

**CITY OF OAKLAND**  
**AGENDA REPORT**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2008 MAY 29 PM 3:07

**TO:** Office of the City Administrator  
**ATTN:** Deborah A. Edgerly  
**FROM:** Finance and Management Agency  
**DATE:** June 10, 2008

**RE: 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; Associate Director, Library Services; Budget Director, Assistant; Chief Of Police, Assistant; Police Services Manager II; Police Services Manager I; And Archivist; And To Add The Permanent Part Time Equivalent Classifications: Case Manager I, PPT; Animal Control Officer, PPT; And Recreation Attendant II, PPT; And To Re-Title: Youth Sports Program Coordinator To Sports Program Coordinator, Chief Deputy City Auditor To City Auditor, Assistant; Deputy City Auditor III To Performance Audit Manager; Deputy City Auditor II To Performance Auditor, Senior And Deputy City Auditor I To Performance Auditor**

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**SUMMARY**

An ordinance has been prepared for consideration by the City Council amending the Salary Schedule of Ordinance No. 12187 C.M.S. to add the permanent full time equivalent classifications of Director of Information Technology, Director of Contracting and Purchasing, Associate Director, Library Services, Assistant Budget Director, Assistant Chief of Police, Police Services Manager I and II, and Archivist. The Ordinance also adds the permanent part time equivalent classifications of Case Manager I, PPT, Animal Control Officer, PPT and Recreation Attendant II, PPT; and re-titles Youth Sports Program Coordinator to Sports Program Coordinator, Chief Deputy City Auditor to Assistant City Auditor, Deputy City Auditor III to Performance Audit Manager, Deputy City Auditor II to Senior Performance Auditor and Deputy City Auditor I to Performance Auditor.

These amendments are necessary to fully implement the creation of two new departments, the Department of Information Technology (DIT) and the Department of Contracting and Purchasing (DCP); and to support succession planning and provide much needed assistance with day-to-day operations in those departments where an Assistant or an Associate is being added. The creation of permanent part time (PPT) classifications will relieve some of the extensive and continuously expanding work load that is assigned to existing staff. The classifications that are being re-titled have been revised to more accurately reflect the scope of duties performed by those classifications. In some instances there have also been salary adjustments to keep the City of Oakland competitive in the market when recruiting to fill these positions.

Item: \_\_\_\_\_  
Finance and Management Committee  
June 10, 2008

**FISCAL IMPACT**

The fiscal impact of implementing these changes has been anticipated by the respective departments and/or the City Administrators Office (CAO) and the appropriate adjustments have been made to the FY 07-09 adopted budget.

The salaries assigned to these classifications 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/pay grades assigned to the re-titled classifications in the Office of the City Auditor reflect the expanded scope of duties of the staff in the Auditor's office and are the result of research conducted by the Office of Personnel Resource Management that indicated the requested salary adjustments are justified. The following table reflects the specific changes to the titles and salaries of the classifications assigned to the Auditor's office:

Old Title	New Title	Old Bottom Step (Monthly)	New Bottom Step (Monthly)	Old Top Step (Monthly)	New Top Step (Monthly)
Chief Deputy City Auditor	City Auditor, Assistant (+)	\$7,614.82	\$8,815.06	\$9,348.81	\$10,822.78
Deputy City Auditor III	Performance Audit Manager (-)	7,995.28	\$7,614.82	9,816.87	\$9,348.81
Deputy City Auditor II	Performance Auditor, Senior (+)	5,154.09	\$5,965.67	6,328.35	\$7,324.67
Deputy City Auditor I	Performance Auditor (+)	4,452.01	\$4,675.09	5,466.14	\$5,739.85

**BACKGROUND**

The creation of the Information Technology and the Contract and Purchasing Departments necessitated the creation of Department Head positions, responsible for the management and oversight of these two new entities. 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 three new second-in-command and the two new manager classifications created by this ordinance. The Associate Director of Library Services, the Assistant Director of the Budget Office 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.

The Associate Director of Library Services will be responsible for major improvement projects, budgeting and policy planning. The Assistant Budget Director will focus on the Capital

Improvement Program. The Assistant Police Chief, 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. 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 project management and professional responsibility.

The last new full time equivalent classification created by this ordinance, Archivist, will have sole responsibility for managing the archives and collections at the African American Museum and Library at Oakland (AAMLO).

The three Permanent Part Time classifications created by this Ordinance are each in response to specific needs of Oakland residents; and in the instance of the Animal Control Officer, PPT, is in response to a Council directive. The fastest growing population segments in Oakland are the elderly and the young. The Case Manager I, PPT and the Recreation Attendant II, PPT will significantly increase the ability of the Department of Human Services (DHS) and the Office of Parks and Recreations (OPR), respectively, to provide services to Oakland's homebound senior residents and address increased service demands at the Boating Center.

The work of the Youth Sports Program Coordinators with adult programs has continued to expand over the last few years. The title change to Sports Program Coordinator, and adjustments to the class specification, reflect the changes in the scope of work.

