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OFFICE OF THE CITY CLERK
OAKLAND

2009 OCT 15 PM 3:17

CITY OF OAKLAND AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Department of Human Resources Management
DATE: October 27, 2009

RE: A Report and Two Pieces of Legislation:

- 1) **An Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. (the Salary Ordinance) to Add the Permanent Full Time Equivalent Classifications of: Director of Information Technology; Director of Contracting And Purchasing; Director of Human Resources Management; Associate Director, Library Services; Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; and Revenue and Tax Administrator; and**
- 2) **An Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. (the Salary Ordinance) to Add the Permanent Part Time (PPT) and Part Time (PT) Equivalent Classifications of: Real Estate Agent, PT; Receptionist to the City Auditor, PT; Real Estate Agent, PPT; Receptionist to the City Auditor, PPT; Contract Compliance Officer, PPT; and Police Records Specialist, PPT**

SUMMARY

Two ordinances have been prepared for consideration by the City Council amending the Salary Schedule of Ordinance No. 12187 C.M.S. The first ordinance amendment would (1) add the permanent full time equivalent classifications of: Director of Information Technology, Director of Contracting and Purchasing, Director of Human Resources Management, Associate Director, Library Services, Assistant Chief of Police, Police Services Manager I, Police Services Manager II and (2) revise and update the job specifications for the Revenue and Tax Administrator.

The amendments in the first Ordinance are necessary to fully implement the creation of three new departments, the Department of Information Technology (DIT), the Department of Contracting and Purchasing (DCP) and the Department of Human Resources Management (DHRM); to more accurately reflect the work and responsibilities of the civilian staff of the Police Department and of the manager of the Revenue Division of the Finance and Management Agency; and to support succession planning and day-to-day operations in those departments where an Assistant or an Associate is being added.

Item: _____
Finance and Management Committee
October 27, 2009

The amendments in the second Ordinance are necessary to provide additional staffing options to the respective departments by adding part-time classifications to the existing job classes.

FISCAL IMPACT

The fiscal impact of implementing these changes has been anticipated by the respective departments and appropriate adjustments have been made to the FY 09-11 adopted budget.

The salaries assigned to the classifications in the first Ordinance are internally aligned with the salaries of classifications with comparable duties and responsibilities; and are externally aligned with salaries in the Bay Area and comparable jurisdictions. The salaries assigned to the classifications in the second, Ordinance regarding Part Time and Permanent Part Time positions are the same as the salaries assigned to the full time equivalents.

BACKGROUND

- 1) The creation of the Department of Information Technology, the Department of Contracting and Purchasing, and the Human Resources Management Department necessitated the creation of Department Head positions, responsible for the management and oversight of these three new entities.
- 2) The City's focus on an overall succession plan to ensure that the appropriate career ladders are in place to provide individuals with the potential to promote within the organization is a major factor behind the two new second-in-command and the two new manager classifications created by this ordinance. Both the Associate Director of Library Services and the Assistant Chief of Police are responsible for assisting with the overall administration of day-to-day operations of their respective departments; and each will have oversight responsibilities for specific areas or projects. Specifically, the Associate Director of Library Services will be responsible for major improvement projects, budgeting and policy planning; while the Assistant Chief of Police, in keeping with the recommendations of the Harnett Associates Report (dated December 28, 2006, Legistar No. 07-0060), will have oversight for the City's crime reduction and prevention efforts.
- 3) The addition of the Police Services Manager I and II classifications, in addition to creating internal promotional and training opportunities, also provide much needed non-sworn senior levels of professional level project and fiscal management.
- 4) The change in title and salary range for the Revenue and Tax Administrator (formerly the Revenue Manager) position are recommended to make the classification and title more in line with the position's duties, to create internal salary equity with other division managers, and to make the classification more attractive to prospective candidates.

By Resolution No. 80993 C.M.S. (*Attachment A*), Council recommended these classifications for exemption from the operation of the Civil Service: Director of Information Technology; Director of Contracting and Purchasing; Assistant Chief of Police; Associate Director, Library Services; Police Services Manager I; and Police Service Manager II. At a special meeting on March 6, 2008, the Civil Service Board exempted these classifications. Civil Service status for the Revenue and Tax Administrator will remain consistent with the status of the Revenue Manager classification, which, as part of unit UM1, is currently under discussion in accordance with a side letter with IFPTE Local 21. The Director of Human Resources Management classification is a change in title only from Director of Personnel Resources Management and is already an exempted classification.

The Part Time (PT) and Permanent Part Time (PPT) classifications were created as the result of a survey of department needs conducted by the Department of Human Resources Management. Some of the work is currently being performed by employees in Temporary Contract Service Employee classifications. Creation of these PT and PPT classifications will assist the City's ongoing efforts to manage and reduce the use of Temporary Contract Service Employees.

