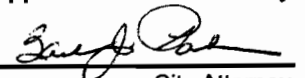


2010 MAR 11 PM 2:07


City Attorney

OAKLAND CITY COUNCIL

RESOLUTION No. 82532 C.M.S.

Resolution (1) Establishing Criteria for Exemption of Positions from the Hiring Freeze That The City Council Implemented on January 19, 2010; and (2) Exempting Certain Critical Positions Funded By The General Fund From The Hiring Freeze

WHEREAS, on January 19, 2010 the City Council passed Resolution No. 82502 C.M.S., a resolution that required an immediate hiring freeze, freezing all appropriations for all vacant positions funded by the General Fund; and

WHEREAS, Resolution No. 82502 also provides that the City Administrator and other Appointing Authorities shall obtain City Council authorization/approval before filling any vacant positions funded by the General Fund; and

WHEREAS, the City Council declared that the freeze on appropriations for vacant positions funded by the General Fund is not intended to apply to promotions and transfers of employees within the City to vacant positions; and

WHEREAS, at its February 2, 2010 meeting, the City Council considered a report and resolution including an Exhibit A setting forth positions that the City Administrator needs to exempt from the freeze on General Fund appropriations for vacant positions; and

WHEREAS, at its February 2, 2010 meeting, the City Council made an urgency finding, due to the budget deficit, to include on the February 9, 2010 Finance and Management Committee agenda a discussion of criteria for exempting vacancies from the freeze on all appropriations for vacant positions funded by the General Fund; and

WHEREAS, the City Administrator has developed such criteria; now therefore be it

RESOLVED: that the following criteria shall be used to exempt General Fund positions that are subject to the January 19, 2010 freeze on all appropriations for vacant positions funded by the General Fund:

1. the position is required to comply with federal, state or local mandates,
2. the position is necessary to ensure the provision of critical City services and operations, as outlined in the City's current budget,
3. the position is part of a program or activity that is revenue-generating and fully cost recovering,
4. the position is necessary to carry out programs supported by stimulus funding or grants; and be it

FURTHER RESOLVED: that based on the above criteria, the City Council hereby exempts from the freeze on appropriations for vacant positions funded by the General Fund the positions listed on Attachment A attached hereto, which may be amended at the Council meeting; and be it

FURTHER RESOLVED: that the City Council exempts from the freeze on appropriations for vacant positions funded by the General Fund, additional vacancies that meet the criteria established by this resolution; and be it

FURTHER RESOLVED: that the City Administrator shall provide to the Finance and Management Committee on a quarterly basis, as part of the Quarterly Vacancy Report, an informational report showing the vacancies filled based on the criteria established in this resolution

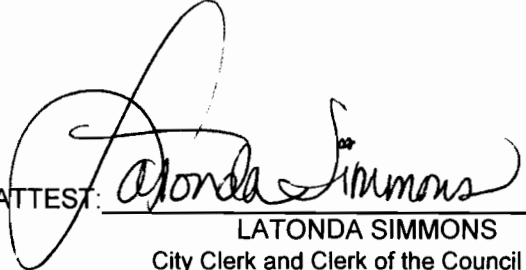
IN COUNCIL, OAKLAND, CALIFORNIA, FEB 16 2010, 2010
PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, ~~DE LA FUENTE~~, KAPLAN, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT BRUNNER - 7

NOES- De La Fuente - 1

ABSENT- 0

ABSTENTION- 0

ATTEST: 
LATONDA SIMMONS
City Clerk and Clerk of the Council
of the City of Oakland, California

