



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: July 21, 2016

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS PRESENT: **Lauren Baranco**
 Andrea Gourdine, Chairperson
 Yvonne Hudson-Harmon
 Christopher Johnson
 David Jones, Vice Chair
 Jeffrey Levin (Arrived at 5:50pm)

BOARD MEMBERS ABSENT: **Alex Drexel**

STAFF PRESENT: **Anil Comelo, HRM Director/Secretary to the Board**
 Kip Walsh, HR Manager / 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
 - Assistant City Clerk, Z. Luna (City Clerk-2016-LA01)
 - Librarian I, M. Rodriguez (OPL-2016-LA02)
 - Librarian II, S. Moorhead(OPL-2016-LA03)
 - Library Assistant, S. Vaughn (OPL-2016-LA04)

- b) Ratification of Provisional Appointments
 - Program Analyst I (OPW-2016-PA04)
 - Transportation Engineer (OPW-2016-PA05)

- c) Approval of Revised Classification Specifications
 - Performance Auditor

44817 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, Gourdine, Hudson-Harmon, Johnson, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Drexel, Levin

3) OLD BUSINESS:

- a) Approval of Meeting Minutes of June 16, 2016 Civil Service Board Meeting Minutes

44818 Upon a motion by Board Member Johnson, seconded by Board Member Hudson-Harmon, the minutes for the June 16, 2016 Civil Service Board meeting were approved by a majority of the members present.

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

- a) Determination of Schedule of Outstanding Board Items
- a. No New Items to Schedule
- b) 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.

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.

b) Oakland Public Ethics Commission - Government Ethics for Public Servants Presentation

Received and filed.

5) ADJOURNMENT

6:10 PM

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 18, 2016. All materials related to agenda items must be submitted by Thursday, August 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, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandnet.com or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandnet.com o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY