



## CIVIL SERVICE BOARD MEETING MINUTES

**Date: March 17, 2016**

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

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, David Jones; Alex Drexel; Lauren Baranco; Yvonne Hudson; Christopher Johnson; Jeffrey Levin

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

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) CONSENT CALENDAR:

ACTION

- a) Approval of Employee Requests for Leave of Absence
  - Firefighter, A. Beck (OFD-2016-LA01)
  - Civil Engineer, N. Cartagena (OPW-2016-LA02)
  - Public Service Representative, D. Schubert (OCA-2016-LA01)
- b) Ratification of Provisional Appointments
  - Program Analyst II (OPW-2016-PA01)
- c) Approval of Revised Classification Specifications
  - Manager, Cultural Affairs (formerly Manager, Cultural Arts)
  - Neighborhood Services Coordinator
  - Process Coordinator III

**44803 A motion was made by Chairperson Gourdine and seconded by Vice Chairperson Jones to approve the items on the Consent Calendar. The item was passed by consensus.**

**3) OLD BUSINESS:**

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

**44804 A motion was made by Board Member Drexel and seconded by Board Member Baranco to approve the minutes for the January 21, 2016 Civil Service Board Meeting as amended. The item was passed by consensus.**

- b) Determination of Schedule of Outstanding Board Items ACTION
- a. No New Items to Schedule
- 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) Discussion of Revisions to the Personnel Manual of the Port of Oakland for Review of Alignment with the Personnel Manual of the Civil Service Board and Compliance with Ordinance No. 13120 CMS Governing the Relationship of the Port's Personnel Management Program with the City of Oakland Civil Service ACTION

*The Board continued the item until the next Civil Service Board Meeting.*

- e) Presentation of a Project Plan for Review of City and Port Classifications within the Context of a Classification Plan for the City of Oakland ACTION

*The Board continued the item until the next Civil Service Board Meeting.*

**4) NEW BUSINESS:**

- a) Discussion of Civil Service Board Meeting Date Schedule ACTION

*The item was withdrawn.*

- b) Approval of Revised and New Classification Specifications ACTION
- Planner III
  - Planner III – Historic Preservation
  - Planner IV

**44805 The Street Sweeper Planner III, Planner III – Historic Preservation and Planner IV Classification Specifications were approved following a motion by Board Member Drexel and seconded by Vice Chairperson Jones. The items were passed by consensus.**

- Street Sweeper Operator

ACTION

**44806 SEIU 1021 Chapter President Al Marshall addressed the Board regarding the Street Sweeper Operator item. The Street Sweeper Operator Classification Specification was approved following a motion by Board Member Drexel and seconded by Vice Chairperson Jones. The item was passed by consensus as represented without amendment.**

- c) 3.04 (e) Appeal of Classification Study Results (A. James)
- Employee currently classified as Police Records Specialist, appealing denial of request to be reclassified.

ACTION

*The Board continued the item until the next Civil Service Board Meeting.*

### ADJOURNMENT:

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, May 19, 2016. All materials related to agenda items must be submitted by Thursday May 12, 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)



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.