2 bargaining unit all classifications the parties agree to treat as classified.

As to classifications or positions on which the Union and the City Administrator reach agreement on unit placement, the following shall occur at the earliest date possible:

- All classifications remaining within the UM1 bargaining unit shall be referred to the Civil Service Board for exemption from the Competitive Civil Service, if necessary. The Union agrees not to assert Civil Service status nor challenge the exemption of these classifications from the Competitive Civil Service.
- All permanent employees in classifications within bargaining units TA1, TF1, TW1, TM2, UH1, and UM2, with the exception of currently exempt classifications in the Offices of the Mayor and City Council as specified in Article 17 of the MOU, shall be part of the Competitive Civil Service and

governed by the Civil Service Rules. The City agrees not to assert nor seek exemption of these classifications from the Competitive Civil Service. Pursuant to Civil Service Rule 3.06, the City agrees to request that the Civil Service Board accept into the Competitive Civil Service any classifications within these bargaining units that are currently exempt.

- The parties agree that Civil Service status applies to entire classifications and not to individual positions. In the event the parties determine that some positions within a particular existing classification currently in the UM1 bargaining unit should be exempt while others should be classified, either the incumbents designated to be classified shall be reclassified in accordance with Civil Service Rule Sec 3.05 where appropriate, or the incumbents designated to be exempt shall be assigned to new or existing exempt classifications.
- Represented employees in positions that are reallocated to the UM2 bargaining unit (and thus covered by Civil Service Rules) shall be granted seniority based on their cumulative service in that classification, subject to any other provisions in the Civil Service Rules. (Example: a person hired or promoted into such a classification on January 1, 2005 will be considered to have 4.5 years of service in that classification as of June 30, 2009).
- Where the parties agree that some positions in a classification may be appropriately exempted from the Competitive Civil Service while others may be appropriately included within the Competitive Civil Service, the City agrees to conduct appropriate classification/unit placement studies. Such studies shall be completed by November 15, 2009, and may be heard by the Civil Service Board in December 2009, or as soon thereafter as the Board calendar permits.

Third Level – Remaining Disputes

Those classes for which no agreement is reached as a result of the processes described in this agreement shall remain in the UM1 unit. The City may seek civil service exemption of such classes, and the Union reserves its right to object before the Board. For such classes, if the Board determines the class is not exempt from civil service, the classification shall be placed in the UM2 unit.

The Union agrees not to assert in any legal or administrative proceedings the applicability of Civil Service or Personnel Rules to any classes allocated to the UM1 unit as of July 1, 2009 until November 15, 2009, unless the date for completion of the process is extended by mutual agreement.

Further, except as provided herein, the City agrees not to request the Civil Service Board to exempt from the Competitive Civil Service any class allocated to the UM1 unit until November 15, 2009, unless the date is extended by mutual agreement of the parties.

On November 15, 2009, or, if extended, the date agreed upon pursuant to the above paragraphs, Article 16 of the MOU shall be deleted.

2. A represented employee who is appointed prior to September 15, 2009 from a position in the Competitive Civil Service to an exempt classification in unit UM1 shall be deemed to have taken an approved leave of absence without pay from his/her classified position as provided for in Sections 8.07(b) and 8.07(c) of the Civil Service Rules. Beginning September 15, 2009, the City shall make its best efforts to advise each classified represented employee who is appointed to an exempt classification that he/she is entitled to request a leave of absence without pay from his/her classified position.

a. For a represented employee who has been appointed to a position in unit UM1 and is on an approved leave from a classified position, the represented employee shall have the right to revert to a position in the same classification as that occupied by him/her at the time of commencement of such leave if the UM1 position is deleted from the budget. If no vacant position exists in the classification, the represented employee may "bump" another represented employee with less seniority, in the manner provided under Section 9.02 (d) of the Civil Service Rules. If there is no incumbent in that classification with less seniority, the represented employee shall be placed on a reinstatement list in the manner provided under Section 9.03 of the Civil Service Rules.


b. For a represented employee who has been appointed to a position in Unit UM1 and is on an approved leave from a classified position, upon termination of such exempt appointment for reasons other than deletion of the UM1 position from the budget, the represented employee will be considered for reinstatement to a position in the same classification as that occupied by him/her at the time of commencement of such leave.

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


If reinstatement is approved by the appointing authority, either

- i. the represented employee shall be appointed to a vacant position in the former classification, or
 - ii. if no such vacant position exists, the represented employee shall be placed on a reinstatement list, in the manner provided under Section 9.03 of the Civil Service Rules.
3. Upon the involuntary separation (other than for misconduct) of a long term (ten or more consecutive years of City service) civil service exempt employee who, previous to his/her exempt appointment did not hold a classified position, the City will attempt to place the represented employee in a vacant civil service exempt position for which the employee meets the minimum qualifications. Such appointment may be made with the approval of the City Administrator and the Agency/Department Director.
 4. Represented employees in Unit UM1 shall be entitled to use the grievance procedures in Article 15 for non-disciplinary grievances involving the interpretation or application of the MOU.
 5. Before filling a vacant position in the UM1 bargaining unit, the City shall post the vacant position and provide an opportunity for represented employees to apply.

Nothing in this side letter shall limit the City's rights pursuant to the Employer-Employee Relations Resolution (Resolution No. 55881) to determine appropriate unit designations. This side letter shall not be cited or used as precedent for any future agreement, and shall not be used as evidence in any legal, administrative or arbitration proceeding of any kind except to enforce or defend the specific terms of this side letter or the MOU. This paragraph shall not be construed as a waiver of any right or obligation to meet and confer over any matter within the mandatory scope of bargaining.




Jon Holtzman
Chief Negotiator
City of Oakland



Vickie Carson
Chief Spokesperson
Local 21

Trinette Gist Skinner
Employee Relations
City of Oakland



Jeff Levin
Oakland Vice President
Local 21

CITY OF OAKLAND
UM1 Classifications that Labor and Management Agree May Be Exempted from Civil Service

<u>CLASS NO.</u>	<u>CLASSIFICATION TITLE</u>
MA106	Cable TV Station Manager
EM115	City Auditor, Assistant
EM129	Curator of Art, Chief
EM130	Curator of Education, Chief
EM131	Curator of History, Chief
EM132	Curator of Natural Science, Chief
EM144	Deputy Director, City Planner
EM139	Deputy Director, Economic Development & Employment
EM140	Deputy Director, Housing
AP177	Deputy Director, Program Planning & Development
EM143	Deputy Director/Building Official
EM225	Fire Division Manager
EM170	Manager, Affirmative Action
EM171	Manager, Agency Administrative
EM173	Manager, Building Services
MA107	Manager, Capital Improvement Program
EM209	Manager, Claims & Risk
EM177	Manager, Contract & Employment Services
EM180	Manager, Electrical Services
EM181	Manager, Emergency Services
EM182	Manager, Environmental Services
EM183	Manager, Equipment Services
EM187	Manager, Information Systems
EM189	Manager, Legal Administrative Services
EM193	Manager, Museum Operations
EM194	Manager, Museum Services
EM196	Manager, Park Services
EM197	Manager, Parks & Recreation Zone
EM198	Manager, Planning & Building Operations
EM202	Manager, Recreation Services
EM205	Manager, Senior Services
EM206	Manager, Treasury
EM207	Manager, Youth Services
EM212	Project Manager III
MA137	Public Works Operations Manager
EM204	Revenue & Tax Administrator (Formerly: Manager, Revenue)
EM215	Special Assistant to the Mayor



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: MA106

Exempt

CABLE TELEVISION STATION MANAGER

DEFINITION

To plan, organize, manage and direct the programming and operations of cable station KTOP; to plan, monitor and direct all programming; to manage and direct research, interviews and scriptwriting for programs; to oversee the technical, video and audio operation; and to train and supervise assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a division head position with the responsibility for overall administration of a cable television station. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

This class is distinguished from Director of Marketing and Public Information, which is a department head.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Marketing and Public Information.

Exercises direction over Cable Television Producer, Cable Operations Technician, and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the programming and operation of a cable television station.

Plan, develop and direct the programming for KTOP, including research, interviews, script writing, audio and video taping and scheduling.

Oversee the equipment scheduling, set up, operation and maintenance for KTOP television station; direct the editing of video tape.

Direct equipment purchases, repairs and upgrades.

Develop and implement publicity campaign strategies and materials; represent the City and the station to the media.

Procure programming for KTOP, including program previewing and price negotiation.

Manage the promotion and production of programming such as City Council meetings, government

CABLE TELEVISION STATION MANAGER**Page 2**

meetings and forums, Community Bulletin Board, news, public service announcements, training and special events.

Maintain public and community relations, including liaison with TV Host Magazine and TV Data; coordinate with other Oakland cable tv programmers, KDOL and Oakland Unified School District; develop and distribute schedules, flyers, press releases and brochures.

Develop and direct the implementation of goals, objectives, policies, procedures and production standards for the division; monitor programming for adherence to council policies; monitor legislative developments as it relates to cable television; assist in the development of communications policy.

Develop and implement programming, technical and cable broadcast quality standards.

Direct the preparation and administration of the division budget; monitor production and equipment budgets.

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

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

Perform related duties as assigned.

QUALIFICATIONS**Knowledge of:**

Principles and practices of broadcast management and mass communication.

Television and video production techniques and equipment.

Principles and practices of instructional media such as the production of training programs.

Public contact and community relations.

Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.

Principles and practices of budget development and administration.

Computer systems and applications.

Ability to:

Manage and direct a cable television station.

Plan, organize, schedule and direct a variety of programs, broadcasts and special events.

Select, motivate and evaluate staff and provide for their training and professional development.

Analyze complex technical and administrative problems which relate to cable programming, evaluate alternative solutions and recommend or adopt effective courses of action.

Develop and implement goals, objectives, policies, procedures, production and broadcast standards.

Communicate effectively orally and in writing.

Prepare, write and edit television scripts, copy, reports, correspondence and other written materials.

Exercise sound independent judgment within general policy guidelines.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

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

Experience:

Three years of responsible supervisory experience as a broadcast manager or a corporate or institutional video manager which includes fixed signal or closed circuit tv broadcast experience.

Education:

Bachelor's degree from an accredited college or university in communication, liberal arts or a closely related field.

LICENSE OR CERTIFICATE

None required.



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM115
Exempt

CITY AUDITOR, ASSISTANT

DEFINITION

Under general direction in the Office of the City Auditor, the City Auditor, Assistant assists with managing the City's independent performance audit functions: audit planning and execution; project management; quality assurance; hiring, training, and evaluating audit and administrative staff; office administration; representing the City Auditor with the City Council, senior management, and the public when needed; and performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level position that serves as the most senior member of the City Auditor's staff and may provide administrative policy direction in the absence of the City Auditor. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. The incumbent receives direction from the City Auditor and exercises supervision over audit staff, as well as technical and clerical personnel.

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

Supply advice to the City Auditor; plan and formulate departmental policy; ensure adherence to Generally Accepted Government Auditing Standards.

Manage multiple performance audits of municipal services.

Plan, organize, direct, review, and evaluate the work of audit and administrative staff.

Direct and participate in the preparation, implementation, and monitoring of the department's budget.

Develop, implement, and monitor the department's work plan and performance measures; work with Executive Management and other City staff to develop and implement audit recommendations.

Represent the City Auditor in a variety of interdepartmental, intergovernmental, and community matters and assume responsibility for the department's operations in the absence of the City Auditor.

Develop, review and revise audit work papers and report drafts to ensure that they are in accordance with department standards.

Select, train, supervise, and evaluate subordinate staff.

Complete special projects.

QUALIFICATIONS

Extensive knowledge of accounting, performance auditing, and Generally Accepted Government Auditing Standards (GAGAS).

Considerable knowledge of principles and practices of public administration and management.

Considerable knowledge of organizational structure of municipal jurisdictions.

Considerable knowledge of training practices and procedures.

Considerable knowledge of budget development and administration.

Considerable knowledge of principles of supervision and development.

Considerable knowledge of basic personal computer applications including word processing, spreadsheet, database, and presentation software applications; basic accounting and budgeting applications.

Knowledge of English syntax, language mechanics, punctuation and grammar.

Ability to plan, organize, direct, and evaluate an audit program.

Ability to communicate effectively verbally and in writing.

Ability to oversee the timely completion of complex auditing assignments.

Ability to interpret federal and state regulations pertaining to municipal audits.

Ability to analyze contracts.

Ability to prepare and administer the department's budget.

Ability to select, train, supervise, develop and evaluate staff.

Ability to work in a confidential environment and carry out the directives of the City Auditor with discretion.

Ability to organize and use time effectively meeting deadlines.

Ability to utilize basic personal computer applications including word processing, spreadsheet, database, and presentation software applications; basic accounting and budgeting applications.

Ability to establish and maintain effective and collaborative work relationships with staff, elected officials, representatives of other organizations, and the general public.

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in public policy, public administration, accounting, economics, or a related field. A Master's Degree is highly desirable.

Experience:

Five years of professional auditing experience with a large municipality or comparable agency, including at least three of management or supervisory experience.

LICENSE OR CERTIFICATE

Possession of a professional designation such as a Certified Public Accountant, Certified Internal Auditor, Certified governmental Auditing Professional, Certified Information Systems Analyst, Certified Government Finance Manager or Certified Fraud Examiner is desirable.

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

Civil Service Board #:12548
Date Approved/ Exempt:
Date Revised: 11/4/03
Date Revised/Re-titled: 3/6/08; # 44512
Date Revised: September 22, 2010, AM



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM129
Exempt

CURATOR OF ART, CHIEF

DEFINITION

To plan, organize, manage and direct the work of the Oakland Museum's Art Division; to manage the museum's art collection; to participate in developing and implementing all aspects of art exhibitions; to coordinate special projects; and to train and supervise assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a division head position with responsibility for the overall administration of the Museum's Art Division, including curatorial responsibility for all art exhibitions. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

This class is distinguished from Director of Museum Services, which is a department head.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Museum Services.