KEY ISSUES AND IMPACTS

The implementation of these new classifications will have the following related issues and impacts:

- The Department of Information Technology and the Department of Contracting and Purchasing were created as stand-alone departments as part of the mid-cycle budget process in June 2008; the Department of Human Resources Management was created as a stand alone organization as part of the budget process earlier this year (June 2009). The creation of the Director of Information Technology, Director of Human Resources and Director of Contract and Purchasing classifications simply assigns permanent titles to the existing directors of the departments, with no changes to compensation or job duties.
- The Associate Director, Library Services position is responsible for assisting the Director of Library Services with day-to-day operations including major improvement projects, budgeting, and policy planning. The proposed Salary Ordinance amendment assigns a permanent title to an incumbent already performing these duties.
- The Chief of Police, Assistant position will be responsible for assisting with the development, direction, management, and oversight of the Police Bureaus. This again, assigns a permanent title to an incumbent already performing these duties.
- The Police Service Manager I and II positions will be responsible for overseeing the work of employees engaged in activities and operations of one or more large, technical or functionally diverse divisions of the Oakland Police Department.

- The revision of the title and salary range for the Revenue and Tax Administrator (formerly the Revenue Manager) position will make the classification and title more in line with the position's duties and will create salary equity both internally and externally.
- The PT and PPT classifications will appropriately assign work and duties to permanent classifications rather than Temporary Contract Service Employees.

POLICY DESCRIPTION

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classification of positions. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current.

The attached ordinances and this report have been prepared in accordance with the legislative requirements for implementing changes to the Salary Ordinance.

Copies of the classification specifications for each of the new or revised classifications are attached to this report (*Attachments B-1 to B-8*).

SUSTAINABLE OPPORTUNITIES

Economic: Some of these positions provide for future promotional opportunities, which in turn open up job opportunities in the City government.

Environmental: No environmental opportunities have been identified.

Social Equity: By approval of these amendments to the Salary Ordinance, Council will enhance the availability of services provided by the five (Budget Office, Department of Contracting and Purchasing, Department of Information Technology, Oakland Public Library, and Oakland Police Department) departments that are impacted by the passage of these amendments to the Salary Ordinance.

DISABILITY AND SENIOR CITIZEN ACCESS

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

RECOMMENDATION(S) AND RATIONALE

These amendments to the Salary Ordinance are required to fully implement the responsibilities; and expand the services provided by the impacted City agencies and departments. Staff recommends that Council accept this report and approve the accompanying Ordinances.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council approve these Ordinances in order to effect changes necessary to update and maintain the classification system for the City of Oakland.

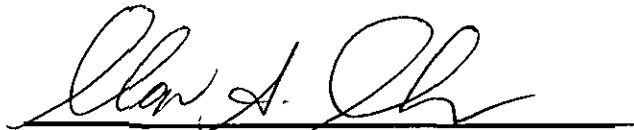
Respectfully submitted,



Wendell L. Pryor, Director
Department of Human Resources Management

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

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



Office of the City Administrator

Approved as to Form and Legality

Jacoby Charles
City Attorney

OAKLAND CITY COUNCIL

OFFICE OF THE CLERK OF THE CITY OF OAKLAND

RESOLUTION No. 80993 C.M.S.

2007 NOV 15 PM 3:25

Introduced by Councilmember _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THAT THE CLASSIFICATIONS OF: CHIEF OF POLICE, ASSISTANT; POLICE SERVICES MANAGER I; POLICE SERVICES MANAGER II; BUDGET DIRECTOR, ASSISTANT; DIRECTOR OF INFORMATION TECHNOLOGY; DIRECTOR OF CONTRACTING & PURCHASING; AND ASSOCIATE DIRECTOR, LIBRARY SERVICES BE EXEMPTED FROM THE OPERATION OF THE CIVIL SERVICE

WHEREAS, Oakland City Charter Section 902(f) authorizes the City Council to recommend for Civil Service Board approval the exception of positions from the competitive Civil Service; and

WHEREAS, the classifications of Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services classifications, are executive management-level positions with responsibility for the overall administration of the operations of the Police Department, Budget Office, Department of Information Technology, Department of Contracting and Purchasing, and the Oakland Public Library, respectively; and

WHEREAS, the Chief of Police, Budget Director, City Administrator, and Director of Library Services must maintain the fullest flexibility to select staff for these positions in order to guarantee that the skills, experience and knowledge of the Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services, respectively, closely mirror the requirements of the Mayor, City Council, and citizens of Oakland; now, therefore be it

RESOLVED: That the City Council hereby recommends to the Civil Service Board that the classifications of Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services be excepted from Civil Service.

