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CITY OF OAKLAND

# AGENDA REPORT

TO: DEANNA J. SANTANA  
CITY ADMINISTRATOR

FROM: ANDREA R. GOURDINE  
DHRM DIRECTOR

SUBJECT: Supplemental Report Regarding the  
City of Oakland Classification Plan

DATE: June 14, 2012

City Administrator  
Approval

Date

6/14/12

COUNCIL DISTRICT: City-Wide

## SUPPLEMENTAL REPORT

The Finance and Management Committee requested a list of the classifications in the City's Classification Plan for which there are not approved classification specifications on file.

The Classification Plan Report submitted to the committee stated that there were one hundred forty-six (146) classifications for which only draft specifications exist and another one hundred thirty (130) for which no classification specification was on file – a total of two hundred seventy-seven (277) titles without approved specifications. Staff has continued to conduct research and since the time the original report was prepared several more approved and draft classification specifications have been identified. The total number of classifications for which there are not approved specifications is now two hundred twenty-eight (228), with drafts on file for one hundred sixty-six (166) and another sixty-two (62) classifications for which there is no record of an approved or draft specification.

Attached is a list of the two hundred twenty-eight (228) classifications for which there are not approved classification specifications on file (*Attachment A*).

For questions regarding this report, please contact Kip Walsh, Administrative Services Manager II, at (510) 238-7334.

Respectfully submitted,

ANDREA R. GOURDINE  
Director, Dept. of Human Resources Management

Prepared by:  
Kip Walsh, Administrative Services Manager II

*Attachment A: Classifications without Approved Specifications*

Item: \_\_\_\_\_  
City Council  
June 19, 2012

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CLASS #	JOB_CLASS_TITLE	CIVIL SVC*	SPEC STATUS
AFO49	Accounting Technician	CC	DRAFT
EM100	Administrative Services Manager II	CC	DRAFT
EM103	Agency Director, (Financial Services) Finance & Management	CU	DRAFT
EM102	Agency Director, Admin Services	CU	DRAFT
EM107	Agency Director, Police Services	CU	DRAFT
SC102	Animal Control & Shelter Manager	CC	DRAFT
AF055	Assistant Budget Analyst	CC	DRAFT
MA149	Assistant Fire Marshal- Non Sworn	CC	DRAFT
EM118	Assistant to the Director	CC	DRAFT
AP115	Benefits Technician	CC	DRAFT
AFO40	Budget & Grants Administrator	CU	DRAFT
EM172	Budget Director	CU	DRAFT
TC137	Cable TV Operations Chief Engineer	CC	DRAFT
PS106	Captain of Police	CC	DRAFT
PS107	Captain of Police (PERS)	CC	DRAFT
SC113	Case Manager, Supervising	CC	DRAFT
AF003	Cashier	CC	DRAFT
EM235	Chief Conservator	CC	DRAFT
EM122	Chief of Police	CU	DRAFT
EM219	Chief, Police Services Agency	CU	DRAFT
EM229	Citizen's Police Review Board Executive Director	CU	DRAFT
ET108	City Administrator	CU	DRAFT
MA109	City Administrator Analyst	CU	DRAFT
ET107	City Architect, Assistant	CC	DRAFT
EM123	City Attorney	CU	DRAFT
EM124	City Attorney, Assistant	CU	DRAFT
EM125	City Auditor	CU	DRAFT
EM126	City Clerk	CU	DRAFT
EM127	City Clerk, Assistant	CC	DRAFT
SS110	City Council Administrative Assistant	CU	DRAFT
AP131	City Council Constituent Liaison	CU	DRAFT
AP134	City Council Intern	CU	DRAFT
MA108	City Council Office Administrator	CC	DRAFT
AP130	City Council Policy Analyst	CU	DRAFT
SC116	Clean Community Supervisor	CC	DRAFT
MA145	Community Action Agency Manager	CC	DRAFT
SC121	Community Development Program Coordinator	CC	DRAFT
AP143	Community Liaison	CC	DRAFT
SC244	Construction Inspector, Sup II	CC	DRAFT
MA113	Controller	CU	DRAFT
EM217	Controller, Assistant	CC	DRAFT
PS148	Correctional Officer Supervisor	CC	DRAFT
PS113	Criminalist III	CC	DRAFT
AP161	Curator of History, Associate	CC	DRAFT
AP163	Curator of Natural Science, Assoc	CC	DRAFT
AP164	Curator of Natural Science, Senior	CC	DRAFT

