



CIVIL SERVICE BOARD MEETING MINUTES

Date: June 16, 2016

OPEN SESSION 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS PRESENT: **Lauren Baranco (Arrived at 5:45pm)**
Alex Drexel
Yvonne Hudson-Harmon
Christopher Johnson
Jeffrey Levin (Arrived at 5:45pm)

BOARD MEMBERS ABSENT: **Andrea Gourdine, Chairperson**
David Jones, Vice Chair

STAFF PRESENT: **Kip Walsh, HR Manager / Staff to the Board**
Sean Flaherty HR Technician / Staff to the Board
Michelle Meyers, Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) CONSENT CALENDAR:

- a) Approval of Employee Requests for Leave of Absence
 - Fire Communications Dispatcher, N. Ayacaxli (OFD-2016-LA04)
 - Firefighter, A. Beck (ITD-2016-LA05)
- b) Ratification of Provisional Appointments
 - Information Systems Manager I (ITD-2016-PA01)
- c) Approval of Revised Classification Specifications
 - Police Program and Audit Supervisor (formerly Police Program and Performance Auditor)

44813 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the items on the Consent Calendar.

Votes: Board Member Ayes: 5 – Baranco, Drexel, Hudson-Harmon, Johnson, Levin
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: 2 – Gourdine, Jones

3) OLD BUSINESS:

- a) Approval of Meeting Minutes of April 21, 2016 Civil Service Board Meeting Minutes

44814 Upon a motion by Board Member Johnson, seconded by Board Member Drexel, the minutes for the April 21, 2016 Civil Service Board meeting were approved by a majority of the members present.

Votes: Board Member Ayes: 5 – Drexel, Hudson-Harmon, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: 1 – Baranco
Board Members Absent: 2 – Gourdine, Jones

- b) Approval of Meeting Minutes of May 19, 2016 Civil Service Board Meeting Minutes

44815 Upon a motion by Board Member Levin, seconded by Board Member Baranco, the minutes for the May 19, 2016 Civil Service Board meeting were approved as amended by a majority of the members present.

Votes: Board Member Ayes: 3 – Baranco, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: 2 – Drexel, Hudson-Harmon
Board Members Absent: 2 – Gourdine, Jones

- c) Determination of Schedule of Outstanding Board Items
- a. No New Items to Schedule
- d) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

Received and filed.

- e) Discussion of Revisions to the Personnel Manual of the Port of Oakland for Review of Alignment with the Personnel Manual of the Civil Service Board and Compliance with Ordinance No. 13120 CMS Governing the Relationship of the Port's Personnel Management Program with the City of Oakland Civil Service

The Board reviewed the Port's revised submission. There were a few minor typographical/syntax errors corrected and minor revisions to specific wording in some sections. Staff was asked to review again for consistency in terms of characterizing the appropriate authorities – whether the Personnel Director (City) or the Executive Director of the Port. Additionally, Member Levin asked that certain sections be reviewed

again in terms of the impact of Common Classes. City staff advised that any changes to the City's or the Port's Rules that may be impacted by further developments in relation to Common Classes would be addressed as the classification study project came forward and further discussion had been undertaken with all stakeholders. Staff noted the specific sections that Mr. Levin pointed out so that those sections would be sure to be reviewed as part of the Common Classes study. Aside from the references to Common Classes, staff was in agreement with the recommended revisions.

44816 A motion was made by Board Member Levin, seconded by Board Member Johnson, to refer the Port Rules item back to the Port, incorporating minor edits and changes, and reviewing references to the specific authorities named, and to continue with meet and confer obligations with the Port's bargaining groups so the revised Port Rules could be finalized and approved by the Board.

Votes: Board Member Ayes: 5 – Baranco, Drexel, Hudson-Harmon, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Gourdine, Jones

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will convene in closed session and will report out any final decisions in open session before adjourning the meeting pursuant to California Government Code section 54957:

4. PERSONNEL MATTERS FOR PUBLIC EMPLOYEES

- a. Review of the Hearing Officer's Findings in the Appeal of Examination Results for Civil Service Board Case No. OFD-2015-AP01
- b. Review of the Hearing Officer's Findings in the Appeal of Probationary Removal/Demotion for Civil Service Board Case No. OPR-2014-AP01

Pursuant to California Government Code Section 54957 – the Civil Service Board may hold closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee. An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.

OPEN SESSION AGENDA

5. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

The Civil Service Board voted unanimously to accept the Hearing Officers' recommendations to deny the Appeal of Examination Results in Civil Service Board Case No. OFD-2015-AP01 and the Appeal of Probationary Removal/Demotion for Civil Service Board Case No. OPR-2014-AP01.

6. ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 21, 2016. All materials related to agenda items must be submitted by Thursday, June 14, 2016. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



Civil Service Board meetings are wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter or assistive listening device, please call the Civil Service Board staff at (510) 238-3112 or TDD (510) 238-3254 at least three working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.