Finally, under the direction of the City Auditor, the Auditor's Office has been reorganized and the duties of the classifications assigned to the office have been expanded. The changes to the titles and to the salaries reflect both the needs of the reorganization and the market rates paid by comparable jurisdictions.

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; Chief of Police, Assistant; Budget Director, Assistant; 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; approved the creation of the Archivist classification; and approved the revisions and re-titling of the Performance Auditor, Performance Auditor, Senior; Performance Auditor, Manager, City Auditor, Assistant classifications. The revision and re-titling of Sports Program Coordinator, and the creation of the new Case Manager I, PPT, Animal Control Officer, PPT and Recreation Attendant II, PPT classifications were approved at previous meetings of the Civil Service Board.

## KEY ISSUES AND IMPACTS

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

- After several years of information technology functions being subsumed within the Finance and Management Agency, City Administration recreated a stand-alone department to meet the City's constantly expanding technology needs. The new Director of Information Technology position will be responsible for planning and overseeing all the City's technology needs, upgrades, and services.
- The creation of the Department of Contracting and Purchasing provides significant input to expeditious and cohesive implementation of the City's contract and purchasing related functions. The new Director of Contracting & Purchasing position will be responsible for planning and overseeing all contracting and purchasing needs and services.
- The new Associate Director, Library Services position will be responsible for assisting the Director of Library Services with day-to-day operations including major improvement projects, budgeting, and policy planning.
- The new Budget Director, Assistant position will be responsible for assisting the Budget Director with day-to-day operations and hold primary responsibility for oversight of the Capital Improvement Program (CIP).
- The new Chief of Police, Assistant position will be responsible for assisting with the development, direction, management, and oversight of the Police Bureaus.
- The new 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 new Archivist position will be responsible for managing archives and collections; using appropriate preservation methods based on the type of physical and intellectual media (paper, film, and electronic); identifying document sources; making recommendations about retention; and utilizing automated computer systems at the African American Museum and Library at Oakland (AAMLO).
- The Case Manager I, PPT classification will continue to be responsible for providing quality service to Oakland's frailest homebound seniors.
- The Animal Control Officer PPT classification will continue to be responsible for enforcing animal control ordinances and providing for the care and board of animals in custody. It was determined that establishing the PPT equivalent Animal Control Officer classification would enable OPD to ensure the timely retrieval of dead animals in compliance with the City Council's mandate while continuing to provide quality services to the community.
- The Recreation Attendant II, PPT classification will continue to be responsible for duties related to the operation of the Boating Center. It was determined that establishing the PPT equivalent Recreation Attendant classification would enable OPR to ensure the safe and timely maintenance of the equipment and facilities at the Lake Merritt Boating Center as a response to the increased use of the Boating Center.

- The re-titled Sports Program Coordinator classification will continue to be responsible overseeing sports programs for youth and adults. It was determined that broadening the title and audience served would better meet the needs of the recreation centers and the community.
- The revised and re-titled Performance Auditor series will be responsible for performing broad auditing services for the City of Oakland. Consistent with other jurisdictions, it was determined that revising and re-titling the class specs was the appropriate solution to meet the needs of the Office of the City Auditor and the community.

## **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 ordinance 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-13).

## **SUSTAINABLE OPPORTUNITIES**

*Economic:* Many 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 eight (Auditor, Budget Office, Department of Contracting and Purchasing, Department of Human Services, Department of Information Technology, Oakland Public Library, Oakland Parks and Recreation, 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**

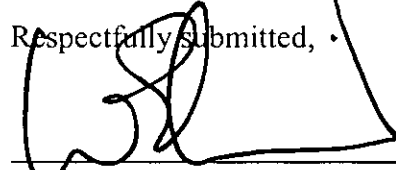
This amendment to the Salary Ordinance is required to fully implement the responsibilities of the Information Technology and Contracting and Purchasing departments; and to expand the services provided by the other City agencies and departments. Staff recommends that Council accept this report and approve the accompanying ordinance.

Item: \_\_\_\_\_  
Finance and Management Committee  
June 10, 2008

**ACTION REQUESTED OF THE CITY COUNCIL**

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

Respectfully Submitted,



William E. Noland, Director  
Finance & Management Agency

Reviewed by:

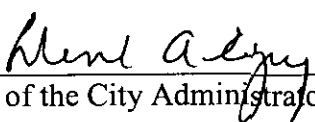
Marcia L. Meyers, Director

Office of Personnel Resource Management

Prepared by:

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

APPROVED AND FORWARDED TO THE  
FINANCE AND MANAGEMENT COMMITTEE:

  
Office of the City Administrator

*Gray Clark*  
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:**

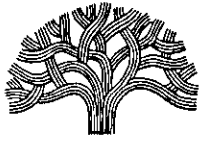
AYES - BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE - 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

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



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**Attachment B-1**  
**Class Code:**  
**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**