IN COUNCIL, OAKLAND, CALIFORNIA, DEC 18 2007, 20__

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE - 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

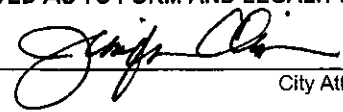
ATTEST:

LaTonda Simmons

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

FILED
OFFICE OF THE CITY CLERK
INTRODUCED BY COUNCIL MEMBER
2009 OCT 15 PM 3:17

APPROVED AS TO FORM AND LEGALITY



City Attorney

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO: ADD THE PERMANENT PART TIME (PPT) AND PART TIME (PT) EQUIVALENT CLASSIFICATIONS OF: REAL ESTATE AGENT, PT; RECEPTIONIST TO THE CITY AUDITOR, PT; REAL ESTATE AGENT, PPT RECEPTIONIST TO THE CITY AUDITOR, PPT; CONTRACT COMPLIANCE OFFICER, PPT; AND POLICE RECORDS SPECIALIST, PPT

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

Section 1. Ordinance No. 12187 C.M.S. "The Salary Ordinance" is hereby amended as set forth below. Additions are indicated by underscoring and deletions are indicated by ~~strike-through type~~; portions of ordinances not cited or not shown in underscoring or strike-through type are not changed.

Section 2. Effective upon passage, the following classifications are added in Ordinance No. 12187 C.M.S. in the Unit TF1.75.011 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Real Estate Agent, PPT</u>	<u>AP30 – PPT</u>	<u>1 6115.04</u>
		<u>2 6436.43</u>
		<u>3 6774.74</u>
		<u>4 7131.40</u>
		<u>5 7506.35</u>
<u>Real Estate Agent, PT</u>	<u>AP30 – PT</u>	<u>1 6115.04</u>
		<u>2 6436.43</u>
		<u>3 6774.74</u>
		<u>4 7131.40</u>
		<u>5 7506.35</u>

Section 3. Effective upon passage, the following classifications are added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.002 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Receptionist to the City Auditor, PPT</u>	<u>SS19 – PPT</u>	<u>1 3662.34</u>
		<u>2 3855.31</u>
		<u>3 4057.86</u>
		<u>4 4271.36</u>
		<u>5 4497.18</u>

<u>Receptionist to the City Auditor, PPT</u>	<u>SS19 – PT</u>	<u>1</u>	<u>3662.34</u>
		<u>2</u>	<u>3855.31</u>
		<u>3</u>	<u>4057.86</u>
		<u>4</u>	<u>4271.36</u>
		<u>5</u>	<u>4497.18</u>

Section 4. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.042 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Contract Compliance Officer, PPT</u>	<u>AP15 – PPT</u>	<u>1 5852.84</u>
		<u>2 6160.15</u>
		<u>3 6484.37</u>
		<u>4 6826.91</u>
		<u>5 7186.37</u>

Section 5. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SD1.75.029 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Police Records Specialist, PPT</u>	<u>SS16 – PPT</u>	<u>1 21.19</u>
		<u>2 22.32</u>
		<u>3 23.49</u>
		<u>4 24.73</u>
		<u>5 26.03</u>

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-

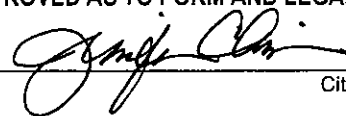
ABSTENTION-

ATTEST: _____
 LaTonda Simmons
 City Clerk and Clerk of the Council
 of the City of Oakland, California.

DATE OF ATTESTATION: _____

FILED
OFFICE OF THE CITY CLERK
OAKLAND
INTRODUCED BY COUNCIL MEMBER
2009 OCT 15 PM 3:17

APPROVED AS TO FORM AND LEGALITY



City Attorney

OAKLAND CITY COUNCIL

ORDINANCE NO. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO ADD THE PERMANENT FULL TIME EQUIVALENT CLASSIFICATIONS OF: DIRECTOR OF INFORMATION TECHNOLOGY; DIRECTOR OF CONTRACTING AND PURCHASING; DIRECTOR OF HUMAN RESOURCES MANAGEMENT; ASSOCIATE DIRECTOR, LIBRARY SERVICES; CHIEF OF POLICE, ASSISTANT; POLICE SERVICES MANAGER I; POLICE SERVICES MANAGER II; AND REVENUE AND TAX ADMINISTRATOR

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

Section 1. Ordinance No. 12187 C.M.S. "The Salary Ordinance" is hereby amended as set forth below. Additions are indicated by underscoring and deletions are indicated by ~~strike-through type~~; portions of ordinances not cited or not shown in underscoring or strike-through type are not changed.