\*Civil Service Status: CC=Civil Service Classified; CU=Civil Service Unclassified/Exempt

## CLASSIFICATIONS WITHOUT APPROVED SPECIFICATIONS

ATTACHMENT A

JUNE 14, 2012

AP394	Curator of Special Projects	CC	DRAFT
AP170	Data Administrator	CC	DRAFT
PS117	Deputy Chief of Fire Department	CU	DRAFT
EM138	Deputy City Administrator	CU	DRAFT
AL01D	Deputy City Attorney I	CU	DRAFT
AL021	Deputy City Attorney II	CU	DRAFT
AL030	Deputy City Attorney III	CU	DRAFT
MA117	Deputy City Attorney IV	CU	DRAFT
SC241	Development Project & Program Coord	CC	DRAFT
EM153	Director (Aging Health &) Human Services	CU	DRAFT
EM234	Director of Animal Services	CU	DRAFT
EM159	Director of Human Resources Management	CU	DRAFT
EM155	Director of Library Services	CU	DRAFT
EM157	Director of Museum Services	CU	DRAFT
EM160	Director of Police Services (P&F)	CU	DRAFT
EM164	Director of Retirement Services	CU	DRAFT
SC221	Disabilities Coordinator	CC	DRAFT
SC106	Disability Benefits Coordinator	CC	DRAFT
MA120	Emer Services Manager, Assistant	CC	DRAFT
SC141	Employee Assistance Services Coordinator	CC	DRAFT
ET117	Engineer, Civil Principal	CC	DRAFT
SS119	Engineering Intern, PT	CU	DRAFT
SS201	Equipment Parts Technician	CC	DRAFT
SS121	Executive Assist to Asst City Administrator	CU	DRAFT
SS120	Executive Assist to Asst City Attorney	CU	DRAFT
SS122	Executive Assist to the City Attorney	CU	DRAFT
SS127	Executive Assistant	CC	DRAFT
SS124	Executive Assistant to Agency Director	CC	DRAFT
SS126	Executive Assistant to the City Administrator	CU	DRAFT
AP365	Executive Dir to Public Ethics Comm	CC	DRAFT
MA142	Facility Manager	CC	DRAFT
PS120	Facility Security Assistant	CC	DRAFT
AF041	Financial Analyst, Principal	CU	DRAFT
AF041	Financial Analyst, Principal	CC	DRAFT
TC143	Fire Equipment Technician	CC	DRAFT
PS131	Fire Fighter Trainee	CC	DRAFT
PS134	Fire Fighter/Fire Boat Engineer	CC	DRAFT
PS136	Fire Fighter/Fire Boat Operator	CC	DRAFT
PS140	Fire Marshall, Assistant	CC	DRAFT
SP141	Fire Marshall, Assistant	CC	DRAFT
SC245	Fire Personnel Operations Specialist	CC	DRAFT
PS142	Fire Prevent Bureau Inspect, Civil	CC	DRAFT
AP191	Graphic Design Specialist	CC	DRAFT
IS113	Hazardous Materials Inspect, Senior	CC	DRAFT
IS115	Hazardous Materials Inspector II	CC	DRAFT
SC158	Hazardous Materials Program Supervisor	CC	DRAFT
SS128	Head Start Driver Courier	CC	DRAFT

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JUNE 14, 2012

AP205	Human Resource Analyst, Assistant	CC	DRAFT
MA125	Human Resource Analyst, Sr Supervising	CC	DRAFT
TC114	Human Resource Operations Tech, Senior	CC	DRAFT
TC115	Human Resource Operations Technician	CC	DRAFT
EM188	Inspection Services Manager	CC	DRAFT
PS146	Inspector, Fire Prevention Bureau	CC	DRAFT
SS137	Legal Admin Assistant, Supervising	CC	DRAFT
SS135	Legal Admin. Assistant (Conf)	CC	DRAFT
SS133	Legal Administrative Assistant	CC	DRAFT
MA129	Librarian, Administrative	CC	DRAFT
PS151	Lieutenant of Police	CC	DRAFT
PS152	Lieutenant of Police (PERS)	CC	DRAFT
AP230	Lifeguard, PT	CU	DRAFT
SS141	Literacy Assistant, Senior	CC	DRAFT
SS142	Management Intern	CU	DRAFT
EM176	Manager, Comprehensive Planning	CU	DRAFT
EM177	Manager, Contract & Employ Svcs	CU	DRAFT
EM178	Manager, Crime Laboratory	CU	DRAFT
EM179	Manager, Cultural Arts	CU	DRAFT
EM184	Manager, Grants	CU	DRAFT
EM185	Manager, Housing Development	CU	DRAFT
EM186	Manager, Human Resources	CU	DRAFT
EM194	Manager, Museum Services	CU	DRAFT
EM195	Manager, Neighborhood Development	CU	DRAFT
EM198	Manager, Planning & Building Oper	CU	DRAFT
EM208	Manager, Zoning	CU	DRAFT
AP383	Network Architect	CC	DRAFT
PP130	Outreach Worker, PT	CU	DRAFT
AP266	Parks & Rec Training Specialist	CC	DRAFT
AP380	Planner III, Historic Preservation	CC	DRAFT
AP279	Planner V	CC	DRAFT
SS164	Planning Intern, PT	CU	DRAFT
PS169	Police Officer Trainee	CU	DRAFT
AP366	Pool Manager, PPT	CC	DRAFT
EM216	Project Manager	CC	DRAFT
EM211	Project Manager II	CC	DRAFT
MA138	Public Works Personnel Coordinator	CC	DRAFT
TR200	Public Works Utility Worker, PPT	CC	DRAFT
AF053	Purchasing Supervisor	CC	DRAFT
PS174	Ranger	CC	DRAFT
EM201	Real Estate Services Manager	CC	DRAFT
SS171	Receptionist to the City Attorney	CU	DRAFT
SS197	Receptionist to the City Auditor	CU	DRAFT
SS172	Receptionist to the City Clerk	CC	DRAFT
SS173	Receptionist to the City Council	CC	DRAFT
SS177	Recreation Aide, PT	CU	DRAFT
EM111	Recreation Svcs Manager, Assistant to	CC	DRAFT