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**

Page 3

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**

tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

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



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

ATTACHMENT B-2

Class Code:

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**

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 #:  
Date Approved/Exempted:  
Date Revised:



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**ATTACHMENT B-3**

**Class Code:**

**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 #:  
Date Approved/ Exempt:  
Date Revised:



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**ATTACHMENT B-4**

**Class Code:**

**Rep. Unit: UK1**

**CSB Status: CU**

**BUDGET DIRECTOR, ASSISTANT - DRAFT**

**DEFINITION**

Under general direction, assists with planning, organizing, managing and directing the centralized budget and fiscal analytical services for the City; trains and supervises assigned staff; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a management level classification, responsible for assisting with budgetary planning, fiscal analysis, performance measurement, and long-range financial planning for the City. The incumbent oversees the development, monitoring, and analysis of fiscal systems, with emphasis on the Capital Improvement Program (CIP). This class, which is exempt from the regulations of the Civil Service Board, performs duties that involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

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

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

Assist with planning, organizing, and managing the activities of the Budget Office including City-wide budget development and monitoring, fiscal analytical services, financial planning, expenditure control, system development, revenue forecasting, and performance measurement.

Assist the Budget Director with developing and implementing the goals, policies, procedures, and work standards for the Budget Office.

Prepare and recommend long-range plans for the Capital Improvement Program and other City services and programs; develop specific proposals for action on current and future City capital needs.

Assist with managing the preparation of a variety of studies and reports relating to current and long-range budgetary needs, operational efficiencies, and productivity; develop specific proposals to meet those needs; review and analyze the fiscal impact on City programs.

Assist with developing and implementing financial and management systems, policies, procedures, and standards for budget preparation, examination, monitoring, and control.

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

Prepare, review or coordinate the preparation of reports and presentations for the City Administrator, City Council, commissions, intergovernmental agencies, and citizen organizations.

**BUDGET DIRECTOR, ASSISTANT**

**Page 2**

Establish and maintain positive working relationships with City officials, intergovernmental agencies, and departmental staff to ensure that budget services are responsive to their diverse needs.

Monitor developments related to budget and financial management systems; evaluate their impact on City operations and implement policy and procedure improvements.

Act as Budget Director in the Director's absence.

**QUALIFICATIONS**

Extensive knowledge of the principles and practices of financial and budgetary systems development and administration.

Considerable knowledge of federal, state, and local legislative processes and funding practices related to government including legal authority, joint power agreements, and cooperative arrangements.

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

Working knowledge of the principles and practices of contract administration.

Working knowledge of computer systems and applications.

Ability to manage and direct comprehensive centralized budgetary and financial planning and control systems.

Ability to plan, organize, direct, and coordinate a variety of fiscal and budgetary control activities to meet City needs.

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

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

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

Ability to understand, interpret, explain, and apply relevant city, state, and federal laws and regulations.

Ability to direct and manage multiple and diverse priorities.

Ability to communicate effectively orally and in writing.

**BUDGET DIRECTOR, ASSISTANT**

Page 3

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

Ability to exercise sound independent judgment within general policy guidelines.

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

**EDUCATION AND EXPERIENCE**

*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 public or business administration, economics, accounting, finance or related field.

**Experience:**

Three years of progressively responsible supervisory or managerial experience in budget, analytical, and financial management in a government agency. Experience working with citizen organizations and elected officials is desirable.

**LICENSE OR CERTIFICATE**

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

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



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**ATTACHMENT B-5**

**Class Code:**

**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**

**Page 4**

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 #:  
Date Approved/Exempted:  
Date Revised:





**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**ATTACHMENT B-7**

**Class Code:**

**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**

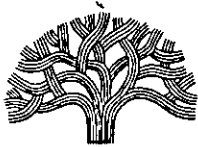
A successful incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. The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

Date Approved/Exempted:

Date Revised:



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**ATTACHMENT B-6**

**Class Code:**

**Rep. Unit: UM1**

**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.

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Civil Service Board #:

Date Approved/Exempted:

Date Revised:



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**ARCHIVIST**

**DEFINITION**

Under general supervision, the incumbent provides comprehensive archival management of varied collections in accordance with accepted standards and practices of archival management; ensures the preservation of collections; plans and directs exhibitions and publications; assists with broader program collections; utilizes sound organizational and management skills; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The incumbent receives supervision from the Chief Curator and provides technical direction to assigned staff, volunteers, and interns. This position differs from that of Librarian by the differences in the way media are arranged, described, and used. This position is different from that of Curator in the use of the media that is archived.

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

Establish and maintain control over physical and intellectual media including paper, film, and electronic.

Determine the characteristics of documents pertinent to their acquisition such as form, uniqueness, quantity, availability, and information content; analyze the physical condition of documents and determine appropriate preservation actions and priorities.

Identify document sources by applying knowledge about subjects and organizations that create, receive and accumulate documents appropriate for acquisition.