DEPT	JOB CLASSIFICATION	# of FTE to fill	FUNDING SOURCE	DATE VACATED	STATUS OF RECRUITMENT	HOW SOON NEED TO FILL	Federal, State, local Mandate	Critical to Services & Operations	Revenue Generating	Supports Stimulus or Grant Program	FY 2009-10 cost (2 months) - GPF ONLY	FY 2010-11 cost (full-year) - GPF ONLY	JUSTIFICATION/IMPACT OF NOT FILLING
EXEMPT IMMEDIATELY: LIBRARIES (MEASURE Q MANDATE)													
Library - 61314 - Elmhurst Branch	Librarian I - AP214	1.00	GPF	5/1/09	Recruitment authorized by City Administrator (External & Promotional). Written exam took place on 1/27/10. Finalizing eligible list.	5/1/2010, but recruitment must begin immediately	X	X			\$21,594	\$88,808	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent.
Library - 61316 - Montclair Branch	Librarian I (Under fillings Librarian II) - AP214 (AP211)	1.00	GPF	5/1/09	Recruitment authorized by City Administrator (External & Promotional). Written exam took place on 1/27/10. Finalizing eligible list.	5/1/2010, but recruitment must begin immediately	X	X			\$21,594	\$88,808	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent.
Library - 61111 - Director's Ofc	Administrative Librarian - MA129	1.00	GPF	1/4/10	Requisition sent to City Administrator on 1/19/10. Awaiting approval.	3/1/10	X	X			\$35,563	\$217,663	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent.
Library - 61311 - Branch Admin.	Supervising Librarian - SC172	1.00	GPF	8/20/09	Requisition sent to City Administrator on 12/17/09. Awaiting approval.	3/1/10	X	X			\$25,030	\$153,221	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent.
Library - 61321 - Teen Svcs	Librarian I - AP214	1.00	GPF	3/20/09	Recruitment authorized by City Administrator (External & Promotional). Written exam took place on 1/27/10. Finalizing eligible list.	5/1/2010, but recruitment must begin immediately	X	X			\$21,594	\$88,808	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent.
Library - 61343 - Golden Gate Branch	Librarian I - AP214	1.00	GPF	1/24/09	Recruitment authorized by City Administrator (External & Promotional). Written exam took place on 1/27/10. Finalizing eligible list.	5/1/2010, but recruitment must begin immediately	X	X			\$21,594	\$88,808	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent.

DEPT	JOB CLASSIFICATION	# OF FTEs in III	FUNDING SOURCE	DATE VACATED	STATUS OF RECRUITMENT	HOW SOON NEED TO FILL	Federal, State, local Mandate	Critical to Services & Operations	Revenue Generating	Supports Stimulus or Grant Program	FY 2009-10 cost (2 months) - GPF ONLY	FY 2010-11 cost (full-year) - GPF ONLY	JUSTIFICATION / IMPACT OF NOT FILLING
Library - 61339 - 81st Ave Comm Library	Library Assistant - AP223	1.00	GPF	7/1/09	Requisition sent to City Administrator on 1/22/10. Awaiting approval.	5/1/2010, but recruitment must begin immediately	X	X			\$11,576	\$50,342	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent
Library - 61339 - 81st Ave Comm Library	Librarian I - AP214	1.00	GPF	7/2/09	Requisition sent to City Administrator on 1/22/10. Awaiting approval.	5/1/2010, but recruitment must begin immediately	X	X			\$21,087	\$94,063	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent
Library - 61339 - 81st Ave Comm Library	Senior Librarian - AP220	1.00	GPF	7/2/09	Requisition sent to City Administrator on 1/22/10. Awaiting approval.	5/1/2010, but recruitment must begin immediately	X	X			\$25,991	\$110,664	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent
Library - 61339 - 81st Ave Comm Library	Librarian II - AP217	1.00	GPF	7/4/09	Requisition sent to City Administrator on 1/22/10. Awaiting approval.	5/1/2010, but recruitment must begin immediately	X	X			\$7,102	\$92,968	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent
Library - 61339 - 81st Ave Comm Library	Custodian - TR120	1.00	GPF	7/5/09	Custodial services will be managed through PVA on behalf of the Library	5/1/2010, but recruitment must begin immediately	X	X			\$11,576	\$50,342	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent
Library - 61339 - 81st Ave Comm Library	Library Assistant, PPT - AP222	0.60	GPF	7/6/09	Requisition sent to City Administrator on 1/22/10. Awaiting approval.	5/1/2010, but recruitment must begin immediately	X	X			\$11,576	\$50,342	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent

DEPT	JOB CLASSIFICATION	# of FTE to fill	FUNDING SOURCE	DATE VACATED	STATUS OF RECRUITMENT	HOW SOON NEED TO FILL	Federal, State, local Mandate	Critical to Services & Operations	Revenue Generating	Supports Stimulus or Grant Program	FY 2009-10 cost (2 months) - GPF ONLY	FY 2010-11 cost (full-year) - GPF ONLY	JUSTIFICATION / IMPACT OF NOT FILLING
Library - 61339 - 818 Ave Comm Library	Librarian I - A1214	1.00	GPF	7/1/10	Requisition will be sent 7/1/10	8/1/2010, but recruitment must begin immediately	X	X			\$21,594	\$88,808	The City Council reduced the Library's FY2009-10 General Purpose Fund (GPF) Appropriation to the minimum required under Measure Q. The Library must fill enough vacant GPF positions to allow for the lawful collection of Measure Q revenues. If the GPF Library support requirements of Measure Q are not met, City may not only be required to refund almost \$13 million in anticipated Measure Q revenue collected during FY2009-10, but would also then have to absorb the cost within the GPF of the Measure Q revenues already spent.
Total		12.60									\$273,489	\$1,302,131	
EXEMPT IMMEDIATELY: OPR SUMMER PROGRAMS (CRITICAL AND REVENUE-GENERATING PROGRAMS)													
OPR	Data Entry Operator	1.00	General Fund	9/30/2009	Pending signatures on the requisition. Looking for internal transfer and/or hire.	Fill by 7/1/2010, begin recruiting immediately	X				\$10,349	\$63,368	This position is critical in the oversight of \$3.2 million in revenue collected by the Department annually. Without this position there would not be cash oversight for our 28 recreation centers creating a huge void in the accountability, checks and balances and increase the possibility of theft.
OPR	Lifeguards, PT	3.00	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting immediately	X	X			\$30,645	\$71,304	The part-time staff is critical in operating the summer aquatic program at the remaining five pools. These positions are critical in maintaining safety at the pools which OPR serves over 20,000 children and youth during the summer months. Not filling these positions will result in closing the remaining 5 swimming pools. There is a standard of care requirement that municipal agencies must adhere to. In order to open any of OPR's pools there must be a ratio of 1:25 for recreational swimming.
OPR	Park Attendant, PT	0.40	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting	X	X			\$4,977	\$11,613	These positions are needed in order to gear up for the soccer, softball and baseball seasons, and in maintaining the sixty-six (66) ball fields city-wide. The fields will open at the end of February and will require maintenance over the next seven months.
OPR	Pool Manager, PT	0.40	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting immediately	X	X			\$4,865	\$11,331	Part-time staff is critical in operating the summer aquatic program at the remaining five pools. Pool Managers have the responsibility of oversight of the operation of the pool, including the intake of monies, responding of the incidents, and the prevention of drowning. These positions are critical in maintaining safety at the pools - OPR serves over 11,000 children and youth during the summer months.
OPR	Recreation Aide, PT	1.30	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting immediately	X	X			\$9,645	\$72,505	Part-time staff in this area are critical for the city-wide programming to include sports, ball-fields and basic programs at the 24 Recreation Centers. The absence of these positions will create lack of oversight and increase the ratio of supervision thereby reducing the number of children participating in our programs. Without this support of the Aides the programming at the recreation centers will be reduced further in its program offerings and number of children served.
OPR	Recreation General Supervisor	1.00	General Fund	11/27/09	Final stages of recruitment, list has been created and department has done interviews and is in the process of selecting a candidate.	Fill by 6/5/2010, begin recruiting immediately	X				\$31,991	\$111,937	This position is critical to providing management for 10 recreation centers. Currently the department has only one Recreation General Supervisor. The Agency Director has assumed this responsibility to supervise over 20 direct reports in addition to the day-to-day operations.

