

CITY OF OAKLAND
AGENDA REPORT

2008 MAR 27 AM 11:19

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: April 8, 2008

RE: An Informational Report Of The Activities Of The Civil Service Board For The Three Quarters Beginning April 1, 2007 And Ending March 31, 2008 Including An Overview Of The Board's Revision Of The Civil Service Rules

SUMMARY

This informational report on the activities and operations of the Civil Service Board covers the three quarters beginning April 1, 2007 and ending March 31, 2008. The Civil Service Board meets on the second Thursday of each month in Hearing Room 1 of City Hall. This has been an historic period for the Civil Service Board. The Civil Service Rules, also known as the Personnel Manual, were revised and presented to the Board for approval. The Rules had not been revised since 1971.

In addition to approving the Rules, Civil Service Board functions include ratifying requests for provisional appointments; approving significant revisions to existing class specifications; approving new class specifications; approving exemption of classifications; approving leaves of absence; and conducting disciplinary hearings, as deemed appropriate.

FISCAL IMPACT

This is an informational report. There are no fiscal impacts.

BACKGROUND

The Civil Service Board is a creation of the Charter of the City and has responsibility for the maintenance of the Civil Service System and enforcement of the Personnel Rules.

The Secretary to the Civil Service Board is the Personnel Director, Marcia A. Meyers. The Board is staffed by D. Jacquelyn Edwards, Principal Human Resource Analyst and Andrea S. Ausberry, Human Resource Clerk, of the Office of Personnel Resource Management, Finance and Management Agency, and alternately by Tracy Chriss and Jennifer A. Chin, Deputy City Attorneys in the Office of the City Attorney.

Item: _____
City Council (or Committee)
Date of Report

KEY ISSUES AND IMPACTS

The April 12, 2007 meeting of the Board included a closed session during which labor negotiator, Jon Holtzman, presented an overview of the process used to negotiate revisions to the Civil Service Rules with the City's bargaining units. Reports on key issues produced by negotiations regarding modifications to the Rules were presented to the Board at subsequent meetings of July 12, August 27, and November 8. Final review and approval of the revised rules is expected at the April 10, 2008 meeting. Table A, attached to this report details the key issues and the dates the Civil Service Board addressed the revisions to the Civil Service Rules.

Additionally, during the period covered by this report, eleven (11) provisional appointments were ratified, revisions to twenty-seven (27) class specifications were approved, and eight (8) new classifications were created, of which seven (7) were approved for exemption. The specifics of these Board activities and accomplishments are detailed in Table B attached to this report.

In December, 2007 the Civil Service Board members and staff were saddened to learn of the passing of Board member Steven J. Jimenez. He was a great asset to the Board and he is missed. In his honor, the Workers' Compensation Section of the State Bar of California has renamed their Special Recognition Awards the Steve Jimenez Memorial Special Recognition Awards. By separate report, the Civil Service Board will request a resolution in honor of Mr. Jimenez.

SUSTAINABLE OPPORTUNITIES

Economic:

The recommendations contained in this report do not have an economic impact.

Environmental:

The recommendations contained in this report do not have an environmental impact.

Social Equity:

The recommendations contained in this report do not have a social equity impact.


DISABILITY AND SENIOR CITIZEN ACCESS

In compliance with the Americans with Disabilities Act (ADA) and the Older Americans Act, and other applicable laws, Civil Service Board meetings are conducted in accessible facilities.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council accepts this informational report.

Respectfully submitted,


WILLIAM NOLAND
Director, Finance and Management Agency

Reviewed by:

Marcia A. Meyers, Director
Office of Personnel Resource Management

Prepared by:

D. Jacquelyn Edwards, Principal HR Analyst
Recruitment and Classification Division, OPRM

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:


Office of the City Administrator

Item: _____
Finance and Management Committee
April 8, 2008

Civil Service Rules Revision Overview

Meeting Date	Agenda/Actions	Comments/Actions
April 12, 2007	Pursuant to California Government Code 54957.6, labor negotiator Jonathan Holtzman met in closed session with the Civil Service Board members to provide an overview of the process and issues related to revision of the Civil Service Rules.	Open Forum was moved to the beginning of the meeting. During the Open Forum segment of the meeting representatives of Local 55 and Local 21 commented on the process.
July 12, 2007	Using a Presentation, Bargaining Unit Response, City Response format, key issues were presented to the Board by labor negotiator Jonathan Holtzman and the Personnel Director, Marcia Meyers. Service Employees International Union (SEIU) 790/1021, International Federation of Professional and Technical Employees (IFPTE) Local 21, International Association Firefighter Local 55 (IAFF) and Oakland Police Officers Association (OPOA).	The questions that framed the discussion were: 1. What is the most effective way to streamline personnel transactions while preserving Civil Service Board oversight? 2. What is the appropriate minimum certification Rule? Is it appropriate to break tie scores? 3. When, if ever, is it appropriate to utilize a broader certification rule? What are the appropriate mechanisms for any such expanded certification? 4. How can the examination process be used to achieve optimum balance between attracting the best candidates for a position and promoting internal candidates? 5. What is the appropriate role of supplemental questionnaires in the hiring process?

