



CIVIL SERVICE BOARD MEETING MINUTES

Date: June 15, 2017

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine (Arrived 5:50); Vice Chair, David Jones (Absent); Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:40); Jeffrey Levin (Arrived 5:37); Beverly A. Williams

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

Note: Vice Chair, David Jones was absent. New Board Member, Beverly A. Williams, was introduced.

1) OPEN FORUM

- No Speaker

2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
 - Administrative Analyst I
- b) Approval of Revised Classification Specifications
 - Animal Control Supervisor
- c) Approval of Employee Requests for Leave of Absence

Note: Board Member Levin requested that Requests for Leave of Absence forms be updated to reflect "Paternity Leave" instead of "Maternity Leave."

44852 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: 5 - Baranco, Hudson-Harmon, Williams, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 1 – Jones, Gourdine

3) OLD BUSINESS:

- a) Approval of CSB Minutes April 20, 2017 Civil Service Board Meeting Minutes

44853 A motion was made by Board Member Johnson and seconded by Board Member Baranco to approve the CSB Minutes for April 20, 2017. The motion passed.

Votes: Board Member Ayes: 4 - Hudson-Harmon, Johnson, Levin, Baranco, Jones, Johnson
Board Member Noes: None
Board Member Abstentions: Williams
Board Members Absent: 1 – Jones, Gourdine

- b) 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

Report Accepted

Note: Board Member Johnson requested that the date each position became non-compliant be added to the TCSE/ELDE report. Chairperson Gourdine requested that each noncompliant item include a date by which the next step toward compliance would be taken. Additionally, The Chair requested that the Port provide a report detailing its use of Temporary Employees.

- c) Approval of New Classification Specifications (Port):
- Legal Assistant I – Records management
 - Workforce Development Manager

Note: Board Member Johnson requested a separate vote for each Classification.

44854 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the New Classification Specification of Legal Assistant I – Records Management. The motion passed.

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

44855 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to approve the New Classification of Workforce Development Manager with the stipulation that it be compared to the Project Manager III

position in Economic & Workforce Development as part of the Common Classifications study and analysis. The motion passed.

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

4) NEW BUSINESS:

- a) Approval of New Classification Specification for Budget Administrator and Approval of the Exemption of the Classification from Provisions of Civil Service Pursuant to Charter Section 902(f)

44856 A motion was made by Board Member Levin and seconded by Board Member Johnson to approve the new Classification Specification and Exemption. The motion passed.

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

- b) Approval of New Classification Specification for Special Counsel – Labor and Employment and Approval of the Exemption of the Classification from Provisions of Civil Service Pursuant to Charter Section 902(f)

44857 A motion was made by Board Member Williams and seconded by Board Member Hudson-Harmon to approve the new Classification Specification and Exemption from Civil Service Board. The motion passed.

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

Note: Board Member Levin requested a report be presented at a future date, outlining criteria for the Board to consider in informing its approval of requests to exempt positions.

- c) Supplemental Report – Quarterly Report per section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classifications Specification Revisions Currently Under Review

Report received and filed.

- d) Request to Cancel the Referral of an Appeal of Probationary Release (OPD-2015-AP03) to an External Hearing Officer and to Have the Case Presented Directly to the Civil Service Board at Its Next Meeting

44858 A motion was made by Board Member Johnson and seconded by Board Member Williams to deny the request to cancel the referral of the Appeal to an external hearing officer and to have the case presented directly to the Civil Service Board. The motion passed.

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

- e) Determine the Status and the Appropriate Jurisdiction for the Appeal of a Non-Disciplinary Grievance Originally Submitted and Processed under the SEIU, Local 1021 MOU Grievance Procedures

44859 A motion was made by Board Member Johnson and seconded by Board Member Williams to deny the request for the Civil Service Board to hear the Appeal of a non-disciplinary grievance on the grounds that the grievance process in the Memorandum of Understanding with the Service Employees International Union, Local 1021 defines Step 4 as Arbitration; a grievance may only be advanced to the Civil Service Board in lieu of arbitration for grievances concerning “discharge or disciplinary action.” The motion passed.

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

- f) Report from the Personnel Director Providing a Review of the Process for City Employees in Common Classifications Requesting Transfer to the Port

Report Accepted.

5) ADJOURNMENT

7:45 PM

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 20, 2017. All materials related to agenda items must be submitted by Thursday, July 06, 2017. For any materials over 100 pages, please also submit an electronic copy of all materials.

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>.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email 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 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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