DEPT	JOB CLASSIFICATION # of FTE in fill	FUNDING SOURCE	DATE VACATED	STATUS OF RECRUITMENT	HOW SOON NEED TO FILL	Federal, State, local Mandate	Critical to Services & Operations	Revenue Generating	Supports Stimulus or Grant Program	FY 2009-10 cost (2 months) - GPF ONLY	FY 2010-11 cost (full year) - GPF ONLY	JUSTIFICATION / IMPACT OF NOT FILLING
OPR	Recreation Leader I, PT	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting immediately	X	X			\$35,412	\$59,296	Part-Time staff in this area are essential for the citywide programming to include sports, ball-fields and basic programs at the 24 Recreation Centers. The absence of these positions will create lack of oversight and increase the ratio of children participating in our programs. Without this support the programming at the recreation centers will be reduced further in its program offerings and number of children served.
OPR	Recreation Leader II, PRT	General Fund	7/1/09	Final stages of recruitment, list has been created and department will complete interviews in April for June 2010 hire date	Fill by 6/5/2010, begin recruiting immediately	X	X			\$159,023	\$94,863	The Recreation Leader II Permanent Part-Time position was part of the 2009-11 budget process. The part-time positions were to be converted into the permanent part-time positions contributing \$350,000 annually towards the GPF deficit. Not hiring the PRT positions will cause the facilities to close at gym during summer months. Once the revenue generated programs have ended and during the year round programming there will be no structured programming and a severe public safety concern for staff. Not hiring these PRT's will leave most Center Director, Program Directors and supervisors alone at their facilities with the responsibility to monitor the children, coach the teams, collect the fee's, making the deposits and completing the necessary administrative work. This creates a significant safety issue for staff.
OPR	Recreation Leader II, PT	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting immediately	X	X			\$4,892	\$11,415	This position is critical to the oversight for the summer day camps, citywide sports and the Rotary Nature Center camps. Without these positions the summer citywide sports program will be eliminated, the Rotary Nature programs significantly reduced and Discovery Center will not meet its match as part of the OFCY grant.
OPR	Recreation Special I, PT	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting immediately	X	X	X		\$6,511	\$15,193	These positions support the 0-5 age group program, team programming and computer labs at several of our specialized recreation facilities. The impact of not filling the positions would result in elimination of programs
OPR	Recreation Special II, PT	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting immediately	X	X	X		\$1,645	\$3,839	This position is critical to the revenue generating camps, drama, art, dance, and programs provided during the summer. 40% of the part-time positions are returning staff. Therefore it is critical for OPR to have the talent and expertise in order to sustain the revenue generated by programs that has the potential of bringing in over 1.5 million of revenue over the next 3-4 months.
OPR	Sports Officials, PT	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting immediately	X	X			\$22,246	\$51,909	The Sports Officials are essential to the operation of OPR sports teams and leagues during the summer months. OPR is host to Soccer Leagues, Oakland Neighborhood Basketball League (ONBL) serving over 1,200 youth, softball and baseball citywide leagues. Without these positions the programs will not occur at the same level and will reduce the revenue to the city of \$110,000 annually.

DEPT	JOB CLASSIFICATION # of FTE to fill	FUNDING SOURCE	DATE VACATED	STATUS OF RECRUITMENT	HOW SOON NEED TO FILL	Federal, State, local Mandate	Critical to Services & Operations	Revenue Generating	Supports Stimulus or Grant Program	FY 2009-10 cost (2 months) - GPP ONLY	FY 2010-11 cost (full-year) - GPP ONLY	JUSTIFICATION / IMPACT OF NOT FILLING
OPR	Water Safety Instructors PT	General Fund	ongoing	Pending signatures from DHRM, Budget and CAO Offices on the requisitions to begin the hiring process	Fill by 6/5/2010, begin recruiting immediately	X	X			\$13,426	\$31,377	Water Safety Instructors (WSI) are critical in operating summer aquatic program at the remaining five pools. The WSIs are responsible for providing service to over 3,600 children and youth during the summer months through swimming lessons, organizing swim team, training for the Jr. Lifeguards and maintaining their water safety certifications. The absence of the WSI will diminish the programs. WSIs are critical in maintaining safety at the city's pools. Without certified instructors there will be no Swim Lessons, no Jr. Life Guard program, and no competitive swim teams. The ratio for these programs is an average of 1:3.
EXEMPT IMMEDIATELY: OTHER CRITICAL AND REVENUE-GENERATING PROGRAMS										\$25,628	\$1,426,122	
Total										\$325,628	\$1,426,122	
Budget Office	Budget & Operations Analyst III	General Fund	09/30/09	Finalist identified; job offer pending	Immediately		X			\$24,497	\$150,000	A finalist has been chosen and an offer is pending. The vacant Budget and Operations Analyst III is part of the critical team responsible for (a) balancing the City's General Purpose Fund and other fund budgets; (b) providing costing of Council and City Administrator budget balancing proposals; (c) monitors departmental adherence to budget balancing initiatives; and (d) provides early warning of potential budget imbalances. This position is assigned to the City Attorney, City Auditor, City Clerk, Finance and Management Agency, Parking Management and Department of Human Resources. Without this analyst, there would be no analyst provided on spending in these offices and no oversight of fiscal impacts of proposed initiatives/spending, thereby jeopardizing the City's ability to control spending. This position also staffs the Budget Advisory Committee.
Budget Office	City Administrator Analyst	General Fund	03/05/09	Semi-finalists have submitted supplemental questionnaires. Interviews to begin when position is exempted from the hiring freeze	Immediately	X	X			\$16,889	\$104,456	This position is in the mid-stage of recruitment; two internal finalists are vying to fill the position. This City Administrator Analyst is part of the critical team responsible for (a) balancing the City's General Purpose Fund and other fund budgets; (b) provides costing of Council and City Administrator budget balancing proposals; (c) monitors departmental adherence to budget balancing initiatives; and (d) provides early warning of potential budget imbalances. This position is assigned to the Department of Human Services budget. Without this analyst there would be no coverage of this department regarding budget and expenditures. This position is also assigned the technical responsibility of preparing all necessary reports to place the special tax levies on property owners' property tax bills, making possible the City's revenue collection for Measure M, N, Q and Y and LLAD and Wildlife Prevention Assessment District. This position coordinates and prepares annual event table, grant and travel reports required by the City Council; without this position, these reports would not be prepared or completed. This position is responsible for
CAO	Deputy City Administrator	General Fund - 50 Grant Cleaning - 50	6/21/08	Over 100 resumes received, currently under review to set up interviews	Immediately	X	X			\$11,237	\$139,000	Essential to the delivery of key City Administrator Office functions.