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SC210	Recycling Supervisor	CC	DRAFT
AP384	Retirement Systems Accountant	CC	DRAFT
AP322	Safety & Loss Control Specialist	CC	DRAFT
AP387	Senior Council Policy Analyst	CC	DRAFT
SC248	Senior Hearing Officer	CC	DRAFT
PS178	Sergeant Of Police	CC	DRAFT
PS179	Sergeant of Police (PERS)	CC	DRAFT
PP146	Solid Waste/Recycling Prog Sup	CC	DRAFT
MA147	Special Counsel	CU	DRAFT
TC139	Stagehand, PPT	CC	DRAFT
SS186	Storekeeper	CC	DRAFT
SS187	Storekeeper II	CC	DRAFT
SS195	Student Trainee, PT	CU	DRAFT
AP332	Systems Analyst I	CC	DRAFT
AF052	Tax Enforcement Officer III	CC	DRAFT
TR182	Telecommunications Electrician	CC	DRAFT
TR183	Telecommunications Electrician, Sr	CC	DRAFT
TC140	Telecommunications Technician	CC	DRAFT
AP340	Telephone Services Specialist	CC	DRAFT
AP342	Temp Life Guard, PT	CU	DRAFT
PP147	Temporary Recreation Leader I, PT	CU	DRAFT
SC231	Urban Economic Coordinator	CC	DRAFT
SC232	Vegetation Management Supervisor	CC	DRAFT
AP354	Water Safety Instructor, PT	CU	DRAFT
SC243	Watershed Program Supervisor	CC	DRAFT
AP364	Web Master	CC	DRAFT
DRAFT SPECIFICATIONS ON FILE			166
SS176	Administrative Assistant to the City Administrator	CU	NONE
MA102	Administrative Assistant to the Mayor	CU	NONE
EM104	Agency Director, Econ & Comm Dev	CU	NONE
EM105	Agency Director, Fire Services	CU	NONE
EM106	Agency Director, Life Enrichment	CU	NONE
EM108	Agency Director, Public Works	CU	NONE
EM112	Assistant Chief of Fire Department	CU	NONE
EM128	Assistant City Administrator	CU	NONE
SC115	CD Cleanup Supervisor, PT	CU	NONE
SS114	City Council PSE 14	CU	NONE
AP138	City Council PSE-51	CU	NONE
AP139	City Councilmember's Assistant	CU	NONE
TR197	Construction & Maintenance Leader	CC	NONE
EO100	Council Member	CU	NONE
SC131	Custodial Services Supervisor II	CC	NONE
EM220	Deputy Director, Comm & Econ Dev	CU	NONE
EM228	Director of Building	CU	NONE
EM145	Director of Building & Planning	CU	NONE
EM146	Director of Corporate Info Services	CU	NONE

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EM221	Director of Craft & Cultural Arts	CU	NONE
EM230	Director of Development	CU	NONE
EM149	Director of Finance	CU	NONE
EM154	Director of Housing & Comm Dev	CU	NONE
EM163	Director of Public Works	CU	NONE
EM231	Director of Re & Economic Development	CU	NONE
EM158	Director of Recreation Services	CU	NONE
EM165	Director, City Planning	CU	NONE
PP118	Employment Services Supervisor	CC	NONE
PP121	Environmental Services Intern	CU	NONE
SS125	Executive Assistant to the City Council	CU	NONE
AP188	Exempt Limited Duration Employee	CU	NONE
EM224	Fire Divison Chief	CU	NONE
PS138	Fire Investigation Coordinator	CC	NONE
EM169	Fire Marshall	CC	NONE
SC150	Fleet Maintenance Supervisor	CC	NONE
AP192	Graphics Design Coordinator	CC	NONE
AP207	Human Resource Systems Analyst	CC	NONE
SC237	Hunger & Homeless Program Supervisor	CC	NONE
AP404	Information & Referral Specialist	CC	NONE
SS130	Junior Trainee, PT	CU	NONE
PS153	Lieutenant, Fire Prevention Bureau	CC	NONE
EM203	Manager, Rehabilitation Services	CU	NONE
EO200	Mayor	CU	NONE
SS143	Mayor's PSE 14	CU	NONE
SS444	Mayor's PSE 14 (CONF)	CU	NONE
AP238	Mayor's PSE 51	CU	NONE
PS161	Police Cadet, PT	CU	NONE
AP294	Program Coordinator, Associate	CU	NONE
SS166	Public Service Employee 14	CU	NONE
AP363	Public Service Employee 51	CU	NONE
AP305	Public Service Employee 51 (CONF)	CU	NONE
AF034	Real Estate Collections Officer	CC	NONE
AP323	Safety & Loss Control Specialist, Asst	CC	NONE
SS185	Secretary, Administrative	CU	NONE
PP142	Senior Aide, PT	CU	NONE
IS121	Specialty Combination Insp Tech	CC	NONE
MA140	Support Services Administrator	CC	NONE
AP341	Temp Contract Svcs Employee, PT	CU	NONE
SS191	Temp Rec Aide, PT	CU	NONE
TR191	Truck Driver	CC	NONE
SC233	Volunteer Program Coor, Supervising	CC	NONE
TR194	Zoo Keeper III	CC	NONE

NO SPECIFICATION ON FILE

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