Section 2. Effective, March 6, 2008, the following classifications are added in Ordinance No. 12187 C.M.S. in the Unit UK1.75.046 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Director of Information Technology</u>	<u>EM238 – FTE</u>	<u>1 10,126.33</u> <u>2 15,189.50</u>
<u>Director of Contracting and Purchasing</u>	<u>EM239- FTE</u>	<u>1 10,126.33</u> <u>2 15,189.50</u>

Section 3. Effective upon passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UK1.75.046 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
Director of the Office of Human Resource Management		
<u>Director of Human Resources Management</u>	<u>EM159 - FTE</u>	<u>1 10,126.33</u> <u>2 15,189.50</u>

Section 4. Effective, March 6, 2008, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit UM1.75.024 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Associate Director, Library Services</u>	<u>EM241- FTE</u>	<u>1 10,714.66</u> <u>2 13,156.23</u>

Section 5. Effective, March 6, 2008, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit UN1.80.001 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Chief of Police, Assistant</u>	<u>EM237 - FTE</u>	<u>1 14,310.90</u>
		<u>2 17,574.85</u>

Section 6. Effective, March 6, 2008, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit UM1.75.019 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Police Services Manager I</u>	<u>MA152 - FTE</u>	<u>1 8,394.91</u>
		<u>2 10,308.19</u>

Section 7. Effective, March 6, 2008, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit UM1.75.023 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Police Services Manager II</u>	<u>MA151 - FTE</u>	<u>1 10,205.54</u>
		<u>2 12,529.41</u>

Section 8. Effective upon passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UM1.75.026 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Revenue Manager and Tax Administrator</u>	<u>EM204 - FTE</u>	<u>1 11,813.63</u>
		<u>2 14,504.28</u>

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2009

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

DATE OF ATTESTATION: _____



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM238

Rep. Unit: UK1

CSB Status: CU

Director of Information Technology - DRAFT

DEFINITION

Under general direction, plans, directs, and coordinates a comprehensive communications and information system to produce high quality, cost effective services to all City departments; directs the work of department staff engaged in Application & Database Administration, Copy & Print Services, Public Safety Support, Desktop and Server Support, Networking and Telecommunications, Wireless Communications, and Customer Service; develops and monitors the department budget; hires, supervises, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a department head classification with responsibility for the overall management of the Department of Information Technology. The incumbent also serves as the City's Chief Technology Officer (CTO) and Chief Information Officer (CIO). The incumbent plans, assigns, and evaluates the work of division managers. This executive 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 judgement in the formulation and development of policies and procedures.

The incumbent receives direction from the City Administrator and exercises direction over management, supervisory, professional, technical and assigned clerical support staff.

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; coordinate the work of the department with other City agencies/departments, outside agencies, consultants, and vendors.

Plan, organize, manage, and direct, through subordinate managers, the activities of the Department of Information Technology including its divisions.

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 the redesign of processes and functions; develop improved systems and/or modify existing systems; direct program analysis, testing, and maintenance activities.

Manage and direct the analysis, design, documentation, procurement, and implementation of networks for an agency or department; direct the analysis of projects in terms of technological impact, department needs, cost, personnel requirements, and compatibility with City standards and guidelines.

DIRECTOR OF INFORMATION TECHNOLOGY

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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.

Direct the preparation of a variety of studies and reports relating to current and long-range information, telecommunications systems, and service needs; develop specific proposals to meet these needs; direct the preparation of specifications and Requests for Proposal for services/equipment; manage and administer contracts.

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

Direct the preparation and administration of a department budget.

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

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

QUALIFICATIONS

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

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

Considerable knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs of City agencies/departments.

Considerable knowledge of principles and practices of project management and contract administration.

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, budget development, and financial management.

Ability to develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee and direct a comprehensive communications and information service

DIRECTOR OF INFORMATION TECHNOLOGY

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program; prepare and implement long and short-term plans for telecommunications programs and services.

Ability to prepare and administer 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 agency and state safety standards.

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

Ability to communicate effectively and persuasively in both oral and written formats; speak effectively in large and small group settings; conduct staff meetings.

Ability to prepare and analyze comprehensive reports.

Ability to exercise sound independent judgement within general policy guidelines.

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

EDUCATION AND EXPERIENCE

Any combination of education and experience that would demonstrate possession of the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

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:

Five years of progressively responsible management experience in information systems management, telecommunications or network management work, including two years of supervisory experience. 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

DIRECTOR OF INFORMATION TECHNOLOGY

Attachment B-1

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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 #: 44517- 3/6/08 vth
Date Approved/Exempted:
Date Revised:



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM239

Rep. Unit: UK1

CSB Status: CU

DIRECTOR OF CONTRACTING & PURCHASING
- DRAFT

DEFINITION

Under general administrative direction, plans, directs, and coordinates the work of staff in contract administration, contract compliance, employment services, purchasing, and administration; ensures compliance of contracts with all relevant policies and procedures; oversees the procurement of materials, supplies, and services for City departments; ensures participation among the local business community on City construction and other projects; hires, supervises, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a department head classification with responsibility for the overall management of the Department of Contracting & Purchasing. The incumbent plans, assigns, and evaluates the work of division managers. This executive 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.

The incumbent receives direction from the City Administrator and exercises direction over management, supervisory, professional, technical and assigned 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 contract administration, contract compliance, employment services, purchasing, and administration; develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the department.

