



CIVIL SERVICE BOARD MEETING MINUTES

Date: May 19, 2016

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS PRESENT: **Andrea Gourdine, Chairperson**
 David Jones, Vice Chair
 Lauren Baranco
 Christopher Johnson
 Jeffrey Levin (Arrived at 5:45pm)

BOARD MEMBERS ABSENT: **Alex Drexel**
 Yvonne Hudson-Harmon

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

OPEN SESSION

ROLL CALL

1) OPEN FORUM

Speaker Bruce Nielsen

Re: Administrative Instruction 145 (Equal Access to City Services) and its applicability to hiring practices.

2) CONSENT CALENDAR:

- a) Approval of Employee Requests for Leave of Absence
 - Senior Emergency Services Coordinator, A. Chimonyo (OFD-2016-LA03)
 - Project Manager III (Interim), M. Lai (ITD-2016-LA01)

- b) Ratification of Provisional Appointments
 - Engineer of Fire (4)
 - Housing Development Coordinator I
 - Police Services Technician
 - Engineering Technician, Senior (Office)

- c) Approval of Revised Classification Specifications
 - Firefighter Trainee

- Firefighter Paramedic Trainee
- Street Sweeper Operator
- Veterinarian

44809 A motion was made by Board Member Johnson and seconded by Vice Chair Jones to approve the items on the Consent Calendar, excluding the Provisional Appointment for classification specification Housing Coordinator I, which was to be discussed further before being put to a vote.

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

44810 A motion was made by Chairperson Gourdine and seconded by Vice Chair Jones to approve the Provisional Appointment for classification specification Housing Coordinator I which was discussed further before being put to a vote.

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

3) OLD BUSINESS:

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

The Board continued the item until the next Civil Service Board Meeting.

- b) Determination of Schedule of Outstanding Board Items

Scheduled to the June 16, 2016 Civil Service Board Meeting:

- *Review and determination of Hearing Officer's findings in the Appeal of Examination for Captain of Fire: OFD-2015-AP01*
- *Review and determination of Hearing Officer's findings in the Appeal of Probationary Release for Gardener Crew Leader: OPR-2014-AP01*

- 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

44811 A motion was made by Board Member Levin seconded by Chairperson Gourdine and by Vice Chair Jones requesting a copy of the final draft Personnel Manual of the Port of Oakland to be submitted for review before the Civil Service Board takes any action.

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

4) NEW BUSINESS:

- a) 3.04 (e) Appeal of Classification Study Results (A. James)
- Employee currently classified as Police Records Specialist, appealing denial of request to be reclassified.

44812 A motion was made by Member Johnson and seconded by Vice Chair Jones to deny the appeal of classification study results for Police Records Specialist, Aki James, and uphold the findings of Human Resources.

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

The motion passed.

ADJOURNMENT: The meeting adjourned at 8:00 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, June 16, 2016. All materials related to agenda items must be submitted by Thursday, June 9, 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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