



CIVIL SERVICE BOARD MEETING MINUTES

Date: April 20, 2017

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, David Jones; Lauren Baranco; Alex Drexel (Absent); Yvonne Hudson-Harmon; Christopher Johnson (Arrived @ 5:37 pm); Jeffrey Levin (Arrived @ 5:40pm)

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

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

- **Al Marshall – Labor Activist**

Note: Mr. Marshall had submitted a request to appeal to the Civil Service Board and the request had been denied by the Secretary to the Board. Chairperson Gourdine requested that a review of the appeal request submitted by Mr. Marshall be added to next Month's Meeting Agenda, May 18, 2017.

2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
 - Urban Economic Analyst III, PPT
- b) Approval of Revised Classification Specifications
 - Tree Supervisor II
- c) Approval of Employee Requests for Leave of Absence

44846 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the items on the Consent Calendar. The motion passed.

Votes: Board Member Ayes: 6 - Baranco, Gourdine, Hudson-Harmon, Jones, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 1 – Drexel

3) OLD BUSINESS:

- a) Approval of CSB Minutes March 16, 2017 Civil Service Board Meeting Minutes

Note: Chairperson Gourdine clarified that the request for a report regarding Port transfers was requested specifically for the May or June meeting of the Civil Service Board.

44847 A motion was made by Board Member Johnson and seconded by Board Member Jones to approve the CSB Minutes for March 16, 2017 as amended. The motion passed.

Votes: Board Member Ayes: 6 - Gourdine, Hudson-Harmon, Johnson, Levin, Baranco, Jones, Johnson
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 1 – Drexel

- b) Determination of Schedule of Outstanding Board Items
a. Motion to Dismiss Appeal of Probationary Release (OFD-2016-AP01)

At the request of the appellant's representatives, Kip Walsh, HRM Manager – Staff to the Board, requested the item be moved to closed session for the Civil Service Board meeting held on May 18, 2017.

44848 A motion was made by Board Member Jones and seconded by Board Member Levin to move the item to May 18th. The motion passed.

Votes: Board Member Ayes: 6 - Gourdine, Hudson-Harmon, Johnson, Levin, Baranco, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 1 – Drexel

- 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

Received and filed.

4) NEW BUSINESS:

- a) Approval of New Classification Specification:
• Municipal Code Enforcement Officer.

44849 A motion was made by Board Member Jones and seconded by Board Member Hudson-Harmon to approve the new Classification Specification. The motion passed.

Votes: Board Member Ayes: 6 - Baranco, Gourdine, Hudson-Harmon, Jones, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 1 – Drexel

b) Approval of New Classification Specifications (Port):

- Infrastructure Services Supervisor
- Legal Assistant I – Records Management
- Workforce Development Manager

44850 A motion was made by Board Member Johnson and seconded by Board Member Levin to require an analysis of City of Oakland Classification Specifications in comparison to the three classifications submitted by the Port to determine if the Port has a unique need outside of existing City specification that requires the creation of three new Port classification specifications. The motion passed.

Votes: Board Member Ayes: 6 - Baranco, Gourdine, Hudson-Harmon, Jones, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 1 – Drexel

c) Report and Recommendation to Amend the Personnel Manual of the Civil Service Board (“Civil Service Rules”) to Award Veterans and Oakland Residents Preference Points for the Public Safety Trainee Candidates.

44851 A motion was made by Board Member Jones and seconded by Board Member Johnson to amend the Personnel Manual of the Civil Service Board as presented. The motion passed.

Votes: Board Member Ayes: 6 - Baranco, Gourdine, Hudson-Harmon, Jones, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 1 – Drexel

5) ADJOURNMENT

6:47 PM

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 18, 2017. All materials related to agenda items must be submitted by Thursday, May 11, 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:

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>.

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