Exercises general supervision over Senior Curators, Associate Curators, professional, technical and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the curatorial work and administration of the Art division of the Oakland Museum.

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

Manage all art exhibitions including planning, budgeting, acquiring loans, producing publications and working with museum staff on funding, education, design, installation and public information issues.

Develop and implement Art Division collection management systems, procedures and quality standards for program evaluation; direct and oversee the acquisition, documentation, preservation, interpretation and exhibition of the art collection.

Direct and coordinate the origination and implementation of the special temporary exhibitions on art drawn from divisional and loan collections; obtain touring exhibitions.

Direct research in specialized academic fields; coordinate the writing or write and publish scholarly texts.

Participate in short-and long-range planning in areas such as exhibition, funding, collection, loans, and other needs; develop specific proposals to meet them.

Direct the preparation and administration of division and exhibit budgets.

Develop, negotiate and monitor professional services contracts; supervise the work of consultants.

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

Coordinate the work of the division with other Museum departments, planning committee, project team and outside agencies. Interface with auxiliary groups such as the Art Guild, Women's Board, Foundation Board, Advisory Commission, Docents, artists groups, donors, collectors, art dealers, individual artists and the public.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Advanced level of academic expertise in art, art history and California history.

Principles and practices of museum collection development and management.

Display techniques of art and the preservation, conservation and restoration of collections.

Principles and practices of museum management and administration.

Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.

Budgetary, financial and accounting principles and procedures.

Fund raising techniques, grant application procedures and funding sources.

Computer systems and applications.

Ability to:

Manage and direct a comprehensive art program.

Page 3

Plan, organize, coordinate and direct staff in collection management, development of exhibits and other museum activities.

Select, motivate and evaluate staff and provide for their training and professional development.

Analyze complex curatorial and administrative problems, evaluate alternative solutions and recommend or adopt effective courses of action.

Develop and implement goals, objectives, policies, procedures and quality standards.

Negotiate and monitor contracts.

Communicate effectively orally and in writing; prepare and present lectures and written materials.

Prepare clear and concise reports, correspondence and other written materials.

Exercise sound independent judgement within general policy guidelines.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

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

Experience:

Three years of responsible museum administration and art collection management experience at a supervisory level; comparable to that of a Senior Curator of Art in the Oakland Museum.

Education:

Master's degree from an accredited college or university in fine arts, art history or a related field.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License.



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM130
Exempt

CURATOR OF EDUCATION, CHIEF

DEFINITION

To plan, organize, manage and direct the work of the Oakland Museum's Education Division; to participate in developing exhibitions in each of the divisions of the museum, related to interpretation and education; to coordinate special projects; to develop, negotiate and monitor contracts; and to train and supervise assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a division head position with responsibility for the overall administration of the Museum's Education Division. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This class is distinguished from Director of Museum Services, which is a department head.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Museum Services.

Exercises general supervision over Museum Education Coordinator, Museum Docent Coordinator, Volunteer Program Specialist, Museum Interpretive Specialist, professional, technical and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the administration of the Education division of the Oakland Museum.

Develop, implement and manage special education programs and provide interpretive support to the of Art, History and Natural Science Divisions.

Plan and manage major events, including conferences, symposia and festivals.

Participate in the review of exhibit proposals to ensure educational significance of exhibitions and to monitor the work of audience advocates; foster collaborative endeavors in education programming and ensure audience needs are addressed.

Participate in short-and long-range planning for education, volunteer and docent program development.

Develop and direct the implementation of goals, objective, policies, procedures and work standards

for education program.

Direct the preparation and administration of the division budget.

Develop, negotiate and monitor professional services contracts; supervise the work of consultants.

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

Coordinate the work of the division with other Museum departments, planning committee, project team and outside agencies.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of museum education and docent and volunteer development and training.

Principles and practices of training program development and implementation.

Administrative principles and methods, including goal setting, education program development and implementation, and employee supervision.

Budgetary, financial and accounting principles and procedures.

Fund raising techniques, grant application procedures and funding sources.

Computer systems and applications.

Ability to:

Manage and direct a comprehensive museum education program.

Plan, organize, coordinate and direct staff in education development as it relates to exhibitions and other museum activities.

Select, motivate and evaluate staff and provide for their training and professional development; design and implement training programs for docents and volunteers.

Analyze complex administrative problems, evaluate alternative solutions and recommend or adopt effective courses of action.

Develop and implement goals, objectives, policies, procedures and quality standards; target education programs for a diverse, multi-cultural audience.

Negotiate and monitor contracts.

Communicate effectively orally and in writing; prepare and present lectures and written materials.

Exercise sound independent judgement within general policy guidelines.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

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

Experience:

Three years of responsible museum administration and education program development experience at a supervisor level.

Some teaching experience in a multi-cultural, diverse inner-city environment preferred.

Education:

Master's degree from an accredited college or university in museum studies with an emphasis in education. Education or training in one of the disciplines of art, history or natural science preferred.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License.



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM131
Exempt

CURATOR OF HISTORY, CHIEF

DEFINITION

To plan, organize, manage and direct the work of the Oakland Museum's History Division; to manage the museum's history collection; to participate in developing and implementing all aspects of history exhibitions, programs and publications; to coordinate special projects; and to train and supervise assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a division head position with responsibility for the overall administration of the Museum's History Division, including curatorial responsibility for all history exhibitions. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

This class is distinguished from Director of Museum Services, which is a department head.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Museum Services.

Exercises general supervision over Senior Curators, Associate Curators, professional, technical and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the curatorial work and administration of the History Division of the Oakland Museum.

Develop and implement cultural history collection management systems, procedures and quality standards for program evaluation; direct and oversee the acquisition, documentation, preservation, interpretation and exhibition of the cultural history collection.

Manage all History Division exhibitions including planning, budgeting, acquiring loans, producing publications and working with museum staff on funding, education, design, installation and public information issues.

Direct and coordinate the origination and implementation of special temporary exhibitions on California cultural history drawn from divisional and loan collections; obtain touring exhibitions.

Page 2

Direct research in specialized academic fields; coordinate the writing or write and publish scholarly texts.

Participate in short-and long-range planning in areas such as exhibition, funding, collection, loans and other needs; develop specific proposals to meet them.

Develop and direct the implementation of goals, objective, policies, procedures and work standards for the History Division.

Direct the preparation and administration of division and exhibit budgets.

Develop, negotiate and monitor professional services contracts; supervise the work of consultants.

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

Coordinate the work of the division with other Museum departments, planning committee, project team, history guild and outside agencies.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Advanced level of academic expertise in cultural history, anthropology, California History, American studies, or a closely related field.

Principles and practices of cultural history collection development and management.

Methods and practices of artifact preservation, restoration, conservation, identification and interpretation.

Display techniques of historical artifacts and exhibition development.

Principles and practices of museum management and administration.

Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.

Budgetary, financial and accounting principles and procedures.

Fund raising techniques, grant application procedures and funding sources.

Computer systems and applications.

Ability to:

Manage and direct a comprehensive history program.

Plan, organize, coordinate and direct staff in collection management, development of exhibits and other museum activities.

Select motivate and evaluate staff and provide for their training and professional development.

Analyze complex curatorial and administrative problems, evaluate alternative solutions and recommend or adopt effective courses of action.

Develop and implement goals, objectives, policies, procedures and quality standards.

Communicate effectively orally and in writing; prepare and present lectures and written materials.

Prepare clear and concise reports, correspondence and other written materials.

Exercise sound independent judgement within general policy guidelines.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

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

Experience:

Three years of responsible museum administration and history collection management experience at a supervisory level, comparable to that of a Senior Curator of History in the Oakland Museum.

Education:

Master's degree from an accredited college or university in the field of history, American studies, anthropology or a related field.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License.



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM132
Exempt

CURATOR OF NATURAL SCIENCE, CHIEF

DEFINITION

To plan, organize, manage and direct the work of the Oakland Museum's Natural Science Division; to manage the museum's natural science collection; to participate in developing and implementing all aspects of natural science exhibitions, programs and publications; to coordinate special projects; and to train and supervise assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a division head position with responsibility for the overall administration of the Museum's Natural Science Division, including curatorial responsibility for all natural science exhibitions. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

This class is distinguished from Director of Museum Services, which is a department head.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Museum Services.

Exercises general supervision over Senior Curators, Associate Curators, professional, technical and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the curatorial work and administration of the Natural Science Division of the Oakland Museum.

Manage all natural science exhibitions including planning, budgeting, acquiring loans, producing publications and working with museum staff on funding, education, design, installation and public information issues.

Develop and implement natural science artifact and specimen collection management systems, procedures and quality standards for program evaluation; direct and oversee the acquisition, collection, documentation, preservation, identification and exhibition of natural science artifacts and specimens; review for authenticity.

Direct and coordinate the origination and implementation of special temporary exhibitions on natural science.

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

for the Natural Science Division.

Direct research in specialized academic fields; coordinate the writing or write and publish scholarly texts.

Participate in short-and long-range planning in areas such as exhibition, funding, collection, loans and other needs; develop specific proposals to meet them.

Develop, negotiate and monitor professional services contracts; supervise the work of consultants.

Direct the preparation and administration of division and exhibit budgets.

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

Coordinate the work of the division with other Museum departments, planning committee, project team, history guild and outside agencies.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Advanced level of academic expertise in an area of natural science.

Methods and practices of artifact and specimen preservation, collection, handling, conservation, restoration, identification and interpretation.

Display techniques of natural science artifacts and specimens.

California history.

Principles and practices of museum management and administration.

Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.

Budgetary, financial and accounting principles and procedures.

Fund raising techniques, grant application procedures and funding sources.

Principles and practices of museum collection development and management.

Computer systems and applications.

Ability to:

Manage and direct a comprehensive natural science program.

Plan, organize, coordinate direct staff in collection management, development of exhibits and other museum activities.

Select motivate and evaluate staff and provide for their training and professional development.

Analyze complex curatorial and administrative problems, evaluate alternative solutions and recommend or adopt effective courses of action.

Develop and implement goals, objectives, policies, procedures and quality standards.

Communicate effectively orally and in writing; prepare and present lectures and written materials.

Negotiate and monitor contracts.

Prepare clear and concise reports, correspondence and other written materials.

Exercise sound independent judgement within general policy guidelines.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

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

Experience:

Three years of responsible museum administration and natural science collection management experience at a supervisory level, comparable to that of a Senior Curator of Natural Science in the Oakland Museum.

Education:

Master's degree from an accredited college or university in natural sciences or a related field.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License.



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM139
Exempt

DEPUTY DIRECTOR,
ECONOMIC DEVELOPMENT AND EMPLOYMENT

DEFINITION

Under administrative direction in the Community and Economic Development Agency, plans, organizes, manages and directs the work of the Economic Development and Employment Division; develops and administers comprehensive economic development and employment programs; directs the work of department staff engaged in the management of programs to promote economic development and employment opportunities; hires, supervises, and evaluates assigned staff; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a division head classification with responsibility for the overall administration of economic development and employment programs of the agency. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This classification differs from Agency Director in that the latter directs, plans, directs, and manages multiple departments. This is an unclassified position in which incumbents serve at the will of the Agency Director. The incumbent receives administrative direction from the Agency Director and exercises direction over managers, supervisory professional, technical and clerical staff.

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

Assist in the development and implementation of goals, objectives, policies, procedures and work standards for economic development and employment programs; plan, organize, manage and direct, through subordinate managers, the activities of the division.

Develop and implement economic and community development programs designed to attract new businesses, retain and strengthen existing business, market to key industries, increase the City's tax base and create viable economic opportunities consistent with the City's goals of job creation, job training and suitable economic development.

Oversee and administer opportunities for training, employment and job retention for Oakland residents to meet the needs of local employers and the City's Economic Development strategies.

Direct the selection, supervision and evaluation of division staff; plan and implement staff training and development to enhance program effectiveness.

Direct the research, analysis and preparation of complex studies and reports related to current and long-range economic development and employment issues; formulate specific proposals in collaboration with other City departments and public agencies.

DEPUTY DIRECTOR, ECONOMIC DEVELOPMENT AND EMPLOYMENT**Page 2**

Negotiate and administer contracts for City and Redevelopment Agency projects; manage sales/lease-back agreements.

Monitor funding balances through project managers; participate in project meetings; monitor bond and loan programs.

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

Direct the preparation and administration of division, program and project budgets.

QUALIFICATIONS

Considerable knowledge of current economic development trends and practices.

Considerable knowledge of contract negotiations and administration and project management.

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

Considerable knowledge of personnel management, employee relations, team building, setting goals, long and short term planning, budget development, and financial management.

Considerable knowledge of the principles of business development, administration and business strategies.

Ability to develop and implement goals, objectives, policies, procedures, work standards and internal controls; prepare and implement long and short-term plans related to economic development and employment programs.

Ability to provide strong leadership, initiative and drive, interpersonal and cultural sensitivity, creative and flexible problem solving skills and the ability to direct and motivate diverse staff.

Ability to prepare and administer division and program budgets; provide sound financial management; negotiate and administer a variety of contracts.

Ability to develop and maintain positive relationships with community leaders, organizations, businesses and staff; coordinate a variety of projects and activities interdepartmentally and with outside agencies; work effectively with ethnically diverse constituencies; foster good public and community relations; plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.

Ability to supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational policies, practices and procedures; analyze and solve problems of a complex nature; maintain departmental and state safety standards.

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Ability to communicate effectively and persuasively in both oral and written format; speak in large and small group settings; prepare and analyze comprehensive reports; conduct staff meetings.