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

Represents the City in meetings and discussion with public officials, the business community, members of policy and advisory boards, major employers, unions, community groups, the Chamber of Commerce, contractors, subcontractors, and developers; explain contract, purchasing, and employment problems and procedures to the public.

Direct the preparation of a variety of studies and reports relating to current and long-range contracting, purchasing, and service needs; develop specific proposals to meet these needs; direct the preparation of Requests for Proposal for services/equipment; manage and administer contracts.

DIRECTOR OF CONTRACTING & PURCHASING

Page 2

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

Direct the preparation and administration of a department budget.

Monitor developments related to contracting and purchasing; evaluate their impact on City operations; make recommendations and implement policy and procedure improvements.

QUALIFICATIONS

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

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

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

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 develop and implement goals, objectives, policies, procedures, work standards, and internal controls; oversee and direct a comprehensive contracting and purchasing program; prepare and implement long and short-term plans for programs and services.

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 communicate effectively and persuasively in both oral and written formats; speak effectively in large and small group settings; conduct staff meetings.

DIRECTOR OF CONTRACTING & PURCHASING

Page 3

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

Any combination of education and experience that would demonstrate possession of the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education:

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

Experience:

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

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 #: 44522- 3/6/08 vrh

Date Approved/Exempted:

Date Revised:



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM241

Rep. Unit: UM1

CSB Status: CU

ASSOCIATE DIRECTOR, LIBRARY SERVICES - DRAFT

DEFINITION

Under general administrative direction in the Library Services Department, assists in the administration and management of activities and services of the Oakland Public Library system; plans and directs the delivery of public services at the main and branch libraries; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent management level position provides professional and administrative assistance to the Director of Library Services. The incumbent is responsible for managing major functions such as the delivery of public services at the main and branch libraries; planning and directing major improvement projects including the Master Plan; assisting in the preparation of the budget, policy determination, long and short-range planning, development and implementation of procedures; and preparing and representing reports to the City Administrator, City Council and public and private community groups and responding to their concerns. The incumbent receives direction from the department director and exercises direction over management, 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, short and long-term planning, policies, procedures and work standards for library programs.

Manage and direct the delivery of library public services at the main and branch libraries; design, and implement procedures and practices to facilitate public service delivery in response to community needs, department and Council objectives, and ALA rulings; respond to patron issues, concerns and complaints.

Plan, direct and coordinate major improvement projects, including the Master Plan for the Library system and capital improvement projects; oversee the work of outside contractors and City staff; coordinate activities with other departments.

Manage and direct the delivery of specific system-wide programs.

Select, develop, motivate, evaluate and direct the work of subordinate staff, both directly and through subordinate supervisors.

Develop and administer assigned portions of the annual budget, allocate staff, approve and monitor expenditures, and ensure efficient and economical utilization of resources.

Prepare or review and present reports for the City Administrator, City Council or public and private

ASSOCIATE DIRECTOR, LIBRARY SERVICES - DRAFT

Page 2

community groups; work closely with the Council and the community to explain or coordinate plans for proposed projects and to respond to their concerns.

Manage, prepare, administer and review grants; develop, negotiate and monitor professional services contracts; oversee the work of consultants.

QUALIFICATIONS

Extensive knowledge of principles, practices and programs related to the development and implementation of a full service library system for an urban population.

Extensive knowledge of current trends and practices in library sciences and programs.

Considerable knowledge of organizational and management practices and methods, including goal setting, program development and implementation, and employee supervision.

Considerable knowledge of personnel management, employee relations, team building, budget development, and financial management.

Considerable knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs of City departments.

Considerable knowledge of principles and practices of project management.

Working knowledge of information systems and software applications for library systems including the use of a personal computer.

Ability to develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee and direct a comprehensive library services function.

Ability to supervise and direct subordinate professional and support staff.

Ability to interpret and enforce administrative/operational policies, practices and procedures; analyze and solve problems of a complex nature.

Ability to maintain state and departmental safety standards.

Ability to prepare and administer departmental budgets.

Ability to develop and maintain positive relationships with community leaders, organizations, businesses, the Library Foundation, Friends of the Library, the Library Advisory Commission and other boards, commissions, organizations and volunteers associated with the Department.

Ability to coordinate a variety of projects and activities within the Department, inter-

ASSOCIATE DIRECTOR, LIBRARY SERVICES - DRAFT

Page 3

departmentally and with outside agencies; 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 analyze complex technical and administrative information; evaluate alternative solutions, achieve consensus and recommend and implement effective courses of action.

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

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

Education:

A Master's degree from an accredited college/university in Library Science or a closely related field.

Experience:

Five years of professional experience in a library setting including two years as a manager of a major library program or unit and two years supervising professional librarians.