Make retention recommendations or decisions concerning documents by appraising such characteristics as their legal, fiscal, administrative, informational, and/or intrinsic value.

Establish and maintain records of communications with creators and/or potential donors of documents.

Determine appropriate actions regarding user requests by providing information from documents and access to documents, making referrals to other sources or denying the requests for information.

Design and implement a description plan by developing finding aids as guides, inventories, registers, series descriptions, and folder lists.

**ARCHIVIST (DRAFT)**

Page 2

Make and implement decision about reformatting, handling techniques, technology migration, appropriate laboratory treatments, phased conservation, and referral to technical experts.

Monitor federal, state and local statutes relating to collections; maintain programs and collections to ensure compliance.

Plan and implement automated systems for museum-wide collection management; utilize appropriate technologies to manage archival programs.

Represent the museum as an expert in the area of collection management and access; advise other institutions on collection management issues.

Recruit, train, and direct assigned staff.

**QUALIFICATIONS**

Considerable knowledge of archival concepts, terms, principles, and methods appropriate for different media including knowledge of preservation options and the application to paper and different media.

Considerable knowledge of the characteristics of paper, film, and electronic media and how they influence value, acquisition, preservation, and use of documents.

Knowledge of principles and practices of museum collection management.

Knowledge of computerized collection management systems used in a Museum and other record keeping systems.

Knowledge of federal, state and local statutes as well as laws, policies, regulations, and procedures relating to collections.

Knowledge of the impact of technology on methods and practices for archival arrangement.

Ability to understand archival concepts; the characteristics of paper, film, and electronic media; and the principles and practices of museum collection management.

Ability to assume progressively more responsible assignments and take initiative in the resolution of issues.

Ability to plan and implement a variety of assignments and develop detailed plans.

Ability to keep records and maintain highly organized filing systems.



## ATTACHMENT B-8

### ARCHIVIST

#### Page 3

Ability to utilize effective written and oral communications.

Ability to use software applications in the performance of assigned duties.

Ability to assign work, train, supervise, and assist in evaluation of staff, volunteers, and interns.

Ability to safely lift and transport archived collections weighing up to and in excess of fifteen (15) pounds.

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 qualification is acceptable.*

#### **Education:**

A Master's degree in archival studies, history, library and/or information sciences, public administration, political science, or a related field with course work in archival methods and theory and library systems.

#### **Experience:**

Three years of progressively responsible experience in archival administration, preferably with experience in computerized collection management systems utilized by Museums.

### **LICENSE OR CERTIFICATE**

Possession of a professional designation as a Certified Archivist (CA).

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



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

Class Code: SC236 FTE

Rep. Unit: TW1

CSB Status: CC

**SPORTS PROGRAM COORDINATOR**

**DEFINITION**

Under direction in the Office of Parks and Recreation, develops, coordinates and oversees citywide sports programs; supervises, schedules, trains and directs subordinate staff who implement the sports programs; assesses the needs for sports throughout the City; promotes and implements sports programs; prepares and monitors the sports budget; orders equipment and supplies; solicits co-sponsorships for sports events; develops grant applications and fundraising activities; coordinates special events and activities; handles complaints; ensures compliance with departmental safe work practices; provides technical staff assistance; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a professional level position responsible for the development, promotion and implementation of sports programs throughout the City of Oakland. The incumbent directs sports activities for youth and adults in conjunction with the Oakland Unified School District, professional, national and regional sports organizations and recreation playgrounds, centers and facilities. In addition the incumbent works with other departmental and city-sponsored programs as well as potential sponsors in the development and implementation of sports programs. Through subordinate staff, the incumbent directs day-to-day operations and activities for sports programs. A high degree of independence is utilized in carrying out programmatic goals and objectives. The incumbent is expected to carry out assignment without direction except as new or unusual circumstances require.

The incumbent receives general supervision from a Recreation General Supervisor or other management staff and provides general supervision to Recreation Specialists, Recreation Leaders, Park Attendants, and other subordinate staff. The incumbent may also provide lead direction over Recreation Center Directors, Recreation Program Directors, Recreation Leaders and volunteers pertaining to sports activities, programs and events.

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

Develop, direct and implement school sports program for youth and adults throughout the City of Oakland; conduct and analyze needs assessment surveys for sports programs.

Select, train, supervise and evaluate assigned staff; prepare work schedules; approve staff time sheets and schedules; inspect and monitor programs and sites on a regular basis; coordinate program staffing of special events.

Recruit, train and supervise volunteers to assist in coaching, organizing and developing citywide sports leagues.

**SPORTS PROGRAM COORDINATOR**

**Page 2**

Develop and maintain positive relationships and collaborative enterprises with individuals, community organizations, businesses, non-profit agencies, professional sports teams and leagues and school officials to ensure that programs and activities are meeting the changing needs of the community in which they take place.

Develop and provide training in specific sport and/or refereeing techniques; enforce departmental policies regarding program operation; ensure participant and staff safety through compliance with departmental safety policies and procedures.