Ability to exercise sound independent judgment within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education :

Possession of a Bachelor's Degree from an accredited college or university in City Planning, Public Administration, Business Administration, Finance or a closely related field. A Master's Degree in a related field is desirable.

Experience:

Three years of senior management experience performing responsible and complex administrative duties in an economic development environment, including two years in a supervisory capacity.

LICENSE OR CERTIFICATE

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

RY/SL

Civil Service Board #:

Date Approved/Exempted:

Date Revised: 4/9/03

Date Revised: 9/22/10 AM



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM140
Exempt

DEPUTY DIRECTOR, HOUSING

DEFINITION

Under general administrative direction in the Community and Economic Development Agency uses operational decision making in the direction and coordination of work in Housing and Community Development Division; duties involve extensive interaction with the Mayor, City Council and numerous community leaders; manages U.S. Department of Housing and Urban Development (HUD) grant programs; develops housing policy and information; administers the Rent Arbitration Ordinance; administers new housing developments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Director of Housing is a division head classification with responsibility for the overall administration of the Housing and Community Development Division. This position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. It is distinguished from the Director of the Community and Economic Development Agency, which is a department head.

The incumbent receives administrative direction from the Director of Community and Economic Development Agency and exercises direction over professional, technical and clerical staff in the Housing and Community Development Division.

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

Plan, organize, manage and direct comprehensive housing and development programs; plan, direct, coordinate and monitor housing and development activities and services; coordinate, plan, direct and monitor a wide variety of housing development projects.

Plan, organize, coordinate and manage program schedules and budgets; develop and implement goals, objectives, policies, procedures and work standards for the division; develop management systems and procedures for program evaluation.

Coordinate division activities with other divisions, departments, outside agencies and contractors; represent the City and department to concerned groups and individuals.

Direct the preparation of a variety of complex studies and reports relating to housing development and urban planning; develop and present reports and proposals.

Direct the preparation and administration of the division budget.

Direct the selection, supervision and work evaluation for division staff.

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

Monitor developments related to the Housing and Community Development Division and other divisions, evaluate their impact on City operations and implement policy and procedure improvements.

KNOWLEDGE AND ABILITIES

Knowledge of finance and housing development.

Knowledge of expertise in economic, housing and/or neighborhood development; principles and practices of budget development and administration.

Knowledge of principles and practices of housing development, urban and/or city planning; financial planning, business and/or public administration.

Knowledge of legal guidelines for public housing and urban development.

Knowledge of methods, materials and equipment used in housing and urban development.

Knowledge of principles and practices of contract administration and project management and evaluation.

Knowledge of administrative principles and methods, including goal setting, program development and implementation and employee supervision.

Knowledge of computer systems and applications.

Ability to manage and direct a large, comprehensive community and economic development program.

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

Ability to plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.

Ability to implement effective operational systems and workflows.

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

Ability to manage and coordinate multiple concurrent projects.

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

controls.

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

Ability to exercise sound independent judgment within general policy guidelines.

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

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in with major coursework in urban or city planning, real estate, business or public administration, or a closely related field.

Experience:

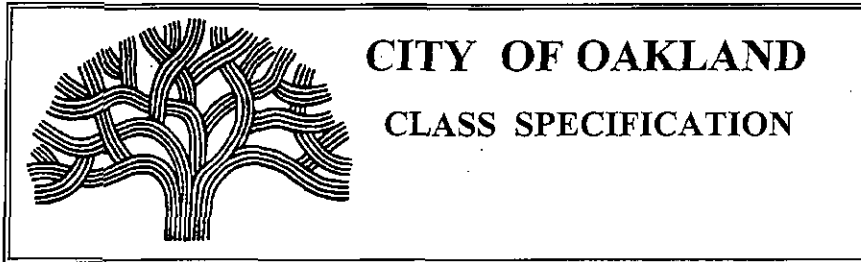
Eight (8) years of experience in housing and/or development, five (5) years of which must be in a managerial role.

LICENSE OR CERTIFICATE

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

Date Approved: CSB#

Date Revised: September 22, 2010 vrh



Class Code: AP177

Exempt

DEPUTY DIRECTOR,
PROGRAM PLANNING AND DEVELOPMENT

DEFINITION

Under general administrative direction in the Community and Economic Development Agency uses operational decision making in the direction and coordination of work in the Development and Redevelopment Division; plans, organizes, manages, and directs the review and implementation of the City's major development projects (both private and public); manages and serves as the main point of contact for the environmental review process; manages and directs the preparation of studies and reports including updating the general plan; trains and supervises staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Director of Program Planning and Development is a division head classification with responsibility for the overall administration of the Development and Redevelopment Division. This position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. It is distinguished from the Director of the Community and Economic Development Agency, which is a department head.

The incumbent receives administrative direction from the Director of Community and Economic Development Agency Head and exercises direction over professional, technical and clerical staff in the Development and Redevelopment Division.

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

Oversee various high-priority major revitalization and development projects.

Plan, direct and coordinate, through subordinates, a variety of planning activities.

Direct strategic planning; develop land use policies including the general plan.

Coordinate and direct program activities with other departments, outside regulatory and advisory agencies and concerned citizens to resolve complex planning issues.

Work closely with other departments and divisions for compliance with state and federal laws of environmental review and demonstrate a high degree of expertise in the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

Develop and implement goals, objectives, policies and procedures to enhance the delivery of planning services and ensure administrative accountability.

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

Prepare reports for the City Administrator, City Council or commissions; explain or coordinate plans for proposed projects and respond to their concerns.

Serve as staff to several boards, commissions and sub-committees as assigned
Direct the preparation and administration of the division budget.

Direct the selection, supervision and work evaluation for division staff.

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

Monitor developments related to the Development and Redevelopment Division and other divisions, evaluate their impact on City operations and implement policy and procedure improvements.

KNOWLEDGE AND ABILITIES

Knowledge of finance and development and redevelopment.

Knowledge of expertise in economic development and redevelopment; principles and practices of budget development and administration.

Knowledge of principles and practices of economic development and redevelopment, urban and/or city planning; financial planning, business and/or public administration.

Knowledge of legal guidelines for economic development and redevelopment.

Knowledge of methods, materials and equipment used in economic development and redevelopment.

Knowledge of principles and practices of contract administration and project management and evaluation.

Knowledge of administrative principles and methods, including goal setting, program development and implementation and employee supervision.

Knowledge of computer systems and applications.

Ability to manage and direct a large, comprehensive community and economic development program.

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

Ability to plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.

Ability to implement effective operational systems and workflows.

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

Ability to manage and coordinate multiple concurrent projects.

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

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

Ability to exercise sound independent judgment within general policy guidelines.

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

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in with major coursework in planning, project management architecture, urban design, business or public administration, or a closely related field.

Experience:

Three (3) years of progressively responsible experience in public sector city planning work.

LICENSE OR CERTIFICATE

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

Date Approved: CSB#

Date Revised: September 22, 2010 vrh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM143
Exempt

DEPUTY DIRECTOR/ BUILDING OFFICIAL

DEFINITION

Under administrative direction in the Community & Economic Development Agency, to plan, direct and coordinate the work of the Building Services Division; to develop and manage building services programs including building, housing and zoning code compliance and enforcement, inspection services, engineering services, permit processing, plan review and seismic safety; to train and supervise assigned staff; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a division head position with responsibility for the overall administration of the building services functions of the department. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This class is distinguished from the Director of Planning and Building, which is a department head. The incumbent receives direction from the Agency Director of Community and Economic Development and exercises direction over Principal Civil Engineers, Manager, Inspection Services, Administrative Services Manager I, and other professional, technical and assigned clerical staff.

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

Plan, direct and coordinate, through subordinate supervisors, a variety of building services programs including building, housing and zoning code compliance and enforcement, inspection services, engineering services, permit processing, plan review and seismic safety.

Plan, organize and implement improved permit and enforcement systems to provide timely and efficient customer services.

Serve as Building Official for City of Oakland.

Coordinate and direct program activities with other departments, outside agencies and concerned citizens to resolve complex building services issues.

Develop and implement goals, objectives, policies, procedures and work standards to enhance the delivery of building services and to ensure administrative accountability.

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

Direct the preparation of complex studies and reports relating to current and long-range building services issues and formulate specific proposals to address them.

Direct the preparation and administration of the division budget.

Page 2

Direct the selection, supervision and work evaluation of division staff; plan and implement staff training and development to enhance program effectiveness.

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

Monitor developments related to building services program areas, evaluate their impact on City operations, and recommend or implement policy and procedure improvements.

QUALIFICATIONS

Extensive knowledge of the principles and practices of civil engineering, design and construction.

Extensive knowledge of federal, state and city codes, regulations and ordinances governing building, housing and zoning.

Considerable knowledge of engineering standards and legal guidelines for building projects, code compliance, plan check and seismic safety.

Working knowledge of municipal government and organization.

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

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

Working knowledge of computer applications related to the work.

Ability to manage and direct a comprehensive building services program.

Ability to assess, develop and manage appropriate organizational and staffing structures.

Ability to plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.

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

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

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

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Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgment within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education :

Bachelor's degree from an accredited college or university in civil engineering or a closely related field.

Experience :

Three years of responsible management experience in engineering, code compliance and enforcement or inspection work.

LICENSE OR CERTIFICATE

Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California.

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

SL
Civil Service Board #:
Date Approved/Exempted:
Date Revised: September 22, 2010 vrh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM144
Exempt

DEPUTY DIRECTOR/CITY PLANNER

DEFINITION

Under administrative direction in the Community and Economic Development Agency, plans, directs and coordinates the work of a City Planning Division; develops and manages application processing and the review of permits; manages and directs the preparation of various planning, environmental and rezoning studies and reports including updating the general plan; trains and supervises assigned staff; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a division head position with the responsibility for overall administration of the City Planning Division under direction from the Director of Planning and Building. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This class is distinguished from the Director of Planning and Building, which is a department head. This classification exercises direction over Zoning Manager, Comprehensive Planning Manager, Administrative Services Manager, and other professional, technical and assigned clerical staff.

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

Plan, direct and coordinate, through subordinate supervisors, a variety of planning and zoning activities.

Direct long-range planning; develop land use policies, which include the general plan.

Serve as City Planner for the City of Oakland and as Secretary to the City Planning Commission; provide staff leadership and technical assistance to other boards and commissions.

Manage and direct the application processing and review of permits requiring design review and other approvals under zoning and subdivision regulations; direct the processing of appeals; oversee environmental review and Environmental Impact Reports.

Coordinate and direct program activities with other departments, outside agencies and concerned citizens to resolve complex planning issues.

Develop and implement goals, objectives, policies, procedures, and work standards to enhance the delivery of planning services and to ensure administrative accountability.

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

Manage and direct the preparation of various planning and rezoning studies and reports including

DEPUTY DIRECTOR/CITY PLANNER**Page 2**

updating the general plan.

Direct the preparation and administration of the division budget.

Direct the selection, supervision, and evaluation of division staff; plan and implement staff training and development to enhance program effectiveness.

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

Monitor developments related to city planning services, evaluate their impact on City operations and recommend or implement policy and procedure improvements.

QUALIFICATIONS

Extensive knowledge of principles and practices of urban planning, architectural and urban design, land use and long range planning.

Extensive knowledge of Federal, state and local laws, regulations, and codes pertaining to planning, zoning and environmental impact.

Extensive knowledge of municipal governments and organizations.

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

Considerable knowledge principles and practices of budget development and administration.

Working knowledge computer systems and applications.

Ability to manage and direct a comprehensive city planning program.

Ability to assess, develop and manage appropriate organizational and staffing structures.

Ability to plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.

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

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

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

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgement within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education :

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

Experience:

Three years of responsible management experience in city planning work.

LICENSE OR CERTIFICATE

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

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Civil Service Board #:

Date Approved:

Date Revised: September 22, 2010 vrfh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM225
Exempt

FIRE DIVISION MANAGER
(NON-SWORN)

DEFINITION

Under administrative direction in the Fire Department, plans, organizes, and directs a division within the Oakland Fire Department. Incumbents are responsible for formulating and interpreting policies and procedures, developing goals and objectives, supervising and training staff, developing and administering a division budget, developing and reviewing reports, representing the agency in public forums, and directing the day-to-day activities of assigned staff. Incumbents work a standard 37.5-hour administrative work week. The incumbent receives direction from a Deputy Chief or Assistant Chief and exercises direction over sworn and non-sworn supervisory, technical, and/or clerical staff for the division; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is considered the division-head level in the Fire Department which may be in Fire Prevention, Emergency Medical Services, Personnel and Training; this may also include special administrative assignments. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. The Fire Division Manager is distinguished from the Deputy Fire Chief in that the latter manages and directs a larger functional area which may include several divisions or sections.

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

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the department; participate in the department's management team.

Oversee and coordinate departmental planning and implementation of fire services.

Recommend the allocation of departmental resources and program modifications to enable the department to meet public safety needs.

Develop and participate in a variety of studies and reports relating to current and long-range needs for public safety; review and evaluate existing programs and research current trends and issues.

Maintain effective relations with other public safety agencies and programs, develop and implement collaborative service integration programs; build consensus in atmosphere of divergent views; develop team approach among departmental managers to support comprehensive service plan.

Assign and direct and review the work of sworn and non-sworn staff for a Fire Department division as assigned; monitor and follow up on progress.

FIRE DIVISION MANAGER**Page 2**

Respond to requests for information from superior officers; investigate and report as necessary.

Encourage a high level of moral among subordinates.

Evaluate results of various reports, investigation and makes appropriate recommendations to superior officers.

Assist investigating and resolving citizen complaints; recommend corrective action regarding service delivery and administrative problems.

Interpret and translate the Fire Services Agency and City's philosophy, vision, and goals into programs and projects.

Maintain contact with general public, court officials, and other City officials in the performance of the Fire Services Agency activities, as assigned.

Conduct periodic performance evaluation and planning sessions for assigned personnel. Counsel assigned personnel on job performance and disciplinary matters; conduct and attend staff meetings to discuss assignments, policies, and procedures.

Carry out duties in conformance with Federal, State, County, and City laws and ordinances.

Analyze and recommend improvements to equipment and facilities, as needed; maintain departmental equipment, supplies and facilities.

Assist in the preparation and administration of the department budget.

QUALIFICATIONS

Considerable knowledge of principles, practices, and techniques of public administration, organization, operations, and fiscal management.

Considerable knowledge of laws, ordinances, and regulations relating to the management of all service delivery and support programs related to the Oakland Fire Department.

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

Considerable knowledge of principles and practices of budget development and administration; contract negotiation and administration; local, Federal and State funding sources and grant application procedures.

Working knowledge of principles, practices, and techniques of human resources management including supervision and personnel development.

FIRE DIVISION MANAGER**Page 3**

Working knowledge of principles, practices, and techniques of fire prevention, code enforcement, hazardous materials use, handling, storage, and disposal.

Working knowledge of principles, practices and techniques of emergency medical services operations and administration.

Working knowledge of principles and techniques of promotion, marketing, customer service and public relations.

Working knowledge of computer systems and applications.

Ability to develop and implement goals, objectives, policies, procedures, work standards and internal controls; interpret and apply complex rules, regulations, laws and ordinances.

Ability to establish effective working relationships with individuals, organizations, City Council, Mayor, City Manager, boards and commissions and staff.

Ability to evaluate programmatic, administrative and operational systems; recommend reallocation of resources based upon evaluation and customer demands and develop implementation plans.

Ability to communicate effectively and persuasively in both oral and in written forms; prepare and analyze complex reports, correspondence and other written materials; utilize automated systems including personal computers.

Ability to determine and establish priorities, set standards, and provide guidelines; identify potential problem situations and develop appropriate courses of action based upon the goals and objectives as set forth by Oakland Fire Department.

Ability to gather and evaluate information, identify problems, and make logical decisions; anticipate consequences of actions; correlate facts and evidence into a logical sequence.

Ability to provide strong leadership, initiative and drive, creative and flexible problem-solving skills, direction and motivation for a diverse staff, and balanced management in a multidisciplinary environment.

Ability to work effectively with peers within the Fire Department and with individuals from other City agencies and departments.

Ability to delegate authority and responsibility to subordinate staff; manage and monitor workflow, convey priorities, ensure timely completion of objectives, and promote efficiency.

Ability to direct the behavior of others to accomplish tasks or goals; influence other to accept ideas and support positions; act effectively as a mediator between opposing groups; encourage, include, and coordinate the ideas of others.

FIRE DIVISION MANAGER**Page 4**

Ability to prepare and administer departmental budgets; perform financial management; fundraising; negotiate and administer a variety of contracts; analyze and prepare comprehensive reports and other documents.

Ability to develop and maintain positive relationships with community leaders, organizations and other public safety agencies; coordinate a variety of projects and activities within the Department and with outside agencies.

Ability to work effectively with ethnically diverse constituencies; be sensitive to political and cultural issues and concerns; foster good public and community relations, and be capable of formulating future directions and vision for the department.

Ability to supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational policies, practices and procedures; maintain departmental safety standards; provide staff training and conduct performance appraisals.

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in fire science, public or business administration or a related field. Possession of an advanced degree in public or business administration is highly desirable.

Experience:

Four years of progressively responsible related management and supervision experience which includes at least two years of professional experience in fire prevention, emergency medical services, personnel and training, fire communication, and/or fire dispatch operations.

LICENSE OR CERTIFICATE

Incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. As a condition of employment, individuals appointed will be required to maintain a valid California Driver's License while employed.



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM170
 Exempt

MANAGER, AFFIRMATIVE ACTION

DEFINITION

Under administrative direction in the Office of the City Manager, plans, organizes, manages, administers and directs the affirmative action, equal employment and disability access programs to ensure compliance with regulatory guidelines; trains and supervises assigned staff; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a division manager classification that is distinguished from the City Manager who is a Department Head responsible for the overall administration of the City. This is a management level classification, which is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. The incumbent receives direction from the City Manager and exercises supervision over Equal Opportunity Specialists, professional, technical and assigned clerical staff.

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

Plan, organize, manage and direct the work of the Affirmative Action Division including the affirmative action, equal employment and disability access programs.

Direct the analysis of workforce data and regulatory guidelines; direct the development and implementation of plans and strategies to ensure compliance with guidelines.

Review discrimination and compliance complaints and issues; direct appropriate resolution.

Interpret policies, procedures and regulations for City staff, employees and the public.

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

Develop and implement management systems, procedures and standards for monitoring and evaluating affirmative action programs.

Direct the preparation of a variety of studies and reports relating to current and long-range affirmative action guidelines and developing specific proposals to meet them.

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

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

Establish and maintain positive working relationships with individuals, businesses, community organizations, employees, public and private agencies, and others to ensure that programs and activities are responsive to the community needs.

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

Monitor developments and legislation related to affirmative action programs, evaluate their impact on City operations and implement policy and procedures improvements.

Operate a motor vehicle in the performance of assigned duties.

QUALIFICATIONS

Extensive knowledge of principles and practices of affirmative action, equal opportunity and related program development and administration.

Extensive knowledge of principles, practices, laws and regulations applicable to affirmative action, equal employment opportunity and minority and disadvantaged business enterprises.

Considerable knowledge of principles and practices of public personnel administration including recruitment, selection, job analysis and classification.

Considerable knowledge of labor relations principles and practices.

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

Considerable knowledge of principles and practices of public relations.

Considerable knowledge of principles and practices of budget development and administration.

Working knowledge of principles and practices of contract administration.

Working knowledge of computer systems and applications.

Ability to manage and direct a comprehensive affirmative action program.

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

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

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

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

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgement within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education :

Bachelor's degree from an accredited college or university in public or business administration, personnel management, industrial relations or closely related field.

Experience:

Three years of responsible supervisory or managerial experience in affirmative action program administration.

LICENSE OR CERTIFICATE

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



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM171
Exempt

MANAGER, AGENCY ADMINISTRATIVE

DEFINITION

Under administrative direction, manages agency support operations including budget development and monitoring, personnel and training, payroll, customer service, information/communication services, and other administrative functions; provides administrative policy direction and supervision to assigned staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is responsible for managing the administrative support functions for various City Agencies/Departments. This is a management level classification, which is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

Incumbents receive administrative direction from an Agency Director and exercise direct and indirect supervision over professional, technical and clerical personnel.

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

Direct and coordinate the customer service and administrative service functions for the agency; oversee the development of agency procedures and policies; participate in the identification of performance goals and objectives; participate in the development of long and short-range goals for the agency; review work loads and approves prioritization of assignments.

Prepare and/or review analytical reports prepared for City Manager, City Council or commissions concerning agency affairs; work closely with Council and other public or private groups to explain agency operations and procedures; oversee the preparation of correspondence in response to community concerns; review City Council agenda materials and staff reports.

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

Manage agency fiscal operations including payroll, accounts payable and receivable, purchase orders, loan servicing and loan accounts, and review and development of fiscal policies and procedures and handling of funds; direct the preparation of the agency budget and reviews subordinate division budget preparations.

Represent an Agency and the City of Oakland in meetings with public officials, the business community and members of policy and advisory bodies; may be required to make formal oral presentations concerning agency operations.

KNOWLEDGE AND ABILITIES

Extensive knowledge of the techniques of effective management and organizational structure.

Extensive knowledge of English punctuation, syntax, language mechanics and spelling.

Extensive knowledge of the principals and techniques necessary for the persuasive presentation of ideas and concepts in both written and oral formats.

Ability to establish professional working relationships with staff, elected officials, representatives of other organizations and the general public.

Ability to analyze statistical, factual and financial data; present ideas persuasively in English in both oral and written formats.

Ability to apply government regulations and legislation in appropriate contexts and forums.

Ability to effectively oversee and direct the work of subordinate staff.

MINIMUM QUALIFICATIONS

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

Education:

A certificate of completion of a paralegal program or a degree from a postsecondary Bachelor's degree from an accredited college or university in public or business administration, accounting, or related field. A Master's degree is desirable.

Experience:

Three years of experience performing progressively responsible and complex administrative and managerial duties including a two years of supervisory experience.

LICENSE OR CERTIFICATE

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

Date Approved: CSB#

Date Revised: September 22, 2010 vrh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM173
Exempt

MANAGER, BUILDING SERVICES

DEFINITION

Under administrative direction in the Public Works Agency, plans, organizes, manages and directs the work of the Municipal Buildings Division; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a manager level position with responsibility for the overall administration of Municipal Buildings Division, which includes construction, maintenance, repair, plant engineering, architectural design, and custodial operations for City buildings and facilities. This position is exempt from the regulations of the Civil Service Board and performs duties that involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. Incumbents receive administrative direction from the Agency Director, Public Works or an Assistant Director of the Public Works Agency and exercises supervision over other managerial, supervisory, professional and clerical support staff.

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

Develop goals and measurable objectives; implement policies, procedures and process improvements; establish performance and work standards and measures for the division.

Plan, organize, manage, and direct through subordinate staff the construction, maintenance, repair, plant engineering, architectural design and custodial operations for City buildings and facilities.

Develop and implement long range facilities management and equipment replacement plans; establish reporting and tracking mechanisms for work requests and projects.

Provide client satisfaction by coordinating the work of division staff with other City and outside agencies, vendors, and concerned citizens to deliver projects that meet pre-established goals, schedules and budgets.

Negotiate, coordinate and administer a wide variety of contracts for capital improvement projects and services.

Direct the preparation and administration of the division budget.

Review and monitor the work of subordinate supervisory staff; conduct performance reviews and recommend merit or step increases or disciplinary action as necessary; participate in the selection of new employees.

Page 2

Prepare staff reports and resolutions for the City Manager, City Council or commissions; work closely with the Agency and an Assistant Director, citizens and other City staff to coordinate plans for proposed projects.

Drive a vehicle to various sites to oversee projects, to meet with project staff or attend meetings.

Establish and maintain positive working relationships with individuals, contractors, public and private agencies and others to ensure that programs and activities meet the needs of the City.

QUALIFICATIONS

Extensive knowledge of theories, principles, methods, techniques and equipment used in building construction, maintenance and repair.

Extensive knowledge of principles and practices of buildings and facilities design, construction, maintenance and custodial maintenance.

Extensive knowledge of building codes and other laws, regulations and statutes that pertain to facilities maintenance.

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

Considerable knowledge of principles and practices of contract administration.

Considerable knowledge of principles and practices of fiscal management, budget development and administration.

Considerable knowledge of safety principles, practices and procedures.

Working knowledge of principles and practices of public relations.

Working knowledge of computer systems and applications.

Ability to plan, organize, direct and coordinate a variety of building services activities to meet City needs.

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

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

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

Ability to communicate effectively orally and in writing; prepare clear and concise reports, correspondence and other written materials.

Ability to exercise sound independent judgement within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education :

Bachelor's degree from an accredited college or university in public or business administration or related field.

Experience:

Five years of responsible supervisory or managerial experience in the building facilities maintenance, construction and repair work.

LICENSE OR CERTIFICATE

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



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: MA107

Exempt

MANAGER, CAPITAL IMPROVEMENT PROGRAM

DEFINITION

Under administrative direction in the Public Works Agency plans, organizes, manages and directs the work of the Project Delivery Division; directs the management of capital improvement projects for all City agencies; prepares long-range plans; trains and supervises assigned staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is responsible for managing capital improvement projects for the Public Works Agency. The incumbent is responsible for the development, successful implementation and quality control of all capital improvement projects for the City. This is a management level classification that is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. The incumbent receives direction from the Agency Director and exercises direct and indirect supervision over Capital Improvement Project Coordinators and clerical support personnel.

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

Plan, organize, manage, participate in and direct the work of the Project Management Division for all City Council approved capital improvement projects including the development, successful implementation, and quality control aspects of each project.

Prepare long-range plans in coordination with City agencies/departments, other divisions in the Public Works Agency and other public agencies; develop policies and procedures for establishing costs, schedule controls and coordinating activities.

Negotiate and administer contracts with project participants and service providers; resolve conflicts in a timely manner satisfying the client's needs, the designer's concepts and in keeping with the budgetary constraints and established schedule.

Prepare or review staff reports and resolutions for the City Manager, City Council or commissions; work closely with the Council, public and private groups, professional groups and citizens to explain or coordinate plans for proposed projects and to solicit their support.

Direct the preparation and administration of division, program, and project budgets.

Manage, assign, supervise and evaluate assigned staff; provide training and staff development.

QUALIFICATIONS

Extensive knowledge of principles and practices of project management.

Extensive knowledge of principles and practices of management and supervision.

Considerable knowledge of engineering principles and practices.

Considerable knowledge of English punctuation, syntax, language mechanics and spelling.

Considerable knowledge of negotiation and conflict resolution techniques.

Working knowledge of the principles of budget development and monitoring including project budget development and schedule controls.

Working knowledge of personal computer systems and applications.

Working knowledge of the principles and techniques for persuasive presentation of ideas and concepts in both oral and written formats.

Ability to establish professional working relationships with staff, elected officials, representatives of other organizations and the general public.

Ability to select, train, and evaluate assigned staff.

Ability to negotiate and manage contracts.

Ability to coordinate functions and activities between the department and outside agencies.

Ability to prepare and administer a division budget.

Ability to prepare and present complex and comprehensive reports in both oral and written formats.

