



## CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

**Date: August 18, 2016**

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

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

**BOARD MEMBERS PRESENT:** Alex Drexel (Arrived at 5:50pm)  
Andrea Gourdine, Chairperson  
Yvonne Hudson-Harmon  
David Jones, Vice Chair  
Jeffrey Levin (Arrived at 5:42pm)

**BOARD MEMBERS ABSENT:** Lauren Baranco  
Christopher Johnson

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

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) CONSENT CALENDAR:

- a) Approval of Employee Requests for Leave of Absence
  - Library Aide, C. Flores (OPL-2016-LA05)
  - Library Aide, C. Flores (OPL-2016-LA06)
- b) Ratification of Provisional Appointments
  - Program Analyst II (HSD-2016-PA01)
  - Program Analyst II (Selective Certification in Parking and Mobility) (OPW-2016-PA06)
- c) Approval of Revised Classification Specifications
  - Disability Access Coordinator (formerly ADA Projects Coordinator)

**44819 Upon a motion by Board Member Hudson-Harmon and seconded by Vice Chair Jones, all items on the Consent Calendar were approved by all of the members present.**

**Votes:** Board Member Ayes: 5 – Drexel, Gourdine, Hudson-Harmon, Jones, Levin  
Board Member Noes: None  
Board Member Abstentions: 0 – None  
Board Members Absent: 2 – Baranco, Johnson

### 3) OLD BUSINESS:

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

**44820 Upon a motion by Vice Chair Jones and seconded by Board Member Hudson-Harmon, the July 21, 2016 Civil Service Board Meeting Minutes were approved by all of the members present.**

**Votes:** Board Member Ayes: 5 – Drexel, Gourdine, Hudson-Harmon, Jones, Levin  
Board Member Noes: None  
Board Member Abstentions: 0 – None  
Board Members Absent: 2 – Baranco, Johnson

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

*Received and filed.*

- 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.*

### 4) NEW BUSINESS:

- a) New Classification Specification: Police Communications Manager
- Approval of Classification Specification

**44821 Upon a motion by Vice Chair Jones, seconded by Board Member Levin, the New Classification Specification: Police Communications Manager was approved by all of the members present.**

**Votes:** Board Member Ayes: 5 – Drexel, Gourdine, Hudson-Harmon, Jones, Levin  
Board Member Noes: None  
Board Member Abstentions: 0 – None  
Board Members Absent: 2 – Baranco, Johnson

- Exemption from Civil Service

**44822 Upon a motion by Vice Chair Jones, seconded by Board Member Drexel, the exemption of the New Classification Specification: Police Communications Manager was approved by a majority of the members present.**

**Votes:** Board Member Ayes: 4 – Drexel, Gourdine, Hudson-Harmon, Jones  
Board Member Noes: None  
Board Member Abstentions: 1 – Levin  
Board Members Absent: 2 – Baranco, Johnson

## 5) ADJOURNMENT

*6:07 PM*

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, September 15, 2016. All materials related to agenda items must be submitted by Thursday, September 8, 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)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandnet.com](mailto: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](mailto: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](mailto:civilservice@oaklandnet.com) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY