



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

**Date:** February 16, 2017

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

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

**BOARD MEMBERS PRESENT:** Chair, Andrea Gourdine; Alex Drexel; Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin

**BOARD MEMBERS ABSENT:** Vice Chair, David Jones; Lauren Baranco

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Kip Walsh, HR Manager/Staff to the Board; Michelle Meyers, Deputy City Attorney; Sean Flaherty, HR Technician/Staff to the Board

### OPEN SESSION

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) CONSENT CALENDAR:

a) Ratification of Provisional Appointment

- Project Manager II

b) Approval of Revised Classification Specifications

- Legal Administrative Assistant, Supervising

**44839 A motion was made by Board Member Johnson and seconded by Board Member Levin to approve the items as amended on the Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Levin  
Board Member Noes: 0 – None  
Board Member Abstentions: 0 – None  
Board Members Absent: 3 – Baranco, Drexel, Jones

- **Note:** Board Member Drexel arrived after the vote was taken on the Consent Calendar

### 3) OLD BUSINESS:

- a) Approval of January 19, 2017 Civil Service Board Meeting Minutes

**44840 A motion was made by Board Member Johnson and seconded by Board Member Levin to approve the classification specification. The motion passed.**

**Votes:** Board Member Ayes: 5 – Drexel, Gourdine, Hudson-Harmon, Johnson, Levin  
Board Member Noes: 0 – None  
Board Member Abstentions: 0 – None  
Board Members Absent: 2 – Baranco, Jones

- b) Determination of Schedule of Outstanding Board Items

- 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

### 4) NEW BUSINESS:

- a) New Job Classification Specification:

- US&R (Urban Search and Rescue) Logistics and Warehouse Specialist

**44841 A motion was made by Board Member Johnson and seconded by Board Member Levin to approve the classification specification. The motion passed.**

**Votes:** Board Member Ayes: 5 – Drexel, Gourdine, Hudson-Harmon, Johnson, Levin  
Board Member Noes: 0 – None  
Board Member Abstentions: 0 – None  
Board Members Absent: 2 – Baranco, Jones

- b) New Job Classification Specifications (Port):

- Port Assistant Environmental Planner/Scientist
- Port Associate Environmental Planner/Scientist
- Port Environmental Supervisor

**44842 A motion was made by Board Member Johnson and seconded by Board Member Levin to approve the Port classification specifications as presented. The motion passed.**

**Votes:** Board Member Ayes: 5 – Drexel, Gourdine, Hudson-Harmon,  
Johnson, Levin  
Board Member Noes: 0 – None  
Board Member Abstentions: 0 – None  
Board Members Absent: 2 – Baranco, Jones

**ADJOURNMENT: The meeting was adjourned at 6:15 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, March 16, 2017. All materials related to agenda items must be submitted by Thursday, March 9, 2017. 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)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandnet.com](mailto: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](mailto: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.

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