EDUCATION AND EXPERIENCE

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

Education :

Bachelor's degree from an accredited college or university in Civil Engineering or a related field. A Master's degree is desirable.

Experience:

Three years of progressively responsible experience in engineering and project management comparable to a Supervising Civil Engineer including two years in a supervisory capacity.

LICENSE OR CERTIFICATE

Possession of a Certificate of Registration as a professional Civil Engineer in the State of California.

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

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Date Approved/Exempted:
Date Revised: September 22, 2010 kt



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM209

Exempt

MANAGER, CLAIMS AND RISK

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is a management level classification, which is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. The incumbent is responsible for a variety of risk management, loss control, insurance administration, and worker's compensation programs. The Claims and Risk Manager receives direction from the Director of the Finance and Management Agency and exercises direction over the Safety and Loss Control Specialist, Disability Benefits Coordinator, professional, technical and assigned clerical, and contract staff.

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

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

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

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

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

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

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

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

Page 2

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

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

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

QUALIFICATIONS

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

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

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

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

Considerable knowledge of principles and practices of public relations.

Considerable knowledge of the principles and practices of contract administration.

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

Working knowledge of computer systems and applications.

Ability to manage and direct a comprehensive risk management program.

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

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

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

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

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgement within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in public or business administration, industrial engineering or related field.

Experience:

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

LICENSE OR CERTIFICATE

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

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

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Date Approved/Exempted:
Date Revised: 7/16/07; #44484
Date Revised: September 22, 2010 kt



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM177

Exempt

MANAGER, CONTRACT & EMPLOYMENT SERVICES

DEFINITION

Under administrative direction in the Public Works Agency, plans, organizes, manages, and directs the work of the Contract Administration, Contract Compliance, Employment Services and Information Systems Divisions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This single-incumbent position is responsible for providing management and direction to contract administration, contract compliance, employment services and information systems for the Public Works Agency. In addition, the incumbent is responsible for providing input and information to the City Council and the Mayor regarding City policies and programs concerning contracting issues as well as establishing and maintaining relations with developers, unions, the chamber of commerce, major employers and community groups regarding contracting and employment issues. This is a management level classification that is exempt from the regulations of the Civil Service Board. The duties involve the exercise of considerable discretion and latitude of judgment.

The incumbent receives administrative direction from the Agency Director, Public Works Agency and exercises direction over subordinate supervisory, professional and clerical support staff.

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

Plan, organize, manage and direct, through subordinates, the work of the Contract Administration, Contract Compliance, Employment Services and Information Systems Divisions; develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the divisions.

Prepare or review reports for the City Manager, City Council or City Planning Commission; explain and coordinate plans for proposed projects and respond to their concerns.

Represent the Public Works Agency and the City of Oakland in meetings with public officials, the business community, members of policy and advisory boards, major employers, unions, community groups and the Chamber of Commerce; explain contract and employment problems and procedures to the public.

Direct the preparation and administration of the division budget.

Manage the Agency's information systems including development of local area networks, standardization of agency-wide personal computer applications and systems and functional applications for individual divisions/sections.

MANAGER, CONTRACT & EMPLOYMENT SERVICES**Page 2**

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

Serve as the City's liaison with developers, contractors, subcontractors and employees regarding the City policy as it relates to labor standards, affirmative action and minority/women and local business participation.

KNOWLEDGE AND ABILITIES

Knowledge of federal, state, and local laws, regulations, and codes pertaining to contract law, labor law and employment practices.

Knowledge of the principles and practices of effective management and supervision including long and short-range planning.

Knowledge of the principles and practices of contract negotiation and administration.

Knowledge of effective public contact and community relations concepts including negotiation techniques and presentation skills.

Knowledge of English punctuation, syntax, language mechanics and spelling.

Knowledge of computer systems and applications.

Knowledge of budget development and administration.

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

Ability to manage, select, train, motivate, and evaluate assigned staff.

Ability to prepare comprehensive complex reports; negotiate and manage contracts; prepare and administer division budgets.

Ability to present ideas persuasively in English in both oral and written formats.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree from an accredited college or university in business administration, engineering or a closely related field. A Master's degree is desirable.

Experience:

Three years of managerial or progressively responsible supervisory experience in contract administration, contract compliance, contracting law and employment programs.

LICENSE OR CERTIFICATE

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

Date Approved: CSB#

Date Revised: September 22, 2010 vrh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM180 FTE
Exempt

MANAGER, ELECTRICAL SERVICES

DEFINITION

Under administrative direction in the Public Works Agency, plans, organizes, manages and directs city-wide electrical services including construction, maintenance and repair for buildings, facilities and a wide variety of electrical systems; trains and supervises assigned management staff, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division head classification with responsibility for the overall administration of the City's electrical construction, maintenance and repair work. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. It is distinguished from the Agency Director, Public Works, which is a department head.

Incumbent receives general direction from the Agency Director, Public Works and exercises supervision over Electrical Engineering Supervisor, Electrical Construction and Maintenance Superintendent, technical and other assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the installation, maintenance and repair of electrical and electronic equipment and systems in City buildings and facilities.

Manage and direct the planning, engineering and construction of street lighting, traffic signals and related systems; coordinate the underground of overhead utility lines.

Develop and implement a comprehensive safety program for electrical services work.

Negotiate, coordinate and administer a wide variety of contracts covering construction projects and consulting services.

Develop and implement management systems, procedures and standards for electrical services program evaluation.

Direct the preparation of a variety of studies and reports relating to current and long-range electrical services needs and develop specific proposals to meet them.

Direct the preparation and administration of the division budget.

Page 2

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

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

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

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

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

Monitor developments related to electrical services, evaluate their impact on City operations and implement policy and procedure improvements.

QUALIFICATIONS

Extensive knowledge of theories, principles, methods and equipment used in electrical construction and maintenance work.

Extensive knowledge of principles and practices of electrical engineering and electrical energy conservation.

Extensive knowledge of relevant laws, codes and regulations including the National Electrical Code, American National Standards Institute standards and CAL-OSHA guidelines.

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

Working knowledge of principles and practices of contract administration.

Working knowledge of principles and practices of public relations.

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

Working knowledge of safety principles, practices and procedures.

Working knowledge of computer systems and applications.

Ability to plan, organize, direct and coordinate a variety of electrical services activities to meet the City's needs.

Page 3

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

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

Ability to develop and implement goals, objectives, policies, procedures, work standards and internal controls including a comprehensive safety program.

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgement within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education :

Bachelor's degree from an accredited college or university in electrical engineering or closely related field.

Experience:

Three years of responsible supervisory or managerial experience in electrical services and facilities maintenance work.

LICENSE OR CERTIFICATE

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

RY

Civil Service Board #:

Date Approved/Exempted:

Date Revised: 4/14/03

Revised: September 22, 2010 kt



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM181

Exempt

MANAGER, EMERGENCY SERVICES

DEFINITION

Under administrative direction in the Oakland Fire Department, develops, coordinates and implements the City's emergency preparedness, response and recovery programs; trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division head position with the responsibility for overall administration of the emergency services function of the department, city government offices and community resources. This position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

The incumbent receives direction from the Agency Director of Fire Services (Fire Chief) and exercises general supervision over Emergency Planning Coordinators, professional, technical and assigned clerical staff.

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

Plan, organize, manage, coordinate and direct, through subordinate supervisor, the work of the Emergency Services division.

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for emergency services programs.

Plan and manage as Incident Commander, the activities of the Emergency Operations Center.

Direct the preparation of a variety of city-wide technical studies and reports relating to current and long-range emergency preparedness, mitigation, response and recovery needs and develop specific proposals to meet them.

Coordinate city and regional training exercises and evaluate results; prepare user manuals for emergency procedures.

Direct the preparation and administration of the division budget; develop and monitor grant-funded program budgets; monitor Federal and State disaster reimbursement programs.

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

Monitor developments related to city-wide emergency services, evaluate their impact on City operations and implement policy and procedure improvements.

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

Prepare or review reports for the City Manager, City Council Fire Chief, Emergency Management Board or other commissions; work closely with Council and other public and private groups to coordinate plans for city-wide emergency services projects and to respond to their concerns.

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

QUALIFICATIONS

Extensive knowledge of the principles and practices of emergency services program development and administration.

Extensive knowledge of applicable legal guidelines and standards governing emergency services; city, county, state and federal organization and functions related to emergency preparedness and services.

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

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

Working knowledge of funding sources for program and service development.

Working knowledge of computer systems and applications.

Ability to manage and direct a comprehensive city-wide emergency services program.

Ability to plan, organize, direct and coordinate emergency services functions and activities with City staff and other governmental, public and private organizations.

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

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

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

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgement within general policy guidelines.

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

Ability to be on call 24 hours a day.

EDUCATION AND EXPERIENCE

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

Education :

Bachelor's degree from an accredited college or university in public or business administration, liberal arts or a related field.

Experience:

Five years of experience in emergency services program coordination work at a senior level.

LICENSE OR CERTIFICATE

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

RB/10/15/98

RY

Civil Service Board #:

Date Approved/Exempted:

Date Revised: 4/15/03

Date Revised: September 22, 2010 kt



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM182
Exempt

MANAGER, ENVIRONMENTAL SERVICES

DEFINITION

Under administrative direction in the Public Works Agency, plans, organizes, manages and directs the work of the Environmental Services Division, including commercial and residential recycling programs, environmental site remediation programs, neighborhood and commercial district clean-up programs and graffiti abatement programs; provides input and information to the City Council and the Mayor regarding City policies and programs concerning environmental affairs and marketing of the City's environmental services; addresses concerns from local businesses, community groups and individual citizens and the Environmental Affairs Commission; establishes and maintains positive work relations with vendors and other agencies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent management level position is responsible for the overall management and direction of various environmental service programs for the City. The duties involve the exercise of considerable discretion and latitude of judgment. This classification is exempt from the regulations of the Civil Service Board. The incumbent receives administrative direction from an Assistant Director of the Public Works Agency and exercises direction or immediate supervision over subordinate supervisory, professional and clerical support staff.

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

Plan, organize, manage and direct waste reduction and recycling programs, which aim to reduce household, commercial and industrial waste and clean-up commercial districts and neighborhoods.

Develop and recommend environmental services policies to the City Council and City Council; work with other public-agencies to develop programs to address environmental problems.

Prepare or review a variety of complex and comprehensive reports for the City Manager, City Council and Agency Director; develop and direct environmental site assessments; provide comprehensive reports of environmental conditions of properties; analyze federal, state and local environmental legislation and its impact on the City of Oakland.

Represent the Public Works Agency and the City of Oakland in meetings with public officials, the business community, members of policy and advisory boards, community groups, commercial district representatives and the public; explain programs and procedures.

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

Direct the preparation and administration of the division budget.

Negotiate contracts with contractors and consultants; negotiate environmental site remediation plans with county and regional public agencies.

QUALIFICATIONS

Extensive knowledge of federal, state and local laws, regulations and codes pertaining to the environment.

Extensive knowledge of solid waste and recycling programs, and environmental remediation.

Extensive knowledge of the principles and practices of effective management and supervision including long and short-range planning.

Considerable knowledge of the principles and practices of contract negotiation and administration.

Considerable knowledge of effective public contact and community relations concepts including negotiation techniques and presentation skills.

Considerable knowledge of the English punctuation, syntax, language mechanics and spelling.

Working knowledge of computer systems and applications.

Working knowledge of budget development and administration.

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

Ability to manage, select, train, motivate, and evaluate assigned staff.

Ability to prepare comprehensive complex reports; negotiate and manage contracts; prepare and administer division budgets.

Ability to present ideas persuasively in English in both oral and written formats.

EDUCATION AND EXPERIENCE

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

Education :

Bachelor's degree from an accredited college or university in environmental studies, resource management, environmental engineering or a related field. A Master's degree is desirable.

Experience:

Three years of managerial or progressively responsible supervisory experience in environmental management.

LICENSE OR CERTIFICATE

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

RY

Civil Service Board #:

Date Approved/Exempted:

Date Revised: 4/15/03

Date Revised: September 22, 2010 kt



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM183
Exempt

MANAGER, EQUIPMENT SERVICES

DEFINITION

Under administrative direction in the Public Works Agency, plans, organizes, manages and directs City-wide equipment services including maintenance and repair of a wide variety of vehicles and equipment; trains and supervises assigned management staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division head classification with responsibility for overall administration of the City's vehicle and equipment maintenance and repair work. This position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

It is distinguished from Agency Director of Public Works, which is a department head.

The incumbent receives direction from the Agency Director, Public Works and exercises direction over Equipment Services Superintendent, Production Control Supervisor, technical and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the work of the equipment services division.

Manage and direct maintenance and repair work on City vehicles and equipment; develop and implement a preventive maintenance program and a comprehensive safety program.

Prepare specifications and purchase new vehicles and equipment; sell or dispose of used vehicles and equipment.

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

Negotiate, coordinate and administer a wide variety of contracts covering equipment procurement projects and contract services.

Direct the preparation of a variety of studies and reports relating to current and long-range equipment services needs and develop specific proposals to meet them.

Direct the preparation and administration of the division budget.

Page 2

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

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

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

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

Monitor developments related to equipment services, evaluates their impact on City operations and implement policy and procedure improvements.

QUALIFICATIONS

Extensive knowledge of the theories, principles, methods, materials and equipment used in the overhaul, repair and maintenance of gasoline and diesel powered and plant equipment.

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

Considerable knowledge of the principles and practices of public relations.

Considerable knowledge of the principles and practices of contract administration.

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

Working knowledge of safety principles, practices and procedures.

Working knowledge of codes, ordinances and guidelines related to the work.

Working knowledge of computer systems and applications.

Ability to manage and direct a comprehensive mechanical equipment services program.

Ability to plan, organize, direct and coordinate a variety of equipment service activities to meet City needs.