Prepare and monitor a budget for the sports program; develop computerized reports, maintain related program records; order all necessary equipment and supplies for the program; prepare grant applications and proposals for funding for specific sports programs; solicit co-sponsorship of sports programs through private sector agencies.

Respond to questions, complaints, and requests for information from the public, schools, City Council and other City departments; prepare and distribute promotional and informational materials on sports programs and activities.

Assist in planning and design of capital improvement projects for sports facilities.

Drive to various school and recreation facilities throughout the city to monitor program activities, conduct program and supervise staff.

**QUALIFICATIONS**

Extensive knowledge of the fundamentals, rules and skills of a variety of sports including football, basketball, softball, baseball, golf, bowling, T-Ball, double-dutch, volleyball, soccer track & field and kickball.

Considerable knowledge of recreation program development, promotion and implementation including youth sports programming, activities and special events.

Considerable knowledge of departmental administrative/operational and safety policies, practices and procedures; principles of supervision; problem-solving techniques.

Working knowledge of principles and practices of community recreation management including the cultural and social needs of the community.

Working knowledge of tools, equipment, supplies and facilities utilized in various sports related activities as well as age-appropriateness and safety issue for each.

Working knowledge of funding sources and grant application procedures; basic principles of

**SPORTS PROGRAM COORDINATOR**

**Page 3**

contract negotiation for co-sponsorship of activities; basic accounting and budgeting.

Working knowledge of customer service and program marketing techniques.

Working knowledge of English punctuation, syntax, language mechanics and spelling; principles and techniques necessary for the persuasive presentation of ideas and concepts both in oral and written formats.

Working knowledge of basic personal computer application including word processing and spreadsheet applications; basic accounting and budget preparation principles.

Ability to provide leadership and direction to staff; plan, organize, implement and evaluate a recreational sports program to serve community needs; promote and enforce safe work practices; coordinate activities between departments and outside agencies.

Ability to interpret and enforce administrative/operational policies, practices and procedures; analyze and resolve problems.

Ability to prepare and monitor a budget; negotiate and monitor administrative contracts; maintain accurate records.

Ability to communicate effectively orally and in writing; prepare reports, correspondence and written materials; make verbal presentations to both large and small groups; design and develop promotional materials including brochures, fliers and training manuals.

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

**EDUCATION AND EXPERIENCE**

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

**Education:**

A Bachelor's degree from an accredited college or university in Recreation, Leisure Services, Physical Education or a related field.

**Experience:**

Three years of experience providing direct service in a wide variety of sports related activities including one year in a supervisory capacity.

**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

**SPORTS PROGRAM COORDINATOR**

**Page 4**

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.

Certification from the National Youth Sports Council or equivalent association as a referee and coach as well as a trainer for regional referee and coaches must be maintained throughout employment.

**OTHER**

Must submit fingerprints and pass a background investigation and criminal records clearance.

Civil Service Board #:

Date Approved/ Exempt: February 27, 1997

Date Revised: 7/16/07; #44485; December 15, 2004

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**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**Class Code: EM115 FTE**  
**Rep. Unit: UM1**  
**CSB Status: CU**

**CITY AUDITOR, ASSISTANT**

**DEFINITION**

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

**DISTINGUISHING CHARACTERISTICS**

This is a management level position that serves as the most senior member of the City Auditor's staff and may provide administrative policy direction in the absence of the City Auditor. The incumbent receives direction from the City Auditor and exercises supervision over audit staff, as well as technical and clerical personnel.

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

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

Manage multiple performance audits of municipal services.

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

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

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

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

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

Select, train, supervise, and evaluate subordinate staff.

Complete special projects.

**CITY AUDITOR, ASSISTANT**

**Page 2**

**QUALIFICATIONS**

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

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

Considerable knowledge of organizational structure of municipal jurisdictions.

Considerable knowledge of training practices and procedures.

Considerable knowledge of budget development and administration.

Considerable knowledge of principles of supervision and development.

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

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

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

Ability to communicate effectively verbally and in writing.

Ability to oversee the timely completion of complex auditing assignments.

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

Ability to analyze contracts.

Ability to prepare and administer the department's budget.

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

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

Ability to organize and use time effectively meeting deadlines.

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

**CITY AUDITOR, ASSISTANT**

Page 3

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

**EDUCATION AND EXPERIENCE**

*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 policy, public administration, accounting, economics, or a related field. A Master's Degree is highly desirable.

**Experience:**

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

**LICENSE OR CERTIFICATE**

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

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





**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

Class Code: AP393  
 Rep. Unit: UM1  
 CSB Status: CC

**PERFORMANCE AUDIT MANAGER**

**DEFINITION**

Under general direction in the Office of the City Auditor, the Performance Audit Manager assists with the conduct of performance audits of City operations; financial analysis of proposed major expenditures and ballot measures; conducts surveys to assess the community's satisfaction with City services; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey or first line supervisory level professional classification in the Performance Auditor series. The classification differs from the Performance Auditor, Senior, in that the incumbent plans and completes the most complex assignments while supervising assigned staff. The Performance Audit Manager receives direction from the City Auditor and Assistant City Auditor. The Performance Audit Manager may exercise lead direction over assigned Performance Auditors, Senior and Performance Auditors, technical, and clerical staff.

