

**Date: January 21, 2016**

**OPEN SESSION 5:30 p.m.**

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, David Jones; Alex Drexel; Lauren Baranco; Christopher Johnson; Jeffrey Levin, (one vacancy)

**STAFF TO THE BOARD:** Anil Comelo, HRM Director/Secretary to the Board  
Jim Hodgkins, Deputy City Attorney  
Kip Walsh, Recruitment & Classification Manager/Staff to the Board  
Sean Flaherty, HR Clerk/Staff to the Board

**OPEN SESSION**

**ROLL CALL**

**1) OPEN FORUM**– No speakers

**2) CONSENT CALENDAR:**

- a) Approval of Employee Requests for Leave of Absence
  - Library Assistant, Ana Lara (LIB-2016-LA01)
  - Sign Maintenance Worker, Keturah Stallworth (OPW-2016-LA01)
  
- b) Ratification of Provisional Appointments
  - Home Management Specialist II (HCD-2016-PA01)
  - Home Management Specialist II (HCD-2016-PA02)
  - Program Analyst I (HCD-2016-PA03)
  
- c) Approval of Revised Classification Specifications
  - Cable Television Production & Operations Manager (formerly Cable Operations Coordinator)
  - Capital Improvement Project Coordinator
  - Planner V
  - Transportation Planner, Senior
  - Aviation Facilities Manager (Port of Oakland)

**44799 A motion was made by Board Member Johnson and seconded by Vice Chairperson Jones to approve the items on the Consent Calendar.**

**Votes:** Board Member Ayes: 4 - Baranco, Gourdine, Jones, Johnson  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: 2 – Drexel, Levin

**3) OLD BUSINESS:**

## a) Approval of Meeting Minutes:

## (1) Approval of December 17, 2015 Civil Service Board Meeting Minutes

Member Johnson noted that the voting record for item (xx) had been recorded incorrectly and asked staff to check the record and make the correction. Kip Walsh, HR Manager, affirmed that staff would review and amend to record the vote correctly.

**44800**      **The minutes for the December 17, 2015 Civil Service Board Meeting were approved as amended following a motion by Vice Chairperson Jones and seconded by Board Member Baranco.**

## (2) Approval of Revised November 19, 2015 Civil Service Board Meeting Minutes

**44801**      **The minutes for the November 19, 2015 Civil Service Board Meeting were approved as amended in the revised version submitted to the Board for review following a motion by Vice Chairperson Jones and seconded by Board Member Johnson.**

## b) Determination of Schedule of Outstanding Board Items

- No New Items to Schedule

## c) 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.*

## d) 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

**44802**      **A motion was made by Vice Chairperson Jones and seconded by Board Member Johnson requesting that City staff submit the draft Personnel Manual of the Port of Oakland to the City Attorney's Office for review and comment before the Civil Service Board takes any action.**

**Votes:** Board Member Ayes: 4 - Baranco, Gourdine, Jones, Johnson  
 Board Member Noes: None  
 Board Member Abstentions: None  
 Board Members Absent: 2 – Drexel, Levin

**4) NEW BUSINESS:**

- a) Quarterly Classification Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing the Status of All Classification Studies and Classification Specification Revisions Currently Under Review

*Received and filed.*

**ADJOURNMENT:**

NOTE: The Civil Service Board meets on the 3<sup>rd</sup> Thursday of each month. The next meeting is scheduled to be held on Thursday February 18, 2016. All materials related to agenda items must be submitted by Thursday February 11, 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



This meeting is 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.