



CIVIL SERVICE BOARD (DRAFT) MEETING MINUTES

Date: December 18, 2014

CLOSED SESSION – 5:30 p.m.

OPEN SESSION – 6:30 p.m. (or as soon as reasonably practicable thereafter)

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

BOARD MEMBERS PRESENT: 5 -

**Chairperson Alex Drexel
Vice Chairperson Andrea Gourdine
Board Member Lauren Baranco
Board Member Judith Bodenhausen
Board Member David Jones**

BOARD MEMBERS ABSENT: 2 -

**Board Member Winnie Anderson
Board Member Jeffrey Levin**

STAFF PRESENT:

**Anil Comelo HRMD Director / Secretary to the Board
Tracy Chriss, Deputy City Attorney
Kip Walsh, HR Manager / Staff to the Board
Cecilia Carey, HR Technician / Staff to the Board**

OPEN SESSION AGENDA

ROLL CALL

The Civil Service Board convened in Open Session Prior to Adjourning to Closed Session and Reported Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:

CLOSED SESSION AGENDA

– **Personnel Matter for Public Employees (PWA-2013-AP003)**

- This item had been continued from the November 6, 2014 “Special” Civil Service Board meeting at the Appellant’s request. Appellant appeared before the Board but was without Union representation. The Board has rescheduled this item as a final Closed Session item for the January 15, 2015 Civil Service Board meeting and has advised staff to notify the Appellant’s legal and SEIU Local 1021 representatives by certified mail, regular mail and email of the rescheduled date and time. The Board as also advised the Appellant to contact his Union representative as well as SEIU Local 1021’s legal representative and that this is the last time this item will be re-scheduled.

– **Personnel Matter for Public Employees (OPD-2014-AP03)**

- Item (OPD-2014-AP03) was withdrawn by Appellant prior to the meeting.

OPEN SESSION AGENDA

ROLL CALL

1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

- As reported by Tracy Chriss, Deputy City Attorney; Personnel Matter for Public Employees (PWA-2013-AP003) was continued to the January 15, 2015 Civil Service Board meeting.

2) OPEN FORUM 3 Minutes – No Speakers

3) CONSENT CALENDAR:

ACTION

- a) Ratification of Provisional Appointment
 - Office Assistant II – HCD-2014-PA01
 - Equal Opportunity Specialist CAO-2014-PA01
 - Fire Investigator OFD-2014-PA01
- b) Approval of Employee Request for Leaves of Absence
 - PWA-2014-LA01
 - OFD-2014-LA01
 - LIB-2014-LA07
 - LIB-2014-LA08
 - LIB-2014-LA09
- c) Approval of Revised Classification Specification
 - Real Estate Agent

44750 A motion was made by Vice Chair Gourdine and seconded by Board Member Jones to approve the items on the Consent Calendar. The motion carried by the following vote:

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

The motion passes

4) OLD BUSINESS:

- a) Approval of November 6, 2014 “Special” Civil Service Board Meeting Minutes

44751 A motion was made by Board Member Bodenhausen and seconded by Chair Drexel to approve the items on the Consent Calendar. The motion carried by the following vote:

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

The motion passes

- b) Determination of Schedule of Outstanding Board Items
- *No new items*
- 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 is received and filed.

- d) Update Regarding the Status of Port’s Compliance with Ordinance No. 13120 C.M.S. (Amended Ordinance No. 8979)

Kip Walsh, HR Manager, Recruitment & Classification reported on behalf of Chris Boucher that the Port is currently engaged in Meet & Confer with the Unions and that there are no new items to report to the Board at this time.

- e) Public Employees Appeal of Probationary Release (OPD-2014-AP01)
- Recommendation by Staff that the Civil Service Board issue a Written Order to compel both parties to set a hearing date for the appeal of probationary release (OPD-2014-AP01).

44752 A motion was made by Vice Chair Gourdine and seconded by Chair Drexel to schedule a hearing before an Outside Hearing Officer in the matter of Public Employees Appeal of Probationary Release (OPD-2014-AP01) on February 26, 2015 or February 27, 2015 and directing staff under the guidance of the City Attorney to notify the Appellant’s legal representatives and Hearing Officer by certified mail, regular mail and email. The motion carried by the following vote:

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

The motion passes

f) Public Employees Appeal of Probationary Release (OPR-2014-AP01)

- Recommendation by Staff to have matter heard by an Outside Hearing Officer.

44753 A motion was made by Board Member Jones and seconded by Vice Chair Gourdine to refer the matter of (OPR-2014-AP01) to an Outside Hearing Officer. The motion carried by the following vote:

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

ADJOURNMENT: 6:57 PM

The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on January 15, 2015. All materials related to agenda items must be submitted by Thursday January 1, 2015. For any materials over 100 pages, please also submit an electronic version.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
Attn: Cecilia Carey, Staff to the Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter or assistive listening device, please call the Civil Service Board staff at (510) 238-6467 or TDD (510) 238-3254 at least three working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.