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

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

Ability to develop and implement goals, objectives, policies, procedures, work standards and internal controls including a comprehensive safety program.

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgement within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education :

Bachelor's degree from an accredited college or university in mechanical engineering, public or business administration or related field.

Experience:

Three years of responsible supervisory or managerial experience in equipment services administration.

LICENSE OR CERTIFICATE

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



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM187
Exempt

MANAGER, INFORMATION SYSTEMS

DEFINITION

Under administrative direction in the Office of Information Technology, plans, organizes, manages and directs the work of division staff engaged in data resource management, information management, service bureau activities or telecommunications support; trains and supervises assigned staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a division head classification with responsibility for the overall administration of a major function of the department. This is a management level classification that is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This class is distinguished from Director of Information Technology, which is a department head. The incumbent receives direction from Director of Information Technology and exercises direction over supervisory professional, technical and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the work of the telecommunications, applications and production support, project management or internetworking division.

Develop, implement and manage an information technology program, including short and long-term planning, hardware configuration and capacity planning, central production operations, systems programming and customer support.

Manage, coordinate and direct the analysis of City business functions; recommend and facilitate redesign of processes and functions; develop improved systems or modify existing systems; manage program analysis, testing and maintenance activities.

Manage and direct data resource management activities; establish standards and procedures to promote data sharing; plan and create data models and databases.

Manage and direct the installation, operation and maintenance of telecommunications equipment and facilities; plan, coordinate and implement telecommunications projects to effectively utilize voice, video and data communications networks and services.

Prepare specifications and Requests for Proposal for services and equipment; manage and administer contracts.

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

Develop and implement management systems, procedures and standards for service delivery and program evaluation.

Direct the preparation of a variety of studies and reports relating to current and long-range information and telecommunications systems and services needs, and develop specific proposals to meet them.

Direct the preparation and administration of a division budget.

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

Prepare or review reports for the City Manager or City Council; work closely with Council and other departments to explain or coordinate plans for proposed projects, and to respond to their concerns.

Coordinate the work of the division with other City departments, outside agencies, consultants and vendors.

Monitor developments related to information and telecommunications systems and technology and evaluate their impact on City operations; implement policy and procedure improvements; make recommendations on improved technology.

QUALIFICATIONS

Extensive knowledge of the principles, practices and techniques of information systems management, including applications design, systems analysis, data processing, hardware and software options for major administrative and business-oriented applications, and quality control.

Extensive knowledge of the principles and techniques of data and database management.

Extensive knowledge of telecommunications theories, standards and technology, including network design and operations.

Extensive knowledge of the principles and practices of project management and contract administration.

Considerable knowledge of the principles and practices of strategic planning.

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

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

Ability to manage and direct a major information service program.

Page 3

Ability to prepare and implement long and short-term plans for information and telecommunications programs and services.

Ability to coordinate activities with other divisions, departments, outside agencies and other concerned individuals.

Ability to plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.

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

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

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

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgment within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in computer sciences, information systems management, business administration, telecommunications management, electrical engineering or a related field. Possession of a Master's degree is highly desirable.

Experience:

Three years of responsible management experience in information systems management, telecommunications or network management work. Public sector experience is highly desirable.

LICENSE OR CERTIFICATE

An incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation

may not be an efficient method for traveling to required locations. An individual appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Civil Service Board #:
Date Approved/Exempted:
Date Revised: September 22, 2010 kt



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM189
Exempt

MANAGER, LEGAL ADMINISTRATIVE SERVICES

DEFINITION

Under administrative direction in the Office of the City Attorney, to plan, direct and coordinate legal support and administrative services for the Oakland City Attorney including budget development and monitoring, personnel, payroll, contract administration, record system maintenance, and administrative functions; to provide administrative policy direction and supervision to assigned staff; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-incumbent, management level position in the Office of the City Attorney. The incumbent is responsible for short and long-range planning and assists in the development of policies and procedures for the department. The incumbent is also responsible for management of all administrative functions in the department and computer systems including local area networks. This is a management level classification and is exempt from the regulations of the Civil Service Board. The incumbent serves at the will of the City Attorney. The duties performed involve the exercise of considerable discretion and latitude of judgement in the formulation and development of policies and procedures. The incumbent receives direction from the City Attorney and exercises direct and indirect supervision over professional, technical and clerical personnel.

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

Assist in development of short and long range planning for Office of the City Attorney.

Perform short and long range planning for all administrative services; develop policies and procedures for departmental operations.

Manage the law library.

Plan, direct, supervise and evaluate assigned professional and sub-professional personnel in administrative, legal support, personnel, payroll and assigned program functions.

Develop and administer the annual budget for the Office of the City Attorney.

Prepare and analyze complex reports for City Council, City Manager and the City Attorney.

Perform personnel management of departmental recruiting, classification, training, payroll, employee relations and personnel rules and regulations.

Develop and implement computer systems and applications for a law office environment.

Manage department fiscal operations including payroll, accounts payable and receivable, purchase orders, loan servicing and loan accounts, and review and development of fiscal policies, procedures and handling of funds and facilities.

Develop procedures and direct the administration of grant programs.

Review City Council agenda materials and staff reports.

Advise and assist attorneys and other professional and paraprofessional staff in the management of their work.

Negotiate and administer contracts; sign liens and lien releases; and other documents.

Direct record maintenance systems.

Direct and participate in public information projects.

Provide daily administrative support to the City Attorney.

Act as liaison between departments, other departments and outside agencies.

QUALIFICATIONS

Considerable knowledge of principles of management, supervision and training in a law office environment.

Considerable knowledge of administrative organization principles.

Considerable knowledge of practices and methods of procurement and contract administration.

Considerable knowledge of budget development and administration.

Considerable knowledge of applications and implementation of computer systems.

Considerable knowledge of municipal government and organization.

Considerable knowledge of familiarity with legal and other professional organizations.

Ability to establish, evaluate and implement administrative/operational policies, practices and procedures.

Ability to assess, develop and administer appropriate organizational and staffing structures.

Ability to develop and administer a large and complex budget system.

Ability to negotiate and administer a variety of administrative contracts.

Ability to supervise and direct multiple and diverse functions.

Ability to provide leadership and direction to staff.

Ability to coordinate functions and activities between departments and outside agencies.

Ability to prepare and analyze complex financial, statistical and litigation reports of a general and technical nature.

Ability to communicate effectively and persuasively in both oral and written form.

Ability to analyze and solve problems.

Ability to broad familiarity with law office functions and how legal staff functions interact.

Ability to continuously refine and improve law office systems and procedures including data processing, automated word processing, document production, document reproduction, document retrieval/indexing, litigation support, time billing and automated court calendar.

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

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in public or business administration, accounting, or related field. A Master's degree is desirable. Up to two years of experience may be substituted for education.

Experience:

Five years of experience performing progressively responsible and complex administrative and managerial duties with at least two years of law office management experience.

LICENSE OR CERTIFICATE

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



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM193
Exempt

MANAGER, MUSEUM OPERATIONS

DEFINITION

Under administrative direction in the Oakland Museum, plans, directs and coordinates the Museum Operations Division; manages and monitors budget development, personnel, payroll, contract negotiation and administration, record system maintenance, and administrative functions; plans, directs and audits the revenue producing functions including the Museum store and restaurant; provides administrative policy direction and supervision to assigned staff; and performs related work as required.

DISTINGUISHING CHARECTERISTICS

This is a management level classification in the Oakland Museum, which is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of polices and procedures.

Receives administrative direction from the Museum Director. Exercises direct and indirect supervision over professional, technical and clerical personnel.

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

Develop and administer the annual budget for the department, including the City and Museum Foundation budget.

Perform short and long range planning for all administrative services; develop policies and procedures for departmental operations.

Plan, direct, supervise and evaluate the revenue producing functions of the Museum, including the restaurant and the store.

Manage department fiscal operations including payroll, accounts payable and receivable, purchase orders, loan services and loan accounts; review and develop fiscal policies and procedures; handle funds.

Serve as staff to the Museum Foundation; invest idle cash; produce audits and financial reports.

Plan, direct, supervise and evaluate subordinate professional and sub-professional personnel in administrative, personnel, payroll and assigned program functions.

Page 2

Manage departmental functions, including personnel, recruitment, classification, payroll, employee relations and personnel rules and regulations; train subordinate professional and sub-professional personnel.

Negotiate and administer contracts both with vendors and those presently engaged by the Oakland Museum Foundation.

Direct develop and administer grant programs.

Prepare and analyze complex reports.

Develop and implement computer systems and applications.

Review City Council agenda materials and staff reports.

Direct record maintenance systems.

Direct and participate in public information projects.

QUALIFICATIONS

Extensive knowledge of budget development and administration.

Extensive knowledge of administrative organization principles.

Considerable knowledge of non-profit accounting and investment principles.

Considerable knowledge of practices and methods of procurement and contract administration.

Working knowledge of municipal government and its organizational system.

Working knowledge of principles of management and supervision.

Working knowledge of training practices and procedures.

Working knowledge of applications and implementations of computer systems.

Ability to establish, evaluate and implement administrative/operational policies, practices and procedures

Ability to assess, develop and administer appropriate organization and staff structures.

Ability to develop and administer a large and complex budget system.

Ability to negotiate and manage a variety of administrative contracts.

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Ability to prepare and analyze complex financial reports.

Ability to supervise and direct multiple and diverse functions.

Ability to provide leadership and direction to staff.

Ability to coordinate functions and activities between departments and outside agencies.

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

Ability to communicate effectively and persuasively in both oral and written form.

Ability to analyze and solve problems.

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

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in public or business administration, accounting, or related field. A Master's degree is desirable.

Experience:

Five years of experience performing progressively responsible and complex administrative and managerial duties, including two years of supervisory experience.

LICENSE OR CERTIFICATE

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

RY/SL

Civil Service Board #:

Date Approved/Exempted:

Date Revised: September 22, 2010 vrh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM194

Exempt

MANAGER, MUSEUM SERVICES

DEFINITION

Under administrative direction in the Oakland Museum, plans, directs and coordinates the Museum Services Division; manages and monitors budget development, personnel, payroll, contract negotiation and administration, record system maintenance, and administrative functions; plans, directs and audits the revenue producing functions including the Museum store and restaurant; provides administrative policy direction and supervision to assigned staff; and performs related work as required.

DISTINGUISHING CHARECTERISTICS

This is a management position in the Oakland Museum. This classification is exempt from the regulations of the Civil Service Board. The incumbent serves at the will of the City Attorney. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of polices and procedures. Receives direction from the Museum Director.

Exercises direct and indirect supervision over professional, technical and clerical personnel.

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

Develop and administer the annual budget for the department, including the City and Museum Foundation budget.

Perform short and long range planning for all administrative services; develop policies and procedures for departmental operations.

Plan, direct, supervise and evaluate the revenue producing functions of the Museum, including the restaurant and the store.

Manage department fiscal operations including payroll, accounts payable and receivable, purchase orders, loan services and loan accounts; review and develop fiscal policies and procedures; handle funds.

Serve as staff to the Museum Foundation; invest idle cash; produce audits and financial reports.

Plan, direct, supervise and evaluate subordinate professional and sub-professional personnel in administrative, personnel, payroll and assigned program functions.

Manage departmental functions, including personnel, recruitment, classification, payroll, employee relations and personnel rules and regulations; train subordinate professional and sub-professional personnel.

Negotiate and administer contracts both with vendors and those presently engaged by the Oakland Museum Foundation.

Direct develop and administer grant programs.

Prepare and analyze complex reports.

Develop and implement computer systems and applications.

Review City Council agenda materials and staff reports.

Direct record maintenance systems.

Direct and participate in public information projects.

QUALIFICATIONS

Extensive knowledge of budget development and administration.

Extensive knowledge of administrative organization principles.

Considerable knowledge of non-profit accounting and investment principles.

Considerable knowledge of practices and methods of procurement and contract administration.

Working knowledge of municipal government and its organizational system.

Working knowledge of principles of management and supervision.

Working knowledge of training practices and procedures.

Working knowledge of applications and implementations of computer systems.

Ability to establish, evaluate and implement administrative/operational policies, practices and procedures

Ability to assess, develop and administer appropriate organization and staff structures.

Ability to develop and administer a large and complex budget system.

Ability to negotiate and manage a variety of administrative contracts.

Ability to prepare and analyze complex financial reports.

Ability to supervise and direct multiple and diverse functions.

Ability to provide leadership and direction to staff.

Ability to coordinate functions and activities between departments and outside agencies.

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

Ability to communicate effectively and persuasively in both oral and written form.

Ability to analyze and solve problems.

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

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in public or business administration, accounting, or related field. A Master's degree is desirable.

Experience:

Five years of experience performing progressively responsible and complex administrative and managerial duties, including two years of supervisory experience.

LICENSE OR CERTIFICATE

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



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM196

Exempt

MANAGER, PARK SERVICES

DEFINITION

Under administrative direction in the Department of Parks and Recreation, plans, organizes, manages and directs park maintenance activities, including landscape, grounds and tree maintenance and golf course services; trains and supervises assigned staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a division manager position with responsibility for the overall administration of park maintenance services. This classification is exempt from the regulations of the Civil Service Board. The incumbent serves at the will of the City Attorney. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. It is distinguished from Assistant Director of the Office of Parks and Recreation, which is an assistant department head, responsible for assisting in the administration of the entire department.

Receives direction from the Agency Director or Assistant Director of the Office of Parks and Recreation and exercises direction over the Golf Superintendent, Arboricultural Superintendent, Park Superintendent, professional, technical and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, public parks maintenance services.

Manage and direct comprehensive landscape maintenance activities including grounds maintenance for parks, median strips and public buildings, tree maintenance, pruning and removal for streets, parks and public rights-of-way, golf course landscape maintenance and concession management, and environmental mitigation.

