CITY OF OAKLAND

CIVIL SERVICE BOARD MEETING MINUTES

Date: January 18, 2018

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: **Chair, Andrea Gourdine; Vice Chair, David Jones; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:34); Jeffrey Levin (Arrived 5:45); Beverly A. Williams**

STAFF TO THE BOARD: **Ian Appleyard, HRM Director/Secretary to the Board**
Jaime Pritchett, HRM Principal Analyst/Staff to the Board
Tabitha Pulliam, HRM Technician/Staff to the Board
Michelle Meyers, Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM:

There were no speakers in open forum.

2) CONSENT CALENDAR:

a) Approval of Ratification of Provisional Appointment
- Account Clerk III

b) Approval of Revised Classification Specification
- Help Desk Supervisor
- Marketing Program Coordinator

c) Approval of Employee Requests for Leave of Absence
- Fire Department
- Public Works

44877 **A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Ratification of Provisional Appointment, Revised Classification Specifications and the Requests for Leave of Absence. The motion passed unanimously.**

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

3) OLD BUSINESS:

a) Approval December 21, 2017 Civil Service Board Meeting Minutes

44878 A motion was made by Board Member Williams and seconded by Vice Chairman Jones to Approve the December 21, 2017 Board meeting minutes. The motion passed.

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

b) Determination of Schedule of Outstanding Board Items

Report 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

Report received and filed

4) NEW BUSINESS:

a) Quarterly Report per section 3.04(f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of all Classification Specification Revisions Currently Under Review.

Report received and filed

5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 15, 2018. All materials related to agenda items must be submitted by Thursday, February 1, 2018. 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