LICENSE OR CERTIFICATE

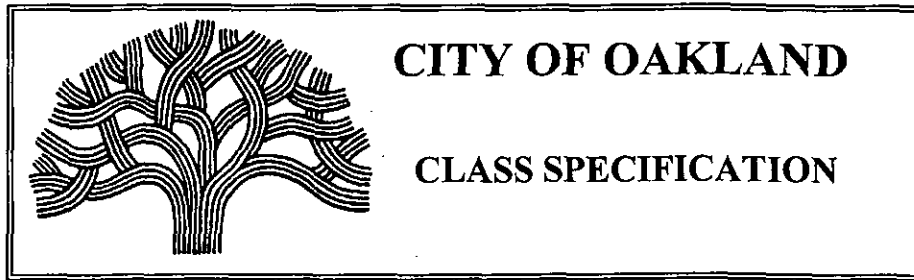
Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals 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.

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Civil Service Board #: 44520- 3/6/08 vrh

Date Approved/ Exempt:

Date Revised:



Class Code: EM159

Rep. Unit: UK1

CSB Status: CU

DIRECTOR OF HUMAN RESOURCES MANAGEMENT - DRAFT

DEFINITION

Under general direction, plans, directs, and oversees a comprehensive Human Resource programs to produce high quality, cost effective services to all City departments; direct, supervise and evaluate the staff and activities of personnel divisions; to administer programs including recruitment and examination, classification and compensation, employee relations, human resource development, employee assistant program, human resource information services, payroll and employee benefits.

DISTINGUISHING CHARACTERISTICS

This is a department head classification with responsibility for the overall management of the Department of Human Resources Management. The incumbent plans, assigns, and evaluates the work of division managers. This classification differs from Agency Director in that the latter directs, plans, and manages multiple departments.

The incumbent receives direction from the Assistant City Manager and exercises direction over supervisory professional, technical and assigned clerical staff. May coordinate the work activities of external consultants.

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

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Department of Human Resources Management; coordinates the work of the department with other City departments, outside agencies, consultants and vendors.

Direct and supervise recruitment and examination activities including development and implementation of recruitment programs, development and administration of examinations, establishment of eligible lists and certification of candidates for employment.

Direct classification and compensation activities including auditing of positions, preparation and revision of classification specifications, development and modification of classification plans, preparation of salary plans and ordinances; supports departments in reorganization design.

Directs all labor relation requirements for the City of Oakland; directs staff involved in labor relations activities including conducting cost analyses and surveys in preparation for negotiations, development of proposals and strategies, preparation of Memoranda of Understanding (MOU's),

Director of Human Resources Management

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ordinances and resolutions; advising departments on disciplinary procedures; resolving employee grievances; directs the City management personnel regarding implementation of labor contracts. Directs and manages the development of complex automated payroll/personnel systems, including the development of new procedures modifications and enhancements; training of system users; development and publication of a wide range of general and technical materials and manuals.

Directs and manages benefits administration for all city employees, retirees and eligible dependents; benefits counseling, enrollment and rate calculation; reconciliation of financial records; coordination of data gathering for fiscal reporting and auditing requirements;

Provide expert professional personnel consultant services to the Assistant City manager, and management citywide.

Coordinates services of external consultants and trainers; develop and monitor contracts; assist the Assistant City Manager in development and preparation of the annual department budget; administer the department budget.

Prepares or reviews reports for the Assistant City Manager or City Council; work closely with Council and other departments to explain or coordinate plan for proposed projects and to respond to their concerns.

Represent the City at seminars, conferences and public meetings.

QUALIFICATIONS

Knowledge of:

Extensive knowledge of the principles and practices of public personnel administration, including recruitment, selection, classification, compensation, employee training, organizational development, human resource information systems, payroll, employee benefits and labor relations.

Extensive knowledge of budget development and financial management.

Extensive knowledge of principles and practices of labor negotiations and contract management

Extensive knowledge of Federal, state, local law, regulations, policies and procedures governing local personnel programs

Considerable knowledge of organizational and management practices as applied to the analysis, evaluation, and development of programs, policies, and operational needs of City departments.

Director of Human Resources Management

Page 3

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, budget development, and financial management.

Ability to:

Develop and implement goals, objectives, policies, procedures, working standards and internal

controls; oversee and direct comprehensive human resource programs

Prepare and administer departmental budgets; negotiate and administer a variety of contracts.

Develop and maintain positive relationships with community leaders, organizations, business and staff; coordinate a variety of projects and activities interdepartmentally and with outside agencies; plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.

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.

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

Communicate effectively and persuasively in both oral and written format; prepare and present clear, concise and comprehensive reports; speak in large and small group settings; conduct staff meetings.

Exercise sound independent judgement within general policy guidelines.

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

EXPERIENCE AND EDUCATION

Any combination of experience and education that would demonstrate possession of the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of responsible experience in public personnel administration and management, including at least four years in a supervisory or management capacity.

Director of Human Resources Management

Page 4

Education

Bachelor's degree from an accredited college or university in public or business administration, social science or a closely related field.