Respond to inquiries and requests for service from interested community groups and citizens; direct staff to provide necessary maintenance services.

Direct the preparation of a variety of studies and reports relating to current and long-range park services needs and develop specific proposals to meet them.

Negotiate, coordinate and administer a wide variety of contracts covering capital improvement projects and services.

Direct the preparation and administration of the division and capital improvement budgets; develop, monitor and administer grant-funded program budgets.

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

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

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

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

Monitor legislative developments related to park services, evaluate their impact on City operations and implement policy and procedure improvements.

QUALIFICATIONS

Extensive knowledge of principles and practices of park maintenance, including landscape, tree and golf course grounds maintenance.

Extensive knowledge of materials, tools and equipment used in park maintenance work.

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

Considerable knowledge of principles and practices of contract administration.

Considerable knowledge of principles and practices of budget development and administration.

Working knowledge of funding sources and grant application procedures.

Working knowledge of principles and practices of public relations and program marketing.

Working knowledge of safety procedures and safe work methods related to the work.

Working knowledge of computer systems and applications.

Ability to manage and direct comprehensive park maintenance services including landscape, tree and golf course grounds maintenance.

Ability to plan, organize, direct and coordinate a variety of park service activities to meet the diverse needs of the community.

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

Page 3

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

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

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgement within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in horticulture, agronomy, park management, forestry/arboriculture or related field. A Master's degree is highly desirable.

Experience:

Three years of responsible supervisory experience in park services program administration.

LICENSE OR CERTIFICATE

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

Civil Service Board #:

Date Approved/Exempted:

Date Revised: September 22, 2010 vrh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM197

Exempt

MANAGER, PARKS & RECREATION ZONE

DEFINITION

Under administrative direction in the Office of Parks and Recreation, manages a parks and recreation zone including the construction, maintenance and improvement of the City's parks, and related facilities; provides a wide variety of recreational programs and activities to City residents at assigned community centers and satellite facilities; develops and implements strategic service delivery plans for a zone; coordinates services with other zones and citywide parks and recreation services; trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division manager position with responsibility for delivering services to a geographical area of the City; and developing and implementing a strategic plan for the zone that addresses community needs and is in compliance with the City's strategic plan. This position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature. It is distinguished from Assistant Director of the Office of Parks and Recreation, which is an assistant department head, responsible for assisting in the administration of the entire department.

Incumbents in this position report directly to an Assistant Director and may receive direction from the Agency Director. This position exercises direction over professional, technical and assigned clerical staff.

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

Develop, implement and monitor work plans to achieve City mission, goals and zone performance measures; participate in developing and monitoring performance against the annual zone budget; recommend and implement plans, policies, systems and procedures applicable to zone responsibilities.

Provide leadership and works with staff to create a high performance, service-oriented work environment that supports the City's mission, objectives and service expectations.

Participate in the development, implementation and administration of an annual business plan for the zone including programs, services, policies, and guidelines; ensures services are provided in accordance with the City's strategic plan; direct the preparation of a variety of studies and reports relating to current and long-range park services needs and develop specific proposals to meet them; research, prepare and analyze complex reports.

Manage neighborhood recreation facilities; and the construction, maintenance, modification and improvement of the City's parks and related systems and facilities.

PAGE 2

Direct the review and evaluation of programs offered at community centers and parks to ensure programs and services address community needs, make changes in the structure of individual programs and/or adds or delete programs or services.

Manage contracts, grants and partnerships to ensure compliance with regulations and City's strategic plan; develop, monitor and administer grant-funded program budgets.

Provides clear, concise reports on issues to senior management.

KNOWLEDGE AND ABILITIES

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

Knowledge of principles, practices and current trends of parks and related facilities.

Knowledge of principles and practices of contract administration.

Knowledge of principles and practices of budget development and administration, revenue generating capability and allocation of resources.

Knowledge of funding sources and grant application procedures.

Knowledge of principles and practices of public relations and program marketing.

Knowledge of safety procedures and safe work methods related to the work.

Knowledge of computer systems and applications.

Ability to manage and direct comprehensive park maintenance services.

Ability to plan, organize, direct and coordinate a variety of park service activities to meet the diverse needs of the community.

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

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

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

Ability to exercise sound independent judgment within general policy guidelines.

Ability to negotiate and administer a variety of administrative contracts.

Ability to balance conflicting priorities.

Ability to analyze and solve problems.

PAGE 3

Ability to communicate clearly and concisely, both orally and with clear and concise reports, correspondence and other written materials.

Ability to coordinate functions and activities between departments and outside agencies.

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

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree from an accredited college or university in with a major in parks or recreation management, business or public administration or related field.

Experience:

Four (4) years of progressively responsible supervisory experience in parks maintenance or recreation program administration.

LICENSE OR CERTIFICATE

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

Date Approved: CSB#

Date Revised: September 22, 2010 vrh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM198
Exempt

MANAGER, PLANNING & BUILDING OPERATIONS

DEFINITION

Under administrative direction in the Community and Economic Development Agency, plans, organizes, manages and directs operational services including planning, building and engineering information services, permit processing and records management for City planning and building operations; trains and supervises assigned management staff; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This single position classification in the Office of Building and Planning is a division head classification with responsibility for overall administration of permit processing, records management, and information services for planning, building and engineering services for the City. This management level class that is exempt from the regulations of the Civil Service Board performs duties that involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. Receives direction from the Director of Building and Planning and exercises direction or supervision over Planners, Specialty/Combination Inspectors, Process Coordinators, Engineering Technicians, and administrative staff.

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

Plan, organize, manage and direct through subordinate supervisors, permit processing, plan check and information services and records management for planning, building and engineering services.

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

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and identify opportunities for improvement.

Direct the preparation of a variety of studies and reports relating to current and long-range plans for permit processing and records maintenance; develop specific proposals to meet service needs.

Direct the preparation and administration of the division budget.

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

MANAGER, PLANNING & BUILDING OPERATIONS**Page 2**

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

Operate a motor vehicle in the performance of assigned duties.

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

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

QUALIFICATIONS

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

Considerable knowledge of practices and principles of general construction and planning; operational characteristics, services and activities of permit processing and plan checking programs.

Considerable knowledge of negotiation techniques including conflict resolution and problem-solving skills.

Considerable knowledge of principles and practices of budget development and administration.

Considerable knowledge of building, planning and housing codes in the City of Oakland.

Considerable knowledge of principles and practices of public relations and customer service.

Considerable knowledge of automated systems.

Ability to plan, organize, direct and coordinate diverse procedures into a systematized process.

Ability in the development and implementation of goals, objectives, policies and procedures, work standards and internal controls.

Ability to interpret and apply local planning and building codes.

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

Ability to analyze complex technical and operational services problems, evaluate alternative solutions and adopt an effective course of action.

Ability to communicate effectively orally and in writing; prepare complex reports, correspondence and other written materials.

MANAGER, PLANNING & BUILDING OPERATIONS**Page 3**

Ability to exercise sound judgment within general policy guidelines.

Ability to manage the use and development of automated systems on an office wide basis.

Ability to establish and maintain positive relations with those contacted in the performance of duties.

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited university in management, public administration or a related field.

Experience:

Three years of responsible supervisory or managerial experience in planning and building services.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of this position. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM202
 Exempt

MANAGER, RECREATION SERVICES

DEFINITION

Under administrative direction in the Office of Parks and Recreation, plans, organizes, manages and directs a comprehensive City-wide recreation services program; trains and supervises assigned staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a division head position with the responsibility for overall administration of the recreation services function of the department. This position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. Receives direction from the Director or the Assistant Director of Parks and Recreation and exercises direction over Assistant to the Recreation Services Manager, General Recreation Supervisor, Management Assistant and professional, technical and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, comprehensive public recreational programs, including dance, music, drama, visual arts, sports, aquatics and tennis.

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

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

Direct the preparation of a variety of studies and reports relating to current and long-range recreation services needs and develop specific proposals to meet them.

Negotiate, coordinate, and administer a wide variety of contracts covering capital improvement projects and services.

Direct the preparation and administration of the division and capital improvement budgets; develop, monitor and administer grant-funded program budgets.

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

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

Page 2

Establish and maintain positive working relationships with individuals, businesses, community organizations, school officials and others to ensure that programs and activities are responsive to the needs of the community.

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

Monitor developments related to recreational services, evaluate their impact on City operations and implement policy and procedure improvements.

QUALIFICATIONS

Extensive knowledge of principles and practices of community recreation program development and administration.

Considerable knowledge of recreational, cultural and social needs and resources of the community.

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

Working knowledge of principles and practices of contract administration.

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

Working knowledge of funding sources and grant application procedures.

Working knowledge of principles and practices of public relations and program marketing.

Knowledge of computer systems and applications.

Ability to manage and direct a comprehensive recreation services program.

Ability to plan, organize, direct and coordinate a variety of recreational activities to meet diverse community needs.

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

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

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

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgment within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in recreation and leisure services, public administration, physical education or related field. A Master's degree is highly desirable.

Experience:

Three years of managerial or supervisory experience in public recreational services program administration.

LICENSE OR CERTIFICATE

Registration as a certified Leisure Professional by the National Parks and Recreation Society is highly desirable.

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



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM204
Exempt

REVENUE AND TAX ADMINISTRATOR

DEFINITION

To plan, organize, manage and direct the work of the Revenue and Tax Management Division of the Finance and Management Agency; to direct revenue collections, to direct tax billing and customer services, tax compliance and enforcement, tax auditing and centralized collections; and lien administration; and to train and supervise assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a division manager position with responsibility for the overall administration of the revenue and tax management functions for the City. This class is distinguished from Finance Director/City Treasurer, which is an agency head.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director/City Treasurer

Exercises direction over professional, technical, clerical and other assigned staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the work of the Revenue and Tax Department.

Plan, develop, implement and administer policies and procedures for the receipt, enforcement, reporting, and auditing of monies from the public for taxes, fees and other sources of City revenues.

Develop revenue and tax enforcement programs that demonstrate efficiency, effectiveness, and fairness in the assessment and collection of tax revenue and other fees.

Confer with and advise City staff and management in analyzing and developing proposed rate structures for business taxes, license fees, parking rates and other City revenues; recommend regulation and ordinance revisions to ensure effective revenue operations.

Respond to inquiries and resolve complaints related to Revenue and Tax Division matters; interpret and explain ordinances and procedures to City staff and the public.

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

Provide administrative support for the Tax Board of Review and prepare reports of decisions by the Board.

Develop and implement management and information systems, procedures and standards for revenue program evaluation.

**REVENUE AND TAX ADMINISTRATOR
PAGE 2**

Direct the preparation of a variety of studies, reports and projections relating to current and long-range City revenues and develop specific recommendations.

Direct the preparation and administration of the department budget.

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

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

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

Monitor legislation and developments related to municipal revenue production and tax administration, evaluate their impact on City operations and implement policy and procedure improvements.

Perform related duties as assigned.

QUALIFICATIONS**Knowledge of:**

Principles and practices of accounting and budgeting.

Principles and practices of municipal tax administration.

Principles and practices of tax auditing.

Principles, laws and practices of delinquent collections.

Accounting and budgetary procedures for municipal governments.

Applicable codes, regulation and guidelines governing revenue collection, licensing and financial audits.

Computer systems and financial applications.

Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.

Budget development and administration.

Principles of training and staff development.

Ability to:

Manage and direct a comprehensive municipal revenue and tax collection and reporting program.

Interpret, explain and apply laws and regulations governing municipal accounts receivable and revenue processing.

REVENUE AND TAX ADMINISTRATOR
PAGE 3

Develop records, systems and procedures to ensure internal control of revenue operations.

Audit, verify and reconcile financial data.

Analyze complex revenue collections and auditing problems; evaluate alternative solutions; recommend or adopt effective courses of action.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

Select, train, motivate, and evaluate assigned staff.

Exercise sound, independent judgment within general policy guidelines.

Communicate effectively orally and in writing.

Prepare and administer a department budget.

Implement and maintain accurate record maintenance systems; prepare clear, concise reports, correspondence, and other written materials.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

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

Experience:

Three years of responsible supervisory experience in the management of revenue and tax administration, tax auditing or accounting operations. Municipal accounting experience is desirable.

Education:

Bachelor's degree from an accredited college or university in accounting, finance, business administration, economics, public administration, or a related field. A Master's degree is desirable.

LICENSE OR CERTIFICATE

None required. Possession of a Certified Public Accountant certificate is desirable.

Civil Service Board: #

Date Approved:

Date Revised: September 22, 2010 (Previously: Revenue Manager)



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM205

Exempt

MANAGER, SENIOR SERVICES

DEFINITION

Under administrative direction in the Department of Human Services, plans, organizes, manages and directs the work of the Aging and Adult Services division; determines current and long-range needs of senior citizens; acts as a liaison with local private or public agencies; trains and supervises assigned staff; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a division head position with responsibility for the overall administration of community support or long-term care programs. This management level classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This class is distinguished from Director of Office on Aging, which is a department head. The incumbent receives direction from the Director, Office on Aging. And exercises direction over professional, paraprofessional, and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the work of the Aging and Adult Services division.

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for a division; participate in the department's management team.

Direct the preparation of a variety of studies and reports relating to current and long-range needs of senior citizens and develop specific proposals to meet them.

Present proposals, plans, and programs to the City Council, community organizations, and other groups who are interested in services to senior citizens.

Direct the preparation and administration of the division budget.

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

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

Maintain effective relations with a variety of community organizations, groups and individuals; work closely with other division heads and City staff to provide comprehensive services and solve service delivery, community and administrative problems.

Monitor developments related to senior service programs, evaluate their impact on City operations, and implement policy and procedure improvements.