Civil Service Rules Revision Overview

Meeting Date	Agenda/Actions	Comments/Actions
<p>August 27, 2007</p>	<p>The Board elected to approve all Rules approved by both the City and the respective bargaining units with the exception of Rule 3 - Classification of Positions, Section 3.04, which addresses Administration and Maintenance of the Classification Plan; Rule 4 - Applications, Recruitment, Examinations, Selection, and Eligible Lists- Section 4.08 which address type and scope of competitive examinations, Sections 4.15-4.17 and Section 4.20 which address eligibility lists; Rule 5 - Certification and Appointment, Sections 5.02 and 5.03 which address Certification; and Rule 8 - Vacations and Leaves of Absence.</p>	<p>After presentations and discussions by both sides the Board decided to move Section 3.05 (a), 3.05 (d) and Rule 8 to MOU negotiations; to accept proposed amendments for 4.15-4.17. Discussion of Rules 4.20, 5.02 and 5.03 was carried over to a subsequent meeting.</p>
<p>November 8, 2007</p>	<p>The Board discussed Rules Sections 4.08 (Types and Scope of Exams); 4.20 (Establishing Eligible Lists); 5.02 (Minimum Certification); and 5.03 (Expanded Certification).</p>	<p>The Board requested further information on the issue of supplemental questionnaires; accepted four ranks vs four rules in certification (5.02); and to accept the language of 4.20. and Section 5.03 concerning expanded certification rules was rejected. This item will be brought to Council for consideration before Council's Summer Recess.</p>
<p>April 10, 2008</p>	<p>A final report, proposal and Final Draft (pending approval of the Board) will be presented at the April 10, 2008 regularly scheduled meeting of the Civil Service Board.</p>	

April 1, 2007 - March 31, 2008 Civil Service Board Meeting Overview

Meeting Date	Meeting Type	Provisional Appointments		Classification Specifications			Leaves	Hearings
		Dept./Ag.	Classification	Revised	New	Exemptions		
April 12, 2007	Regular. Included overview of Civil Service Rules revision project.	OPR	Recreation Center Director					
		FMA/OPRM	Benefits Representative					
May 31, 2007	Special	City Clerk	City Records Manager					
		OPD	Animal Control Officer (2)					
		CAO	Assistant Contract Compliance Officer				Captain Hoffman, OFD, granted leave from Captain classification to take exempt OFD Assistant Chief position.	Review of Findings of Fact and Conclusions of Law in Banks v City of Oakland.
July 12, 2007	Regular. Included presentation and discussions of revised rules.							

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Meeting Date	Meeting Type	Provisional Appointments		Classification Specifications			Leaves	Hearings
		Dept./Ag.	Classification	Revised	New	Exemptions		
July 16, 2007	Special			Sports Program Coordinator (OPR)				Cochrane v City of Oakland appeal.
				Manager, Claims and Risk (FMA)				
				Heavy Equipment Mechanic (PWA)				
				Heavy Equipment Operator (PWA)				
				Heavy Equipment Service Worker (PWA)				
				Sewer Maintenance Leader (PWA)				
				Street Maintenance Leder (PWA)				
				Street Sweeper Operator (PWA)				
				Tree High Climber (PWA)				
				Tree Trimmer (PWA)				
				Tree Worker (PWA)				

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Meeting Date	Meeting Type	Provisional Appointments		Classification Specifications			Leaves	Hearings
		Dept./Aq.	Classification	Revised	New	Exemptions		
August 27, 2007	Special. Focused on presentation and discussion of revised rules.							
September 13, 2007	Regular						Captain Kozicki, OPD, granted leave from Captain classification to take exempt OPD Deputy Chief position.	Decision rendered in Cochrane v City of Oakland appeal.
				Electrician (PWA)				
				Electrician Leader (PWA) Electrician Helper (PWA)				
October 11, 2007	Regular						Adoption of Findings of Fact and Conclusions of Law in Banks v City of Oakland.	
							Discussion of OFD Captain Holt request for hearing.	

April 1, 2007 - March 31, 2008 Civil Service Board Meeting Overview

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		Dept./Ag.	Classification	Revised	New	Exemptions		
November 8, 2007	Regular, including final presentation of revised Civil Service Rules.			Office Assistant II (Citywide)				
				Public Service Representative (Citywide)				
				Public Service Representative, Senior (Citywide)				
				Administrative Assistant I and II (Citywide)				
				Early Childhood Center Director (DHS)				

April 1, 2007 - March 31, 2008 Civil Service Board Meeting Overview

Meeting Date	Meeting Type	Provisional Appointments		Classification Specifications			Leaves	Hearings
		Dept./Ag.	Classification	Revised	New	Exemptions		
March 6, 2008	Special	CEDA	Public Service Representative (2)		Archivist (OPL/AAMLO)			Calendared Wilmoth v City of Oakland appeal for April 10, 2008.
			Public Service Representative, PPT	Performance Auditor (Auditor)	Director of Information Technology (DIT)	Director of Information Technology (DIT)		
		DHS	Program Analyst II	Senior Performance Auditor (Auditor)	Police Services Manager I (OPD)	Police Services Manager I (OPD)		
			Senior Services Program Assistant	Performance Auditor, Manager (Auditor)	Police Services Manager II (OPD)	Police Services Manager II (OPD)		
		FMA	Parking Meter Repair Worker	Assistant City Auditor	Associate Director, Library Services (OPL)	Associate Director, Library Services (OPL)		
				Neighborhood Services Coordinator	Assistant Chief of Police (OPD)	Assistant Chief of Police (OPD)		
				Open Government Coordinator	Director of Contracting and Purchasing (CAO)	Director of Contracting and Purchasing (CAO)		
				Complaint Investigator II	Assistant Budget Director (CAO)	Assistant Budget Director (CAO)		
				Complaint Investigator III				
The following regularly scheduled meetings were canceled: May 10, 2007, June 14, 2007, December 13, 2007; January 10, 2008, February 14, 2008								