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. Individuals appointed will be required to maintain a valid California Driver's License while employed.

CCD/10/15/98

Civil Service Board #:
Date Approved/Exempted:
Date Revised:



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: EM237

Rep. Unit: UN2

CSB Status: CU

CHIEF OF POLICE, ASSISTANT - DRAFT

DEFINITION

Under general administrative direction, assists the Chief of Police with planning, directing, managing, and overseeing the activities and operations of the Police Department including the Bureau of Field Operations, Bureau of Investigations, Bureau of Administration, and Bureau of Services; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the Police Chief and City Administrator; acts for the Chief of Police in the Chief's absence; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a sworn, management level classification responsible for assisting the Chief of Police with oversight of the day-to-day operations of the Police Department. The incumbent is responsible for focusing on crime reduction and prevention in addition to general oversight of programs, policies, and services at the Police Department. This executive management level classification is exempt from the regulations of the Civil Service Board, and the incumbent is an "at-will" employee. 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 Chief of Police and exercises direction over sworn and non-sworn management, supervisory, professional, technical, and clerical support staff.

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

Manage services and activities in the Bureau of Field Operations, Bureau of Investigations, Bureau of Administration, and Bureau of Services.

Assist with managing the development and implementation of Department goals, objectives, policies, and priorities for each assigned service area; establish appropriate service and staffing levels and allocate resources in accordance with City policy.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures on a continual basis; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Police Department to other City departments, elected officials, and outside agencies; explain and interpret Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Plan, direct, and coordinate, through subordinate level managers, the Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

CHIEF OF POLICE, ASSISTANT

Page 2

Assist with managing, developing, and monitoring the Department budget; direct the forecasting of additional funds required for staffing, equipment, materials, and supplies; monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Department activities with those of other departments, outside agencies, and organizations; maintain and facilitate public relations and collaborative, cooperative working relationships with news media, schools, local organizations, and the general public; attend and speak at various community functions and meetings; prepare press releases and confer with the media in matters related to assigned activities.

Review and analyze reports, legislation, court cases, and related matters; prepare initial responses for legal actions; prepare ordinances for consideration by the City Council.

Provide staff assistance to the Chief of Police, Mayor, City Administrator, and City Council; prepare and present staff reports and other necessary correspondence and documentation.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Department programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; remain current regarding new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive inquiries and complaints.

Act for the Chief of Police in the Chief's absence; approve or disapprove staff work and other relevant documents.

QUALIFICATIONS

Extensive knowledge of principles of modern law enforcement management including Community Oriented Policing and Problem Solving and the Code of Ethics.

Extensive knowledge of laws, codes, policies, rules, and regulations that govern the provision of law enforcement and crime prevention programs.

Extensive knowledge of major policy and technical issues associated with law enforcement and crime prevention programs.

Considerable knowledge of principles of modern public administration.

Considerable knowledge of public relations techniques.

Ability to plan, organize, and manage the operations of a large and complex law enforcement agency.

Ability to analyze reports and statistics regarding crime, trends, juvenile delinquency, and other subjects.

CHIEF OF POLICE, ASSISTANT

Page 3

Ability to effectively budget, allocate, and utilize agency resources.

Ability to recognize and be sensitive to the political environment and related issues.

Ability to work effectively with a diverse population including executive managers, elected officials, labor organizations, members of boards and commissions, Department and City staff, neighborhood and community groups, and the general public to build consensus and foster cooperation.

Ability to identify issues and concerns, develop alternatives, and achieve consensus among diverse interests; implement those decisions.

Ability to develop and implement goals, objectives, policies, and priorities.

Ability to work in a collaborative and cooperative team environment.

Ability to understand, interpret, and apply laws, administrative policies, rules, and procedures.

Ability to communicate clearly, concisely, and persuasively both orally and in writing.

Ability to lead, select, supervise, motivate, and evaluate staff.

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

EDUCATION AND EXPERIENCE

Any combination of education and experience that would demonstrate possession of the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's or Master's degree from an accredited college or university with major coursework in police science, criminal justice, criminology, public or business administration or a related field is highly desirable.

Experience:

Ten to fifteen years of progressively responsible law enforcement experience including five to ten years of supervisory and command level 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.

Must possess a POST Management Certificate.

CHIEF OF POLICE, ASSISTANT

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Possession of a POST Executive Certificate, POST Command College Graduation Certificate, and/or FBI National Academy Graduation Certificate is desirable.

OTHER REQUIREMENTS

Must pass a thorough background investigation.

Civil Service Board #: 44521- 3/6/08 vrh

Date Approved/Exempted:

Date Revised:.



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: MA152

Rep. Unit: UMI

CSB Status: CU

POLICE SERVICES MANAGER I - DRAFT

DEFINITION

Under general direction, in the Police Services Agency, plans, organizes and directs the work of employees engaged in the activities and operations of a division of the Oakland Police Department; may provide input to management of the Department regarding strategies and policy matters; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and performs related duties as assigned.

