

## AGENDA REPORT

**Resolution** Extension of the Custodian Eligible List from May 13, 2015 through May 13, 2016 **Finance & Administration**

**MEETING DATE:** 5/14/2015

**AMOUNT:** \$0  
Choose an item.

**PARTIES INVOLVED:** n/a

**SUBMITTED BY:** Sara Lee, Chief Financial Officer

**APPROVED BY:** J. Christopher Lytle, Executive Director

**ACTION TYPE:** Resolution

### **EXECUTIVE SUMMARY**

It is requested that the Board of Port Commissioners ("Board") approve the extension of the Custodian eligible list for a period of one (1) year from May 13, 2015 through May 13, 2016.

### **BACKGROUND**

Pursuant to Port of Oakland ("Port") Personnel Rules and Procedures Rule 4, Section 4.22, open and restricted entrance lists shall expire by limitation of time one (1) year from their effective date "unless extended or canceled prior to the expiration of said time period by order of the Board; provided, however, that no list shall be extended for a period exceeding four (4) years" from the date of its establishment.

The eligible list for Custodian was established on May 13, 2014 and is due to expire on May 13, 2015. Consistent with Port Personnel Rule 4 (Applications, Examinations and Eligible Lists), Section 4.22 (The Establishment of Eligible Lists) and Board practice, it is recommended that the Board extend the current Custodian eligible list.

### **ANALYSIS**

The Port accepted applications for the Custodian examination between February 18, 2014 through March 5, 2014 from all qualified individuals. There were a total of 824 applications received. While 62 candidates were invited to the April 24, 2014 performance examination,

only 46 candidates appeared. Of the 46 candidates that participated in the performance examination, 39 candidates passed the examination and were placed on a Custodian eligible list. Within the last three months, the Aviation Division has hired two candidates from the eligible list; one candidate is currently in the new hire process.

The Aviation Division has an immediate need to backfill a number of Custodian vacancies in order to maintain appropriate service levels at the Oakland International Airport. Since a sufficient number of qualified candidates remain on the eligible list (36 candidates) the Aviation Division has requested that the Port take action to extend the current Custodian eligible list. This extension will enable the Aviation Division to fulfill its anticipated hiring needs during the one year period of the list's extension.

The extension of the Custodian eligible list will have several positive impacts on the Port: the Aviation Division will be able to use the list to hire staff expeditiously and efficiently and address areas of concern at the Airport related to cleanliness, safety and/or staffing shortages; the Human Resources Department and its staff need not expend its resources to conduct recruitment and testing for the Custodian classification and create a list when one already exists; and the Port will save time and money as there will not be a need to open the recruitment process again and incur the associated costs such as advertising, staff time, meals, etc.

If the Custodian eligible list is not extended, the Aviation Division will be faced with ongoing staffing shortages and their adverse impacts on the cleanliness of Airport facilities. Port human resource staff will need to start a new recruitment that will take a significant amount of time to complete due to the anticipated large applicant pool and processing times.

Therefore, it is recommended that the Board approve the extension of the Custodian eligible list for a period of one (1) year from May 13, 2015 through May 13, 2016.

### **BUDGET & STAFFING**

The proposed action does not have any budget or staffing impact.

### **MARITIME AVIATION PROJECT LABOR AGREEMENT (MAPLA)**

The matters contained in this Agenda Report do not fall within the scope of the Port of Oakland Maritime and Aviation Project Labor Agreement (MAPLA) and the provisions of the MAPLA do not apply.

### **STRATEGIC PLAN**

The action described herein would help the Port achieve the following goals and objectives in the Port's Strategic Plan (<http://www.portoakland.com/pdf/about/strategicPlan2011-2015.pdf>)

- Goal H: Objective 1: Identify, assess and implement key skills and knowledge required for an employee within a public enterprise.
- Goal I: Objective 3: Align responsibilities, authorities and incentives to ensure accountability and transparency in achieving the Port's strategic goals.

### **LIVING WAGE**

Living wage requirements, in accordance with the Port's Rules and Regulations for the Implementation and Enforcement of the Port of Oakland Living Wage Requirements (the "Living Wage Regulations"), do not apply because the requested action is not an agreement, contract, lease, or request to provide financial assistance within the meaning of the Living Wage Regulations.

### **ENVIRONMENTAL**

The California Environmental Quality Act (CEQA) Guidelines, Section 15061(b) (3) ("the general rule") states that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activity is not subject to CEQA. Extension of the Custodian eligible list is not a project under CEQA and an environmental review is not required.

### **GENERAL PLAN**

This action does not change the use of any existing facility, make alterations to an existing facility, or create a new facility; therefore, a General Plan conformity determination pursuant to Section 727 of the City of Oakland Charter is not required.

### **OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)/ PROFESSIONAL LIABILITY INSURANCE PROGRAM (PLIP)**

The Owner Controlled Insurance Program (OCIP) and Professional Liability Insurance Program (PLIP) do not apply to the matters addressed by this Agenda Report as they are not capital improvement construction or design projects.

### **OPTIONS**

- Approve the extension of the Custodian eligible list for one year from May 13, 2015 through May 13, 2016. This is the recommended action.
- Not approve the extension of the Custodian eligible list for one year from May 13, 2015 through May 13, 2016.

## **RECOMMENDATION**

Adopt a resolution approving the extension of the Custodian eligible list for one year from May 13, 2015 through May 13, 2016.