



CIVIL SERVICE BOARD MEETING MINUTES

Date: April 21, 2016

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS PRESENT: **Andrea Gourdine, Chairperson**
Alex Drexel
Yvonne Hudson-Harmon
Christopher Johnson
Jeffrey Levin (Arrived at 5:45pm)

BOARD MEMBERS ABSENT: **David Jones, Vice Chair**
Lauren Baranco

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

OPEN SESSION:

Chairperson Gourdine called the meeting to order at 5:30 p.m.

1) OPEN FORUM – no speakers

2) CONSENT CALENDAR:

- a) Approval of Employee Requests for Leave of Absence
 - Senior Emergency Services Coordinator, A. Chimonyo (OFD-2016-LA02)
 - Recreation Center Director, M. Sanchez (OPR-2016-LA01)
- b) Ratification of Provisional Appointments
 - Assistant Engineer II, Office (PBD-2016-PA01)
 - Grants Coordinator (OPD-2016-PA01)
 - Home Management Counselor III (HCD-2016-PA04)
 - Police Records Specialist (OPD-2016-PA03)
- c) Approval of Revised Classification Specifications
 - Benefits Analyst
 - Human Resources Analyst
 - Airport Duty Manager (formerly Airport Operations Supervisor, Airside) Port of Oakland

44807 Upon a motion by Board Member Johnson, seconded by Board Member Drexel, the items on the Consent Calendar were approved.

Votes: Board Member Ayes: 4 – Gourdine, Drexel, Hudson-Harmon, Johnson
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 3 – Baranco, Jones, Levin

3) OLD BUSINESS:

- a) Approval of Meeting Minutes of March 17, 2016 Civil Service Board Meeting Minutes

44808 Upon a motion by Board Member Drexel, seconded by Board Member Hudson-Harmon, the minutes for the March 17, 2016 Civil Service Board meeting were approved by a majority of the members present.

Votes: Board Member Ayes: 3 – Gourdine, Drexel, Hudson-Harmon
Board Member Noes: None
Board Member Abstentions: 1 – Johnson
Board Members Absent: 3 – Baranco, Jones, Levin

- b) Determination of Schedule of Outstanding Board Items

The Appeal of Classification Study Results (Police Records Specialist) previously scheduled for April 21, 2016 was moved to the agenda for the May 19, 2016 meeting, at the request of the appellant.

- 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

The report was 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

Kip Walsh, HR Manager, reported that representatives from the City and the Port, including representatives from the City's and the Port's Attorney offices, had met and discussed minor refinements to the Introduction section, Rule 8, and Rule 9. Staff expect to be ready to present the final draft document to the Board at its meeting in May.

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

Note: Board Member Jeffrey Levin arrived at 5:45 p.m.

Jaime Pritchett, Principal HR Analyst presented the report, which was received and filed.

ADJOURNMENT: The meeting was adjourned at 5:55 p.m.

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 19, 2016. All materials related to agenda items must be submitted by Thursday May 12, 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



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