DISTINGUISHING FEATURES

As a civilian manager in the Police Department, a Police Services Manager I directs the activities of all subordinate civilian employees in a support or technical division. Incumbents may provide input regarding strategies and policy for their division and are responsible for supervision, development, training and evaluation of subordinate employees. General direction is received from the Assistant Chief of Police or Deputy Chief of Police and provided to subordinate civilian employees.

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

Plan, organize and manage the activities of a support or technical division of the Police Department.

Prepare and issue orders to subordinate personnel.

Assist executive management in the development of goals, objectives, policies and procedures; 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.

Assist in the development of, coordinate, administer and ensure compliance with established policies and procedures throughout the division.

Respond to inquiries and resolve complaints related to division matters; interpret and explain laws and procedures to City staff and the public.

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

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.

POLICE SERVICES MANAGER I - DRAFT

Page 2

QUALIFICATIONS

Extensive knowledge of principles of management, supervision and training.

Considerable knowledge of the organization, responsibilities, functions and procedures of the Police Department.

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

Working knowledge of computer systems and applications.

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

Ability to analyze technical and administrative 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 direct a staff to coordinate their efforts with those of other organizational units within the department.

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 work effectively in a para-military organization dealing tactfully and effectively with both sworn and civilian employees.

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

EDUCATION AND EXPERIENCE

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

Education:

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

POLICE SERVICES MANAGER I - DRAFT

Page 3

Experience:

Two years of progressively responsible supervisory experience in public safety services program administration in a public agency setting.

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.

Tf
Civil Service Board #: 44518 -3/6/08 vrh
Date Approved/Exempted:
Date Revised:



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: MA151

Rep. Unit: UM1

CSB Status: CU

POLICE SERVICES MANAGER II - DRAFT

DEFINITION

Under administrative direction, in the Police Services Agency, plans, organizes and directs the work of employees engaged in the activities and operations of a large, functionally diverse support or technical division of the Oakland Police Department; regularly advises top management of the Department regarding strategies and policy matters; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and performs related duties as assigned.

DISTINGUISHING FEATURES

As a civilian manager in the Police Department, a Police Services Manager II directs the activities of all subordinate sworn and civilian employees in a support or technical division. Incumbents provide input in the formulation of Department strategy and policy for their division and are responsible for supervision, development, training and evaluation of subordinate employees. General direction is received from the Chief of Police, Assistant Chief of Police or Deputy Chief of Police and provides direction to subordinate sworn and civilian employees.

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

Plan, organize and manage the activities of a functionally diverse division of the Police Department.

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.

Assist in the development of, coordinate, administer and ensure compliance with established policies and procedures throughout the division.

Respond to inquiries and resolve complaints related to division matters; interpret and explain laws and procedures to City staff and the public.

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

Prepare and issue orders to subordinate personnel.

Determine specific courses of action to meet unusual and different situations.

POLICE SERVICES MANAGER II - DRAFT

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.

QUALIFICATIONS

Extensive knowledge of the organization, responsibilities, functions and procedures of the Police Department.

Extensive knowledge of principles and practices of administration and management.

Considerable knowledge of supervisory principles and practices, including planning, delegating, evaluating and controlling the work of subordinates.

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

Working knowledge of computer systems and applications.

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

Ability to analyze complex technical and administrative 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 direct a staff to coordinate their efforts with those of other organizational units within the department.

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 work effectively in a para-military organization dealing tactfully and effectively with both sworn and civilian employees.

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

POLICE SERVICES MANAGER II - DRAFT

Page 3

EDUCATION AND EXPERIENCE

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

Education:

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

Experience:

Three years of progressively responsible supervisory or managerial experience in public safety services program administration in a public agency setting.

LICENSE OR CERTIFICATE

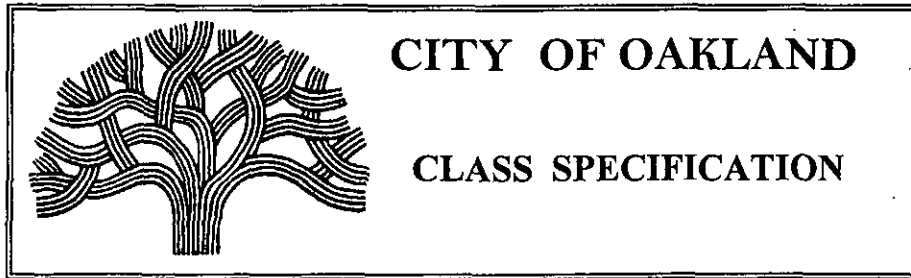
A successful incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. The 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.

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Civil Service Board #: 44519- 3/6/08 vrb

Date Approved/Exempted:

Date Revised:



Class Code: EM204

Rep. Unit: UM1

CSB Status: *Pending*

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.

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

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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: