



**The City of Oakland, Public Works Department, Environmental Service Division has an immediate opening for a Temporary Contract Service Employee - PROGRAM ANALYST II (TCSE – PAII; Up to 960 Hours per Fiscal Year).**

The Temporary Contract Service Employee - PROGRAM ANALYST II (TCSE – PAII) will work on projects supporting the Oakland Public Works program that assists volunteers and student youth cleaning, greening, and beautifying Oakland. For more information about this program see [www.oaklandadoptaspot.org](http://www.oaklandadoptaspot.org).

The volunteer program coordinates and supports annual events, volunteer community cleanups throughout the year, and ongoing projects at adopted spots throughout the City. The program is also responsible for running the [Team Oakland](#) summer youth job training program.

The volunteer program works with a large number and wide range of individuals and groups volunteering on projects that range from litter and dumping removal from neighborhood streets, to habitat restoration in creeks, parks, and open spaces. The work involves communications and customer service, record keeping and management, event planning, urban ecology, habitat restoration, volunteer management and training, community outreach and engagement, G.I.S., and data analysis and reporting.

The TCSE – PAII will focus on the following projects:

1. Adopt a Spot mapping. Verify geographic data for current volunteer locations and projects, map these projects with G.I.S., analyze gaps between volunteer needs and coverage, create an online interactive map and database for volunteer recruitment and coordination.
2. Team Oakland youth development. Work with the summer youth (mostly ages 15-18, plus some 18-24 year-olds) job training Team Oakland program to coordinate field projects and training; document program through photographs, videos, and reports; evaluate program efficacy; and plan using evaluation data.
3. Event planning. Assist with planning and implementing annual city-wide volunteer projects for Oakland MLK Day of Service, Oakland Earth Day, and Oakland Creek to Bay Day.
4. Ongoing support of year-round volunteer efforts through the Adopt a Spot program.
5. Additional projects to support the volunteer program, as needed.

The TCSE – PAII will report to the Environmental Stewardship Team Supervisor and will work on a team with four other staff to implement the Public Works Volunteer Program.

The candidate must meet Program Analyst II **Minimum Qualifications** listed below, taken from [the generic Program Analyst II job classification \(see link for full generic classification description\)](#).

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

Experience:

Three years of relevant experience in the particular area of program administration.

Education:

Bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university. (Candidates qualifying based on a related field must provide transcripts documenting completion of relevant coursework.)

## **Knowledge and Abilities**

Considerable knowledge of:

- Principles and practices of program management.
- Grant writing and reporting procedures.

Working knowledge of:

- Research and analysis techniques.
- Computer applications, including word processing, spreadsheets, databases, and project management.
- Community resources and organizations.
- Public contact and community relations techniques.
- Budget development and administration.

Ability to:

- Plan, organize, direct and evaluate programs.
- Analyze professional reports and implement individualized education plans.
- Communicate effectively in writing and orally with the public, including City departments and State agencies.
- Interpret federal and state regulations pertaining to block grants.
- Work independently and set priorities.
- Maintain accurate records; prepare clear, concise reports.
- Prepare and administer grants.
- Perform project management and supervision.
- Conceptualize programs in response to constituent needs and request for proposal requirements; develop appropriate budget, organizational and staffing structures.
- Prepare, analyze and interpret complex reports of a general or technical nature.
- Establish and maintain positive relationships with both governmental and non-profit agencies, community leaders and program constituents.
- Communicate effectively and persuasively in both oral and written form with a diverse group.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## **License or Certificate / Other Requirements**

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.

## Desired Skills

- GIS
- event planning
- database management
- environmental education
- youth development
- program evaluation
- photography
- ecological restoration
- arborist training
- fluency in languages other than English
- racial equity aptitude
- knowledge of the City of Oakland and its neighborhoods and communities
- website coding
- graphic design

## Compensation

The wage for the position is between \$38.62 and \$47.42/hour. The TCSE – PAll position is limited to 960 hours per fiscal year (July 1- June 30). This recruitment is for a full time (37.5 hours/week) TCSE – PAll through the duration of the current fiscal year ending on June 30, 2020. The assignment may be extended based on need and performance. The typical schedule is Monday-Friday approximately 9am-5pm with occasional night and weekend work for special events and public meetings.