QUALIFICATIONS

Extensive knowledge of federal, state and municipal laws and regulations governing services to senior citizens.

Extensive knowledge of gerontology and disability issues.

Considerable knowledge of program development in a multi-cultural environment.

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

Considerable knowledge of principles and practices of budget development and administration.

Working knowledge of computer systems and applications.

Ability to plan, manage, and direct programs for seniors.

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

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

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

Ability to make persuasive oral presentations of ideas and recommendations.

Ability to interpret and apply complex rules, regulations, laws and ordinances.

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

Ability to exercise sound independent judgment within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in social sciences, gerontology, public administration, or a related field.

Experience:

Three years of administrative or supervisory experience in social services, gerontology, or related work.

LICENSE OR CERTIFICATE

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

Civil Service Board #:

Date Approved/ Exempt:

Date Revised: September 22, 2010 vrh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM206
Exempt

MANAGER, TREASURY

DEFINITION

Under administrative direction in the Finance and Management Agency, plans, organizes, manages, and directs programs and activities related to debt management, fiscal analysis, and investment of City funds; investigates new sources of revenue for the City and makes recommendations; provides service to bond holders; trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division head position with responsibility for the overall administration of the treasury program. This position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This class is distinguished from Director of Finance, which is a department head.

Receives direction from the Director of Finance and exercises direction over professional, technical, and clerical staff.

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

Plan, organize, manage, and direct, through subordinates, the work of the Treasury Division.

Formulate policies and procedures to issue and maintain municipal bonds; answer questions and provide service to bond holders.

Conduct fiscal analyses of special assessment districts, tax ordinances, rate structures, and other methods of raising funds; make recommendations.

Oversee the investment of City and Redevelopment Agency funds; maximize returns within established guidelines.

Prepare or direct the preparation of studies and reports relating to bond issues and special projects; develop specific recommendations.

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

Direct the preparation and administration of the division budget.

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

Maintain contact with bond holders, trustees, investment bankers, lawyers, and stock brokers.

MANAGER, TREASURY

Page 2

QUALIFICATIONS

- Extensive knowledge of principles and practices of finance and investment management.
- Considerable knowledge of administrative principles and methods, including goal setting, program development and implementation, and employee supervision.
- Considerable knowledge of public contact and effective banking relations.
- Working knowledge of computer systems and financial software.
- Working knowledge of budget development and administration.
- Working knowledge of principles of training and staff development.
- Ability to manage and direct a comprehensive debt management, investment portfolio, and fund raising program.
- Ability to conduct complex fiscal analyses, using financial software.
- Ability to select, train, motivate, and evaluate assigned staff.
- Ability to exercise sound, independent judgement within general policy guidelines.
- Ability to communicate effectively orally and in writing.
- Ability to prepare and administer a unit budget.
- Ability to maintain accurate records; prepare clear, concise reports, correspondence, and other written materials.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in finance, business administration, or a related field. A Master's degree is desirable.

Experience:

Three years of progressively responsible supervisory experience in investment banking or financial management. Municipal finance experience is desirable.

LICENSE OR CERTIFICATE

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

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Civil Service Board #:

Date Approved/ Exempt:

Date Revised: 6/16/03

Date Revised: September 22, 2010 vrh



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM207

Exempt

MANAGER, YOUTH SERVICES

DEFINITION

Under administrative direction in the Department of Human Services, plans, organizes, manages and directs youth services activities including the children's food, child care advocacy and Head Start programs; trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division manager classification, responsible for a variety of youth services programs. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. It is distinguished from Director of the Human Services Department, which is a department head, responsible for the overall administration of the department.

Receives direction from the Director, Department of Human Services and exercises direction over Head Start Supervisor, Child Care Supervisor, Administrative Services Manager II, professional, technical and assigned clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the year-round children's food program, the citywide child care advocacy program and the Head Start program.

Develop and implement management systems, procedures and standards for youth services program evaluation.

Direct the preparation of a variety of studies and reports relating to current and long-range youth services needs and develop specific proposals to meet them.

Negotiate, coordinate and administer a wide variety of contracts covering youth program projects and services.

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

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

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

MANAGER, YOUTH SERVICES**Page 2**

Establish and maintain positive working relationships with individuals, businesses, community organizations, school officials and public and private agencies to ensure that programs and activities are responsive to the community needs.

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

Monitor developments related to youth services, evaluate their impact on City operations and implement policy and procedure improvements.

QUALIFICATIONS

Extensive knowledge of principles and practices of youth services program development and administration.

Considerable knowledge of principles and practices of public relations and program marketing.

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

Working knowledge of principles and practices of contract administration.

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

Working knowledge of computer systems and applications.

Ability to manage and direct a comprehensive youth services program.

Ability to plan, organize, direct and coordinate a variety of youth programs to meet diverse community needs.

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

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

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

Ability to communicate effectively orally and in writing.

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

Ability to exercise sound independent judgement within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in public or business administration, early childhood education, social welfare or closely related field.

Experience:

Three years of responsible supervisory or managerial experience in youth services program administration.

LICENSE OR CERTIFICATE

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



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM212,
EM213 PPT
EM214 PT

Exempt

PROJECT MANAGER III

DEFINITION

Under administrative direction, organizes, manages and directs the work of a City project; prepares short and long-range plans; trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level classification, which is exempt from the regulations of the Civil Service Board. Incumbents in this series are hired for the duration of the project, which is usually six months to three years. Project activities are based upon direct consultation with the user department executive management staff and involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. The scope and nature of specific projects determines the level of the Project Manager required. Project Manager III's supervise large-scale projects that have citywide impact. Incumbents are responsible for the development, successful implementation and quality control of all aspects of the project. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This level is distinguished from the Project Manager II classification, which typically manages medium size projects that could involve more than one department or require community input.

Incumbents receive direction from a Department Director, Agency Director or other executive management staff, and exercise supervision over assigned professional and clerical support staff.

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

Plan, organize, manage, participate in and direct the work of the project including the development, successful implementation, and quality control aspects of each project.

Prepare long-range plans in coordination with City agencies/departments, other divisions and other public agencies; develop policies and procedures for establishing costs, schedule controls and coordinating activities.

Negotiate and administer contracts with project participants and service providers; resolve conflicts in a timely manner satisfying the clients needs, the designers concepts and in keeping with the budgetary constraints and established schedule.

Analyze proposed and current project management regulations and develop recommendations for implementation compliance.

Prepare or review staff reports and resolutions for the City Manager, City Council or commissions;

PROJECT MANAGER III**Page 2**

work closely with the Council, public and private groups, professional groups and citizens to explain or coordinate plans for proposed projects and to solicit their support.

Direct the preparation and administration of project budgets.

Prepare cost forecasts, variances and critical paths including project closeout procedures; maintain master schedule and inform management of potential conflicts.

Manage, assign, supervise and evaluate assigned staff; provide training and staff development

QUALIFICATIONS

Extensive knowledge of the area of interest of the particular project.

Extensive knowledge of principles and practices of project management.

Extensive knowledge of principles and practices of management and supervision.

Extensive knowledge of contract negotiation and administration; conflict resolution techniques.

Considerable knowledge of English punctuation, syntax, language mechanics and spelling.

Considerable knowledge of the principles of budget development and monitoring including development of control measures to remain within budget.

Working knowledge of personal computer systems and applications.

Working knowledge of the principles and techniques for persuasive presentation of ideas and concepts in both oral and written formats.

Ability to prepare and administer departmental budgets; negotiate and administer a variety of contracts.

Ability to develop and maintain positive relationships with community leaders, organizations, businesses and staff; coordinate a variety of projects and activities inter-departmentally and with outside agencies; plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.

Ability to supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational policies, practices and procedures; analyze and solve problems of a complex nature; maintain departmental and state safety standards.

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

Page 3

Ability to communicate effectively and persuasively in both oral and written format; speak in large and small group settings; prepare and analyze comprehensive reports; conduct staff meetings.

Ability to exercise sound independent judgment within general policy guidelines.

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

EDUCATION AND EXPERIENCE

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

Education:

Bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment. A Master's degree is desirable.

Experience:

Two years of experience comparable to a Project Manager II with the City.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

Additional relevant licensing or certification may be required based upon project needs or requirements.



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: MA137
Exempt

PUBLIC WORKS OPERATIONS MANAGER

DEFINITION

Under administrative direction in the Public Works Agency, plans, organizes, manages and directs the construction, reconstruction, repairs and maintenance of streets, driveways, median strips, curbs, bridges, storm drains and sanitary sewer systems; develops and administers capital improvement projects and budgets; and supervises subordinate supervisors.

DISTINGUISHING CHARACTERISTICS

This multi-incumbent position is responsible for providing management and direction to a variety of tasks relating to the construction, maintenance, and repair of streets, sewers, and other public works facilities. This classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This classification differs from Public Works Supervisor II in that the latter implements public works programs on a day-to-day basis.

Incumbents receives direction from an Assistant Director of Public Works Agency. They exercise general supervision over Public Works Supervisor I and II's and other assigned clerical staff.

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

Assists in developing and implementing policies, methods, and procedures for departments and divisions; organizes, plans, and schedules activities for diverse and complex sections within each division.

Manages a Work Management Program; sets performance goals and production standards for planned and preventative maintenance programs; develops strategies and coordinates responses to emergencies and disasters.

Prepares and presents staff reports to the City Council, Mayor, City Manager, committees, and the community; attends community meetings and makes commitments to resolve problems on behalf of the agency.

Evaluates alternate courses of action for street maintenance projects as a part of the Maintenance Management Program.

Develops and administers projects; develops bid proposals and manages the preparation of contract specifications for asphalt resurfacing, pavement surface treatment services, equipment rental, and the procurement of construction materials and supplies.

PROJECT MANAGER III**Page 2**

Works with the Director of Public Works in preparing recommendations for ordinances and resolutions.

Responds to complaints from the public and other agencies; provides quality teamwork and customer service to internal and external clients.

Selects, trains, and supervises a large staff; establishes performance goals and conducts performance evaluations; develops and administers employee safety training programs.

Develops, administers, and monitors operating and capital budgets; prepares and maintains records and reports; writes letters; prepares cost estimates.

Operates a motor vehicle in the performance of assigned duties.

Perform related duties as assigned.

QUALIFICATIONS**Knowledge of:**

Materials, records, equipment and current practices used in the maintenance, repair and improvement of streets, drains, and related structures.

Principles of project management and supervision.

Principles of personnel management, training and evaluation.

Plans review, including analysis of labor and materials cost.

Budget development and administration.

Public contact and community relations.

Ability to:

Prepare or review plans and specifications.

Direct the response to emergency and disaster situations.

Estimate project costs.

Supervise, train and evaluate staff.

Maintain and prepare reports.

Interface effectively with other departments, the public and other agencies.

Evaluate proposed projects, or alternative solutions to a maintenance or construction problem.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

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

Experience:

Five years of experience comparable to Public Works Supervisor II in the City of Oakland.

Education:

Associate's degree from an accredited college with course work in public works maintenance, personnel management or a related field. A Bachelor's degree is desirable.

LICENSE OR CERTIFICATE

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

Date Approved: CSB#
Date Revised: September 22, 2010 vrh
Civil Service Board: # 44346
Date Approved: 10/27/95



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM215
Exempt

SPECIAL ASSISTANT TO THE MAYOR

DEFINITION

Under general administrative direction in the Mayor's Office performs complex policy and program development, research, analysis and planning; coordinates Mayoral support functions; prepares reports and draft proposed legislative policy; liaises with the constituency, outside organizations, neighborhood and community groups and department staff; responds to constituent inquiries; attends outside meetings, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent position that works with limited supervision in the Mayor's Office. This position is exempt from the regulations of the Civil Service Board. Incumbents in this position report directly to the Mayor and may act as a supervisor or technical lead over assigned professional, technical, clerical staff and interns.

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

Provide daily support to the Mayor; act as a liaison between department and outside agencies; respond promptly to constituent complaints or inquiries by gathering information, coordinating with city staff or others; research and follows up on status of projects or pending issues.

Assist in development of short and long range planning for departmental activities; manage workload; coordinate office's response to news or changing policy; monitor and research items on City Mayor's agenda; prepare reports of findings and recommendations.

Assist in monitoring of the office's budget, including maintaining records of expenditures; monitor grant activities.

Research, prepare and analyze complex reports; prepare draft legislation in response to Mayoral requests.

Direct and participate in public information projects; attend outside meetings during both workdays and evenings, including but not limited to special meetings on urgent issues in the community and others of a variable nature; represent the Mayor at a wide variety of meetings both during workday and evening.

Prepare and organize Mayor's meetings, including goals, location, equipment, agenda, participants and any other variables.

Develop and implement computer systems and applications.

Assist Mayor with special media events; assist Mayor in preparing articles for local media.

KNOWLEDGE AND ABILITIES

Knowledge of processes and procedures of municipal government, organization and legislative procedures.

Knowledge of practices and methods of procurement and contract administration.

Knowledge of function of various city departments.

Knowledge of administrative organization principles.

Knowledge of applications and implementation of computer systems.

Knowledge of the Oakland community as a whole.

Ability to negotiate and administer a variety of administrative contracts.

Ability to balance conflicting priorities in a public office environment.

Ability to analyze and solve problems.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to collect, compile, analyze, and interpret statistical data.

Ability to tactfully respond in a timely manner to inquiries and concerns of the public.

Ability to coordinate functions and activities between departments and outside agencies.

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

Ability to work irregular days and hours.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree in business or public administration, political science, planning, finance, accounting or related field.

Experience:

Five (5) years of public sector experience in a similar capacity, preferably in a City Government, including two (2) years of supervisory experience.

LICENSE OR CERTIFICATE

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

Date Approved: CSB#

Date Revised: September 22, 2010 vrh