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

Conduct performance audits of City operations; assess whether City operations and programs are carried out effectively, efficiently, and economically.

Assess whether City operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures.

Manage multiple performance audits of municipal services.

Develop audit objectives, scope, and methodologies; perform appropriate audit tests to assess performance; document evidence of work performed.

Assist in the preparation of written audit reports; develop sound conclusions and recommendations.

Communicate the results of audits to City officials.

Perform financial analysis on proposed major expenditures and ballot measures.

Assist with conducting surveys to assess the community's satisfaction with City services.

Supervise staff in the preparing, conducting, and documenting audits.

Lead, train, and evaluate staff.

**PERFORMANCE AUDIT MANAGER**

**PAGE 2**

**QUALIFICATIONS**

Considerable knowledge of principles and practices of public administration, accounting and auditing, including Generally Accepted Government Auditing Standards (GAGAS).

Considerable knowledge of research techniques, performance measurement systems, program evaluation, and performance and procedural analysis.

Considerable knowledge of statistical methodology and other quantitative techniques.

Considerable knowledge of report writing techniques.

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

Knowledge of principles of supervision and development.

Knowledge of municipal government operations including organizational structure, reporting relationships, budget and functions.

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

Ability to interpret and apply laws, regulations, administrative policies and procedures.

Ability to identify causes of unsatisfactory performance and develop sound, logical, fact-based conclusions and recommendations.

Ability to communicate effectively verbally and in written form.

Ability to work effectively, both as a team member and independently.

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

Ability to oversee the timely completion of complex auditing assignments.

Ability to analyze contracts.

Ability to analyze and resolve problems.

Ability to work in stressful situations and under strict deadlines.

Ability to work in a confidential environment and maintain discretion.

**PERFORMANCE AUDIT MANAGER**

**PAGE 3**

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

Ability to analyze and compile information, facts, and data; resolve problems; prepare written reports including results of analysis.

Ability to train, supervise, and evaluate staff.

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

**EDUCATION AND EXPERIENCE**

*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 policy, public administration, accounting, economics, or a related field. A Master's Degree is highly desirable.

**Experience:**

Four years of experience in a government performance auditing environment including at least two years of experience equivalent to a Performance Auditor, Senior.

**LICENSE OR CERTIFICATE**

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

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

Analyst initials: AG  
Civil Service Board #:  
Date Approved/ Exempt:  
Date Revised/Re-titled: 3/6/08; #44511



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

Class Code: AP392

Rep. Unit: TW1

CSB Status: CC

**PERFORMANCE AUDITOR, SENIOR**

**DEFINITION**

Under general direction in the Office of the City Auditor, the Performance Auditor, Senior, assists with the conduct of performance audits of all City operations, financial analysis of proposed major expenditures and ballot measures; conducts surveys to assess the community's satisfaction with City services; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level professional classification in the Performance Auditor series. This classification differs from the Performance Auditor in that the incumbent will be expected to apply acquired skills in planning and completing more complex audits. The Performance Auditor, Senior, receives general supervision from the City Auditor or other management staff. The Performance Auditor, Senior, may exercise lead direction over the Performance Auditor.

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

Conduct performance audits of City operations; assess whether City operations and programs are carried out effectively, efficiently, and economically.

Assess whether City operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures.

Develop audit objectives, scope, and methodologies; perform appropriate audit tests to assess performance; document evidence of work performed.

Assist in the preparation of written audit reports; develop sound conclusions and recommendations.

Communicate the results of audits to City officials.

Perform financial analysis on proposed major expenditures and ballot measures.

Assist with conducting surveys to assess the community's satisfaction with City services.

**QUALIFICATIONS**

Knowledge of principles and practices of public administration, accounting and auditing, including Generally Accepted Government Auditing Standards (GAGAS).

Knowledge of research techniques, performance measurement systems, program evaluation, and performance and procedural analysis.

**PERFORMANCE AUDITOR, SENIOR**  
**PAGE 2**

Knowledge of statistical methodology and other quantitative techniques.

Knowledge of report writing techniques.

Knowledge of municipal government operations including organizational structure, reporting relationships, budget, and functions.

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

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

Ability to interpret and apply laws, regulations, administrative policies and procedures.

Ability to identify causes of unsatisfactory performance and develop sound, logical, fact-based conclusions and recommendations.

Ability to communicate effectively verbally and in written form.

Ability to work effectively, both as a team member and independently.

Ability to work in stressful situations and under strict deadlines.

Ability to work in a confidential environment and maintain discretion.

