



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date July 16, 2015

OPEN SESSION 5:30 p.m.

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 David Jones
Board Member Jeffrey Levin (arrived at 6:16 pm)

STAFF ABSENT: 2 - **Board Member Winnie Anderson**
Board Member Judith Bodenhausen

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

Chair Drexel announced Open Session at 5:35 pm

1) **OPEN FORUM One (1) Speaker:** Bruce Nielson, City of Oakland Battalion Chief OFD (Retired)
– Retired Fire Captain Bruce Nielsen spoke regarding the recruitment and hiring process for the classification of Firefighter Trainee.

2) **CONSENT CALENDAR:**

- a) Ratification of Provisional Appointment
 - Administrative Assistant II (HSD-2015-PA02)
 - Policy Analyst (CAO-2015-PA01)

- b) Approval of Revised Classification Specifications
 - Telecommunication Systems Engineer
 - Internal Auditor III

- c) Approval of Employee Requests for Leave of Absence
 - LIB-2015-LA06
 - PWA-2015-LA02
 - CAO-2015-LA01
 - OFD-2015-LA02

44770 A motion was made by Vice Chair Gourdine and seconded by Board Member Jones to approve the items on the Consent Calendar.

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

The motion passes

3) OLD BUSINESS:

- a) Approval of May 21, 2015 Civil Service Board Meeting Minutes

44771 A motion was made by Board Member Jones and seconded by Chair Drexel to approve the Minutes of the May 21, 2015 Civil Service Board meeting. The motion was moved by consensus:

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

The motion passes

- b) Determination of Schedule of Outstanding Board Items
- Kip Walsh, Recruitment & Classification Manager reported that in the matter of Appeal of Classification Study, Ernestine Nettles (CAO-2015-AP01); representatives have requested that the matter is held over to the August 20, 2015 Civil Service Board meeting.
- 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)
- Christopher Boucher, Port of Oakland's Director of Human Resources reported that the Port has provided all Bargaining Units with a presentation of the proposed changes to the Port's Personnel Rules and has requested a response from the Bargaining Units by July 21, 2015. Barring no changes to the Port's Personnel Rules the Port of Oakland will request a meeting with Anil Comelo, Director of Human Resources Management and subsequently present the finalized document to the Civil Service Board.

4) NEW BUSINESS:

Item 4a moved to 4f

b) Quarterly Classification Report

The report is received and filed.

- c) Approval of New Classification Specifications
- a. Ethics Investigator
 - b. Ethics Analyst I
 - c. Ethics Analyst II
 - d. Executive Director, Public Ethics Commission
 - e. Deputy Director, Public Ethics Commission

44772 A motion was made by Vice Chair Gourdine and seconded by Board Member Jones to approve the new classification specification for Ethics Investigator, Ethics Analyst I, Ethics Analyst II, Executive Director, Public Ethics Commission and Deputy Director, Public Ethics Commission.

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

The motion passes

d) 6.04 Appeal of Probationary Release /Removal OFD-2015-AP02 (Pope)

- City Attorney’s Request to Refer to Outside Hearing Officer
Deputy City Attorney Caryl Casden presented the City’s request to refer Appeal of Probationary Release / Removal (OFD-2015-AP02 (Pope) to an Outside Hearing Officer citing the hearing would cause a hardship on City resources. There were no other speakers.

44773 A motion was made by Vice Chair Gourdine and seconded by Chair Drexel to refer Appeal of Probationary Release / Removal (OFD-2015-AP02) (Pope) to an Outside Hearing Officer.

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

The motion passes

e) 6.04 Appeal of Probationary Release /Removal OPW-2015-AP01(Lemi)

- City Attorney’s Request to Refer to Outside Hearing Officer
Deputy City Attorney Caryl Casden presented the City’s request to refer Appeal of Probationary Release / Removal (OFD-2015-AP02 (Pope) to an Outside Hearing

Officer citing the hearing would cause a hardship on City resources. Lis Fiekowsky, SEIU Local 1021 Representative spoke on behalf of the appellant requesting that the Civil Service Board deny the City's request to refer to an Outside Hearing Officer, citing the hearing would take just one (1) day to resolve.

44774 A motion was made by Vice Chair Gourdine and seconded by Board Member Jones to refer Appeal of Probationary Release / Removal (OPW-2015-AP01) (Lemi) to an Outside Hearing Officer.

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

The motion passes

f) Election of Civil Service Board Officers (Pursuant to Civil Service Rule 2.05)

44775 Board Member Jones nominated Vice Chair Andrea Gourdine for a one-year term as the Civil Service Board Chairperson and was seconded by Chair Drexel to approve the appointment of Vice Chair Gourdine for a one-year term as Chairperson to the Civil Service Board. The motion carried by the following vote:

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

The motion passes

44776 Vice Chair Andrea Gourdine nominated Board Member David Jones for a one-year term as the Civil Service Board Vice Chairperson and was seconded by Chair Drexel to approve the appointment of Board Member Jones for a one-year term as Vice Chairperson to the Civil Service Board. The motion carried by the following vote:

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

The motion passes

Appeal of Classification Study Findings (Assistant Contract Compliance Officer to Contract Compliance Officer) - Assistant Contract Compliance Officer, Ernestine Nettles (CAO-2015-AP01)

– Item moved to the August 20, 2015 Civil Service Board meeting.

ADJOURNMENT TO CLOSED SESSION 6:15 pm

10 minute BREAK

-6:16 pm Board Member Levin arrived

CLOSED SESSION AGENDA

Chair Drexel announces Closed Session at 6:22 pm

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

1) Determination of Civil Service Board's Jurisdiction in the Appeal of Examination Results (OFD-2015-AP01)

An appellant must notify the Civil Service Board in writing if she/he wishes to have a matter heard in closed session.

OPEN SESSION AGENDA

Chair Drexel announces Open Session at 7:34 pm

1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

- Tracy Chris, Deputy City Attorney reported that the Civil Service Board voted unanimously to hear the Appeal of Examinations Results (OFD-2015-AP01) and also voted unanimously to refer the matter of Appeal of Examination Results (OFD-2015-AP01) to an Outside Hearing Officer.

ADJOURNMENT 7:36 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 20, 2015. All materials related to agenda items must be submitted by Thursday July 10, 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



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) 238-3112 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.