



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: May 21, 2015
OPEN SESSION 5:30 p.m.
City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS: Chair, Alex Drexel; Vice Chair, Andrea Gourdine; Winnie Anderson; Lauren Baranco; Judith Bodenhausen; David Jones; Jeffrey Levin

STAFF TO THE BOARD: Anil Comelo, HRM Director/Secretary to the Board
Tracy Chriss, Deputy City Attorney
Kip Walsh, Recruitment & Classification Manager/Staff to the Board
Cecilia Carey, Human Resources Technician/Staff to the Board

OPEN SESSION

ROLL CALL

Vice-Chair Gourdine called the meeting to order at 5:30 p.m.

1) OPEN FORUM 3 Minutes

Retired Fire Captain Bruce Nielsen spoke, requesting that the Civil Service Board review the recruitment and hiring process for the classification of Firefighter Trainee since it is the feeder classification to the Firefighter academy and permanent appointment to the Firefighter classification.

2) CONSENT CALENDAR:

ACTION

- a) Ratification of Provisional Appointment
 - Administrative Assistant II (HSD-2015-PA02)
 - Administrative Assistant II (HSD-2015-PA03)
- b) Approval of Revised Classification Specifications
 - Arboricultural Inspector
 - Telecommunication Systems Engineer
- c) Approval of Employee Requests for Leave of Absence

44766 A motion was made by Board Member Bodenhausen and seconded by Board Member Baranco to approve the items on the Consent Calendar. The motion carried by the following vote:

Votes: Board Member Ayes: 4 - Baranco, Bodenhausen, Gourdine, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 3 – Anderson, Drexel, Levin

3) OLD BUSINESS:

- a) Approval of April 16, 2015 Civil Service Board Meeting Minutes ACTION

44767 A motion was made by Board Member Jones and seconded by Board Member Bodenhausen to approve the minutes for the April 16, 2015 Civil Service Board meeting. The motion carried by the following vote:

Votes: Board Member Ayes: 3 - Baranco, Bodenhausen, Jones
 Board Member Noes: None
 Board Member Abstentions: 1 - Gourdine
 Board Members Absent: 3 – Anderson, Drexel, Levin

- b) Determination of Schedule of Outstanding Board Items ACTION
 – No New Items for Scheduling

Note: Chairperson Drexel and members Levin and Anderson arrived during the discussion of this item.

44768 A motion was made by Board Member Bodenhausen and seconded by Chairperson Drexel requesting that staff provide a report at the next meeting to address the questions raised by Mr. Nielsen in Open Forum regarding the recruitment methods and hiring process for Firefighter Trainee.. The motion carried by the following vote:

Votes: Board Member Ayes: 7 – Anderson, Baranco, Bodenhausen, Drexel, Gourdine, Jones, Levin
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: None

- 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 INFORMATION

Received and filed.

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

Human Resources Director for the Port of Oakland, Christopher Boucher provided the Board with a brief update on the Port's discussions with its bargaining groups regarding the adoption of the revised Port Personnel Rules.

4) NEW BUSINESS:

- a) Approval of New Port Classification Specifications
- Airport Operations Specialist I
 - Airport Operations Specialist II

ACTION

This item was presented by Human Resources Director for the Port of Oakland, Christopher Boucher.

44769 A motion was made by Board Member Gourdine and seconded by Chairperson Drexel to approve the classification specifications as presented. The motion carried by the following vote:

Votes: Board Member Ayes: 7 – Anderson, Baranco, Bodenhausen, Drexel, Gourdine, Jones, Levin
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: None

- b) Presentation Regarding the Process for Conducting Classification Studies and for Responding to Employee Requests for Reclassification INFORMATION
- Personnel Manual of the Civil Service Board Section 3.04(d) Classification Studies

Following a presentation made by Kip Walsh, HR Manager for Recruitment and Classification, and Jaime Pritchett, Principal HR Analyst, the Board discussed the processes related to Classification Studies.

5) ADJOURNMENT – the meeting was adjourned at 6:45 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 18, 2015. All materials related to agenda items must be submitted by Thursday June 4, 2015. 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
 Attn: Staff to the Civil Service Board
 150 Frank H. Ogawa Plaza, 2nd floor
 Oakland, CA 94612
civilservice@oaklandnet.com



Meetings are 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) 238-3112 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.

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1st Floor. Materials are also available on the City's website at: <http://www2.oaklandnet.com/Government/o/HumanResources/s/CivilServiceBoard>.