DEPT	JOB CLASSIFICATION	# of FTE to fill	FUNDING SOURCE	DATE VACATED	STATUS OF RECRUITMENT	HOW SOON NEED TO FILL	Federal, State, local Mandate	Critical to Services & Operations	Revenue Generating	Supports Stimulus or Grant Program	FY 2009-10 cost (2 months) - CPF ONLY	FY 2010-11 cost (full-year) - CPF ONLY	JUSTIFICATION/IMPACT OF NOT FILLING
CRDA	Rent Adjustment Manager (Project Manager II)	1	General Fund	9/29/09	Pending in HR-paperwork is being routed for approval to recruit; pending approval.	Immediately	X	X			\$37,100	\$228,295	This position is essential to the operation of the program. There are a number of policy issues that need a manager in place to address. The position is fully cost-covered from restricted Rent Adjustment fees that can only be used for program costs and not to balance the General Fund.
City's Police Review Board	Complaint Investigator II	1.00	General Fund	1/1/10	Recruitment approved on the date of the vacancy; pending approval.	Immediately	X	X			\$21,568	\$126,239	Currently the CPFB is unable to investigate 1/3 of their complaints and are closing complaints without an investigation due to the limited staffing resources. The Complaint Investigator II position is critical to processing and investigating police misconduct complaints and preparing evidentiary hearings for the Board. This position was downgraded from a Complaint Investigator III resulting in an annualized savings of 25%. The position is recommended to be selectively certified with a Bilingual employee to fulfill Equal Access Ordinance requirements.
City Attorney	Neighborhood Law Corps Attorney	2.00	General Fund		One vacant in early stages of recruitment four weeks, One vacant in September 2010 due to two year employment term	4/1/10 9/1/10	X	X			\$42,453	\$129,980	Law Corps Attorney positions serve for a defined two year time period. Annual salary is a minimal \$40,000. This program is vital and critical in enforcing the City's laws and policies to reduce crime, public nuisance, dog nuisance, substandard housing and blight. Freeing these positions would result in the loss of the significant benefits this program brings in helping to improve public safety and promote a cleaner, healthier community.
City Clerk	Citywide Records Manager	1.00	General Fund - 67 Oakland Redevelopment Agency - .33	7/2/09	Complete exam; finalizing eligible list		X				\$9,411	\$58,149	This position implements Citywide Records Program requested by Council Finance Committee.
DHS	Program Analyst I	1.00	General Fund - .15	7/2/09	Hiring approved August 2009, but eligible candidates did not possess the needed specialized skills required for this position. Department requested a selectively certified recruitment which is now pending.	Immediately	X		X		\$323	\$1,977	This position is primarily grant-funded (85%) through HUD and 15% GPF funded. The GPF provides a Grant Match for the federal funding for homeless services, including support for new HUD ARRA program. This position is critical to the operation of the Community Housing Services Division and to the HPRP ARRA funding received. The specialized skills of this position include: Homeless Management Information System knowledge and ability (local), Integrated Disbursement and Information System knowledge and ability (federal); Trained in and certified for HPRP reporting (local and federal); and Ability to appropriately monitor agencies within the three systems above.
PKA	HR Systems Analyst, Senior	1.00	General Fund	9/2/09	Golden Handshake vacancy; New recruitment will likely take at least 4 months to complete.	Immediately	X				\$25,984	\$159,105	This position is critical for payroll operations. The position provides reports, analysis, and programming to implement MRO agreements, lawsuit and arbitration settlements, CALPERS and other legally mandated payroll systems changes or corrections. Continued vacancy leaves the City vulnerable to costly payroll errors resulting from untimely implementation of system and reporting updates.
Museum	Assistant Complex Manager	1.00	General Fund	10/1/2009	Final stages of recruitment. Received 50 applications, working with Personnel to narrow down the candidates for a first round of interviews. It is imperative that we fill this position and have the person trained before we open to the public on May 1.	Immediately	X				\$17,652	\$105,911	This position is directly responsible for the security staff and emergency plans for the museum and involves many life and safety issues for visitors, staff, and volunteers. The position also oversees the custodial and gardening staff responsible for the cleanliness of the facility, as well as the normal maintenance and management of capital projects at the facility. This position is critical to the reopening on May 1.

DEPT	JOB CLASSIFICATION	# of FTE or Full	FUNDING SOURCE	DATE VACATED	STATUS OF RECRUITMENT	HOW SOON NEED TO FILL	Federal, State, local Mandate	Critical to Services & Operations	Revenue Generating	Supports Stimulus or Grant Program	FY 2009-10 cost (2 months) - GPF ONLY	FY 2010-11 cost (full-year) - GPF ONLY	JUSTIFICATION/IMPACT OF NOT FILLING
OPR	Executive Assistant	1.00	General Fund	12/22/2009	Pending signatures on the requisition. Looking for internal transfer and/or hire.	Immediately	X				\$15,716	\$96,221	This position is critical in the day to day operations of the Office of Parks and Recreation. This position serves as the one Administrative Support staff that provides support to over 70 management field staff. Without this position OPR would not have adequate staff for monitoring complaints, responding to customers, maintaining records, supervising clerical staff and providing information and preparing reports for the Mayor's Office, City Administrator's Office and City Council.
OPR	Recreation Program Director	1.00	General Fund	9/20/2009	Pending signatures on the requisition. Position will be selective certification.	Immediately	X	X			\$23,277	\$81,453	This position is essential to providing oversight of all tennis programs city-wide and at the Charles Tennis Stadium which generates \$0K in revenue annually. The absence of the Director will have a negative impact in the program offerings and a significant reduction in the already reduced tennis program for the underserved communities. The direct impact will mean a significant loss of revenue (\$200,000) as well as programs
OPR	Recreation Program Director	1.00	General Fund	7/4/09	Final stages of recruitment, list has been created and department will be conducting interview.	Immediately	X	X			\$23,277	\$81,453	The Program Director position is essential to maintaining the daily operations of Studio One. The Program Director position monitors art curator, art instructors, and services. The direct impact will mean a significant loss of revenue (\$250,000) as well as programs. The additional responsibility to operate the facility will be given to the Recreation Supervisor who has the responsibility of citywide cultural arts, Malonga, Radical Roving and citywide special events.
OPR	Recreation Supervisor	1.00	General Fund	7/4/09	Final stages of recruitment, list has been created and department conducted interview and has selected a candidate and the offer letter awaits signature.	3/17/10	X	X			\$16,742	\$102,505	This position is necessary for the continued operation of the two Bowling Centers and nine Community Gardens within OPR. The elimination of this position would have a severe impact on the over \$220,000 annual revenue generated by this Unit. The Bowling programs deliver safe, affordable, high quality bowling education and recreational opportunities to over 15,000 citizens annually. The Gardening Unit of OPR continues to grow as productive community partnerships develop. In addition to promoting healthy living and providing educational opportunities, community Gardening provides much needed fresh produce to underserved communities
Parking	Parking Meter Collector	2.00	General Fund	Jan. 12 and Jan. 29, 2010	Requisitions pending substantial	Immediately	X	X			\$19,435	\$119,002	The impact of not filling these positions would be delayed revenue collection. When meters are not collected it results in cash over flow and meter jams, resulting in lost revenue to the City.
Parking	Public Service Representative (Cantonese/Mandarin)	1.00	General Fund	9/09	Recruitment initiated in Nov. 2009. Department reviewed eligible list for restatements, transfers and open list. No bilingual candidates were found. Human Resources posted open recruitment on Feb 1, 2010, with final filing date of Feb. 19, 2010.	Immediately	X	X			\$10,568	\$64,695	This position is critical with meeting the demands of the unit and will result in reducing the long waiting times, slow response times, and lack of efficient customer service in the Parking Citation Assistance Center. This position needs to be filled with Bilingual employee to fulfill Equal Access Ordinance requirement. This unit is responsible for walk-in citation payments, lockbox processing, citation appeals and staffing PCAC call center.
Parking	Public Service Representative (Spanish)	1.00	General Fund	11/09	Recruitment initiated in Nov. 2009. Department reviewed eligible list for restatements, transfers and open list. No bilingual candidates were found. Human Resources posted open recruitment on Feb 1, 2010, with final filing date of Feb. 19, 2010.	Immediately	X	X			\$10,568	\$64,695	This position is critical with meeting the demands of the unit and will result in reducing the long waiting times, slow response times, and lack of efficient customer service in the Parking Citation Assistance Center. This position needs to be filled with Bilingual employee to fulfill Equal Access Ordinance requirement. This unit is responsible for walk-in citation payments, lockbox processing, citation appeals and staffing PCAC call center.