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

Ability to analyze and compile information, facts, and data; prepare written reports including results of analysis.

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

**EDUCATION AND EXPERIENCE**

*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 policy, public administration, accounting, economics, or a related field. A Master's Degree is highly desirable.

**PERFORMANCE AUDITOR, SENIOR**  
**PAGE 3**

**Experience:**

Two years of experience in a government performance auditing environment or private sector experience in either financial auditing or an internal auditing environment equivalent to the duties of a Performance Auditor.

**LICENSE OR CERTIFICATE**

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

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

Civil Service Board #:  
Date Approved/ Exempt:  
Date Revised/Re-titled: 3/6/08; #44510



**CITY OF OAKLAND**  
**CLASS SPECIFICATION**

**Class Code:** AP391  
**Rep. Unit:** TW1  
**CSB Status:** CC

**PERFORMANCE AUDITOR**

**DEFINITION**

Under general direction in the Office of the City Auditor, the Performance Auditor assists with the conduct of performance audits of City operations; financial analysis of proposed major expenditures and ballot measures; conducts surveys to assess the community's satisfaction with City services; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level professional classification in the Performance Auditor series. The incumbent receives general supervision from a Performance Auditor, Senior, Performance Audit Manager, or other management staff, and lead direction from a Performance Auditor, Senior.

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

Conduct performance audits of City operations; assess whether City operations and programs are performing effectively, efficiently, and economically.

Assess whether City operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures.

Develop audit objectives, scope, and methodologies; perform appropriate audit tests to assess performance; document evidence of work performed.

Assist in the preparation of written audit reports; develop sound conclusions and recommendations.

Communicate the results of audits to City officials.

Perform financial analysis on proposed major expenditures and ballot measures.

Assist with conducting surveys to assess the community's satisfaction with City services.

**QUALIFICATIONS**

Knowledge of principles and practices of public administration, accounting and auditing, including Generally Accepted Government Auditing Standards (GAGAS).

Knowledge of research techniques, performance measurement systems, program evaluation, and performance and procedural analysis.

Knowledge of statistical methodology and other quantitative techniques.

**PERFORMANCE AUDITOR**

**PAGE 2**

Knowledge of report writing techniques.

Knowledge of municipal government operations including organizational structure, reporting relationships, budget, and functions.

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

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

Ability to interpret and apply laws, regulations, administrative policies and procedures.

Ability to identify causes of unsatisfactory performance and develop sound, logical, fact-based conclusions and recommendations.

Ability to communicate effectively verbally and in written form.

Ability to work effectively, both as a team member and independently.

Ability to work in stressful situations and under strict deadlines.

Ability to work in a confidential environment and maintain discretion.

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

Ability to analyze and compile information, facts, and data; resolve problems, and prepare written reports including results of analysis.

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

**EDUCATION AND EXPERIENCE**

*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 policy, public administration, accounting, economics, or a related field. A Master's Degree is highly desirable.

**Experience:**

None required.

**LICENSE OR CERTIFICATE**

Possession of a professional designation as a Certified Public Accountant, Certified Internal Auditor,



**PERFORMANCE AUDITOR**

**PAGE 3**

Certified Governmental Auditing Professional, Certified Information Systems Analyst, Certified Government Finance Manager or Certified Fraud Examiner is desirable.

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

Civil Service Board #:

Date Approved/ Exempt:

Date Revised/Re-titled: 3/6/08; #44509

**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 FULL TIME EQUIVALENT CLASSIFICATIONS OF: DIRECTOR OF INFORMATION TECHNOLOGY, DIRECTOR OF CONTRACTING AND PURCHASING, ASSOCIATE DIRECTOR, LIBRARY SERVICES, BUDGET DIRECTOR, ASSISTANT, CHIEF OF POLICE, ASSISTANT, POLICE SERVICES MANAGER II, POLICE SERVICES MANAGER I, AND ARCHIVIST; AND TO ADD THE PERMANENT PART TIME EQUIVALENT CLASSIFICATIONS: CASE MANAGER I, PPT, ANIMAL CONTROL OFFICER, PPT AND RECREATION ATTENDANT II, PPT; AND TO RE-TITLE: YOUTH SPORTS PROGRAM COORDINATOR TO SPORTS PROGRAM COORDINATOR, CHIEF DEPUTY CITY AUDITOR TO CITY AUDITOR, ASSISTANT; DEPUTY CITY AUDITOR III TO PERFORMANCE AUDIT MANAGER; DEPUTY CITY AUDITOR II TO PERFORMANCE AUDITOR, SENIOR AND DEPUTY CITY AUDITOR I TO PERFORMANCE AUDITOR.