There are no benefits for this position other than California mandated sick time accrual.

**To apply**, please email your application to Mike Perlmutter, [mperlmutter@oaklandca.gov](mailto:mperlmutter@oaklandca.gov) by **4:00PM on February 25, 2020**.

## Applications must include:

- 1. a cover letter describing your interest, availability, and qualifications for the position, and how you learned of this opportunity**
- 2. resume**
- 3. academic transcripts demonstrating relevant degrees or coursework**
- 4. list of current professional references**
- 5. writing sample and any other demonstrations of your work (photographs, plans, maps, etc.)**
- 6. completed City of Oakland Employment Application form**

The City of Oakland is an Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) Employer. Unlawful discrimination or harassment of any kind is prohibited.

Announcement posted February 7, 2020



# City of Oakland Employment Application

Exact title of position for which you are applying:

## Human Resources Management

150 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor, Oakland, CA 94612-2021 ☎ (510) 238-3112 ✧ Relay Service 711

Web Site: [www.oaklandca.gov](http://www.oaklandca.gov)

1. LAST NAME		FIRST NAME		MI	EMAIL ADDRESS:		
2. CURRENT ADDRESS		NUMBER & STREET	APT. NO.		CITY	STATE	ZIP CODE
3. HOME PHONE			4. BUS. PHONE		5. OTHER NAMES USED WHILE EMPLOYED BY THE CITY OF OAKLAND:		
6. Do you have any known family relationships, consensual romantic, and/or cohabitant relationships with any existing City Official, manager or employee? (which includes City Council, Mayor's Office, Administrator, Attorney, Auditors as well as employees of City Agencies and Departments). <i>Information concerning cohabitant and consensual romantic relationships will be treated as confidential and disclosed only on a need-to-know basis.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" please indicate name of person and relationship:  _____					7. Are You Now, OR Have You Ever, Been Employed By the City of Oakland: <input type="checkbox"/> YES <input type="checkbox"/> No  If "YES": FROM/TO _____  Department / Class Title _____		
(Article IX, Sec. 907 of the City of Oakland Charter & Ordinance 12908) <input type="checkbox"/>				8. Type of employment that you will accept: Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/>			
10. US MILITARY To claim veteran's preference points, you must present proof of honorable discharge (DD214) when you file your application (person's serving in auxiliary or reserve components of the armed forces are <b>not</b> eligible). Veteran's credit may be awarded in concert with other credits. (See CSB Rule 4, Section 4.12 and 4.13)				9. Do you claim Oakland Residency Credit? YES <input type="checkbox"/> NO <input type="checkbox"/> <small>(See CSB Rule 4.11)</small>		12. DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT? YES <input type="checkbox"/> NO <input type="checkbox"/>	
13. NAME, CITY & STATE OF HIGH SCHOOL, COLLEGES/UNIVERSITIES ATTENDED				DATE AND BRANCH OF DISCHARGE		11. DO YOU CLAIM VETERAN'S PREFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>	
				UNITS COMPLETED		COURSE OF STUDY/MAJOR	
				SEMESTER		TYPE OF DEGREE:	
				QUARTER		COMPLETED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
14. OTHER RELEVANT COURSES AND TRAINING				NAME AND LOCATION OF INSTITUTION		LENGTH OF COURSE	
						ENDED	
15. PROFESSIONAL LICENSE OR CERTIFICATE, IF REQUIRED				CERTIFICATE NUMBER		DATE ISSUED	
						EXPIRATION DATE	
16. LIST ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ OR WRITE FLUENTLY				17. PLEASE INDICATE VALID DRIVER'S LICENSE OR ID NUMBER, STATE, EXPIRATION DATE			
Language _____ Speak _____ Read _____ Write _____							
18. DESIGNATE SKILLS, IF REQUIRED FOR THIS POSITION. (Note: Testing of skills may be required prior to _____ or following selection.) _____				FOR OFFICIAL USE ONLY			
				Approved _____			
				Disapproved _____			
				Education <input type="checkbox"/> Experience <input type="checkbox"/>			
				Incomplete <input type="checkbox"/> License <input type="checkbox"/>			
				Met MQs/Scrnd <input type="checkbox"/> CSB Rule 4.06 <input type="checkbox"/>			
				Late <input type="checkbox"/> Other <input type="checkbox"/>			
19. NAME, ADDRESS AND PHONE NUMBER OF EMERGENCY CONTACT				(other) _____			
NAME		PHONE		HRM Initials _____ Date _____			
ADDRESS		CITY					

**Certificate of Applicant:** I certify that all statements made in the application are true and I agree and understand that misstatements or omissions of any material will subject me to disqualification or dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The City of Oakland complies with all Federal, State and local laws mandating Equal Employment Opportunities. If you feel you have been treated unfairly or discriminated against because of race, color, religion, national origin, ancestry, sex, gender, age, veteran status, disability, marital status, or gender identity, or sexual orientation, please contact the City's Equal Opportunity Programs Division at (510) 238-3500.

This Section MUST be filled out or your application may not be considered. Use additional pages as needed. You may also attach a resume or other relevant documents to further describe your qualifications.

<b>20. EXPERIENCE:</b> Begin with your most recent experience. List all employment in the last SEVEN years that is related to the job for which you are applying. Indicate Self-employment, U.S. Military Service and Volunteer Experience. Indicate "Volunteer" in the duties section. Include details that meet the minimum requirements of the position.			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE No.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? <input type="checkbox"/>			
YES NO			
REASON FOR LEAVING			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE No.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? <input type="checkbox"/>			
YES NO			
REASON FOR LEAVING			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE No.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? <input type="checkbox"/>			
YES NO			
REASON FOR LEAVING			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE No.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? <input type="checkbox"/>			
YES NO			
REASON FOR LEAVING			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE No.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? <input type="checkbox"/>			
YES NO			
REASON FOR LEAVING			
INQUIRY MAY BE MADE OF YOUR FORMER EMPLOYERS OR THE LAST SCHOOL YOU ATTENDED REGARDING YOUR PERFORMANCE RECORD.			
MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			

This Section MUST be filled out or your application may not be considered. Use additional pages as needed. You may also attach a resume or other relevant documents to further describe your qualifications

**20. EXPERIENCE:** Begin with your most recent experience. List all employment in the last SEVEN years that is related to the job for which you are applying. Indicate Self-employment, U.S. Military Service and Volunteer Experience. Indicate "Volunteer" in the duties section. Include details that meet the minimum requirements of the position.

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? Yes <input type="checkbox"/> No <input type="checkbox"/>			

REASON FOR LEAVING			
--------------------	--	--	--

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? Yes <input type="checkbox"/> No <input type="checkbox"/>			

REASON FOR LEAVING			
--------------------	--	--	--

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? Yes <input type="checkbox"/> No <input type="checkbox"/>			

REASON FOR LEAVING			
--------------------	--	--	--

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? Yes <input type="checkbox"/> No <input type="checkbox"/>			

REASON FOR LEAVING			
--------------------	--	--	--

INQUIRY MAY BE MADE OF YOUR FORMER EMPLOYERS OR THE LAST SCHOOL YOU ATTENDED REGARDING YOUR PERFORMANCE RECORD.  
 MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

This Section MUST be filled out or your application may not be considered. Use additional pages as needed. You may also attach a resume or other relevant documents to further describe your qualifications.

<b>20. EXPERIENCE:</b> Begin with your most recent experience. List all employment in the last SEVEN years that is related to the job for which you are applying. Indicate Self-employment, U.S. Military Service and Volunteer Experience. Indicate "Volunteer" in the duties section. Include details that meet the minimum requirements of the position.			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? YES <input type="checkbox"/> NO <input type="checkbox"/>			
REASON FOR LEAVING			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? YES <input type="checkbox"/> NO <input type="checkbox"/>			
REASON FOR LEAVING			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? YES <input type="checkbox"/> NO <input type="checkbox"/>			
REASON FOR LEAVING			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? YES <input type="checkbox"/> NO <input type="checkbox"/>			
REASON FOR LEAVING			
FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
MILITARY SERVICE? YES <input type="checkbox"/> NO <input type="checkbox"/>			
REASON FOR LEAVING			
INQUIRY MAY BE MADE OF YOUR FORMER EMPLOYERS OR THE LAST SCHOOL YOU ATTENDED REGARDING YOUR PERFORMANCE RECORD.			
MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			