DEPT	JOB CLASSIFICATION	# of FTE for fill	FUNDING SOURCE	DATE VACATED	STATUS OF RECRUITMENT	HOW SOON NEED TO FILL	Federal, State, local Mandate	Critical to Services & Operations	Revenue Generating	Supports Stimulus or Grant Program	FY 2009-10 cost (2 months) - GPF ONLY	FY 2010-11 cost (full-year) - GPF ONLY	JUSTIFICATION / IMPACT OF NOT FILLING
POLICE	Administrative Analyst II	2.00	General Fund	8/09 9/09	Candidates interviewed, Department ready to extend job offers.	4/1/10			X	\$47,379	\$290,084	One position is assigned to Internal Affairs, one position is assigned to the Personnel Section; critical as their work responsibilities are tied to compliance with NSA tasks.	
POLICE	Animal Control Supervisor	1.00	General Fund	7/09 8/09	Recruitment closed 1/29/10. Awaiting HR to provide list to conduct interviews; HR screening applications.	4/1/10	X			\$16,321	\$59,916	The position is vital to oversee the day-to-day work of the eleven (11) Animal Control Officers	
POLICE	Veterinary Technician	1.00	General Fund	Vacant since 2006, utilizing temporary employees	Open recruitment, scheduled to close 2/1/10	5/1/10	X			\$9,230	\$36,505	This is an essential position in the care and treatment of animals brought to the Animal Shelter. This position can perform some of the lower level duties of Veterinarian, saving on costs.	
PWA	Park Attendant, PT	8.50	General Fund	On-going	PWA will assess the staffing needed relative to the authorized funding level and then start the hiring process to appointment to the Part-Time positions starting in March. Currently, it appears that within 10 weeks, the existing Part-Time employees will have used their allotted time and will not be available for further work. The Personnel Requisition to appoint any person to a Part-Time position currently requires approval from the City Administrator.	3/1/10		X		\$47,553	\$285,320	These positions perform essential weeding and litter removal tasks at priority park locations. They provide the most flexibility in park maintenance staffing. Part timers cover about 8 acres per FTE. Part timers backfill for permanent staff that are out on sick leave, vacation, Workers' comp, etc. They support weekend and holiday schedules. Without these FTE, the "Priority" locations will see increased litter and weeds and the "no routine maintenance" locations, which are complaint driven, will see an increase in response times.	
	Total	31.50								\$447,282	\$7,254,460		