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

**Section 1.** Effective, January 31, 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:

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

**Section 2.** Effective, January 31, 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:

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

**Section 3.** Effective, January 31, 2008, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit U31.75.022 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Budget Director, Assistant	EM240 - FTE	1	9,718.34
		2	11,932.71

**Section 4.** Effective, January 31, 2008, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit UN2.80.012 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Chief of Police, Assistant	EM237 - FTE	1 15,744.70

**Section 5.** Effective, January 31, 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:

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

**Section 6.** Effective, January 31, 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:

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

**Section 7.** Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.009 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Archivist	SC250- FTE	1 5,154.09
		2 5,425.08
		3 5,711.11
		4 6,010.84
		5 6,328.35

**Section 8.** Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.005 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Case Manager I, PPT	AP406 - PPT	1 4,239.88
		2 4,462.96
		3 4,698.36
		4 4,944.70
		5 5,206.10

**Section 9.** Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SC1.80.012 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Animal Control Officer, PPT	PS195 - PPT	1	21.30
		2	22.44
		3	23.61
		4	24.86
		5	26.16

**Section 10.** Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SC1.80.005 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Recreation Attendant II, PPT	SS203 - PPT	1	12.47
		2	13.12
		3	13.81
		4	14.54
		5	15.31

**Section 11.** Effective, July 16, 2007, the title of Youth Sports Program Coordinator is amended in Ordinance No. 12187 C.M.S. in the Unit TW1.75.007 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Sports Program Coordinator	SC236 – FTE	1	4,675.09
		2	4,920.07
		3	5,180.10
		4	5,452.45
		5	5,739.85

**Section 12.** Effective, date of passage, the title Chief Deputy, City Auditor, in Unit UM1.75.19 is re-titled and the salary is adjusted in Ordinance No. 12187 C.M.S. to the Unit UM1.75.020 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
City Auditor, Assistant	EM115 - FTE	1	8,815.06
		2	10,822.78

**Section 13.** Effective, date of passage, the title Deputy City Auditor, III in Unit UM1.75.18 is re-titled and the salary is adjusted in Ordinance No. 12187 C.M.S. to the Unit UM2.75.017 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Performance Audit Manager	AP393 - FTE	1 7,614.81
		2 8,015.81
		3 8,437.33
		4 8,882.13
		5 9,348.81

**Section 14.** Effective, date of passage, the title Deputy City Auditor, II in Unit TW1.75.009 is re-titled and the salary is adjusted in Ordinance No. 12187 C.M.S. to the Unit TW1.75.012 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Performance Auditor, Senior	AP392 - FTE	1 5,965.67
		3 6,280.45
		3 6,610.27
		4 6,959.26
		5 7,324.68

**Section 15.** Effective, date of passage, the title Deputy City Auditor, I in Unit TW1.75.006 is re-titled and the salary is adjusted in Ordinance No. 12187 C.M.S. to the Unit TW1.75.007 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Performance Audit Manager	AP391 - FTE	1 4,675.09
		4 4,920.07
		3 5,180.10
		4 5,452.45
		5 5,739.85

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 20\_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

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

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_  
 LaTonda Simmons  
 City Clerk and Clerk of the Council  
 of the City of Oakland, California

**AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO: ADD THE PERMANENT FULL TIME EQUIVALENT CLASSIFICATIONS OF: DIRECTOR OF INFORMATION TECHNOLOGY, DIRECTOR OF CONTRACTING AND PURCHASING, ASSOCIATE DIRECTOR, LIBRARY SERVICES, BUDGET DIRECTOR, ASSISTANT, CHIEF OF POLICE, ASSISTANT, POLICE SERVICES MANAGER II, POLICE SERVICES MANAGER I, AND ARCHIVIST; AND TO ADD THE PERMANENT PART TIME EQUIVALENT CLASSIFICATIONS: CASE MANAGER I, PPT, ANIMAL CONTROL OFFICER, PPT, AND RECREATION ATTENDANT II, PPT; AND TO RE-TITLE: YOUTH SPORTS PROGRAM COORDINATOR TO SPORTS PROGRAM COORDINATOR, CHIEF DEPUTY CITY AUDITOR TO CITY AUDITOR, ASSISTANT; DEPUTY CITY AUDITOR III TO PERFORMANCE AUDIT MANAGER; DEPUTY CITY AUDITOR II TO PERFORMANCE AUDITOR, SENIOR AND DEPUTY CITY AUDITOR I TO PERFORMANCE AUDITOR.**

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**Digest**

An ordinance amending the salary schedule of Ordinance No. 12187 (the Salary Ordinance) to: add the permanent full time equivalent classifications of: Director of Information Technology, Director of Contracting and Purchasing, Associate Director, Library Services, Budget Director, Assistant, Chief of Police, Assistant, Police Services Manager II, Police Services Manager I, and Archivist; and to add the permanent part time equivalent classifications: Case Manager I, PPT, Animal Control Officer, PPT and Recreation Attendant II, PPT; and to re-title: Youth Sports Program Coordinator to Sports Program Coordinator, Chief Deputy City Auditor to City Auditor, Assistant; Deputy City Auditor III to Performance Audit Manager; Deputy City Auditor II to Performance Auditor, Senior and Deputy City Auditor I to Performance Auditor.

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