



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date: July 20, 2017**

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

**OPEN SESSION 6:30 p.m.**

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine (Arrived 5:45); Vice Chair, David Jones; Lauren Baranco (Arrived 6:00); Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:40); Jeffrey Levin; 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

### CLOSED SESSION AGENDA

#### ROLL CALL

1) Motion to Dismiss Appeal of Probationary Release (OFD-2016-AP01)

#### ADJOURNMENT OF CLOSED SESSION

### OPEN SESSION AGENDA

2) Report of Actions Taken in Closed Session

**44860** A motion was made by Board Chair Gourdine and seconded by Board Member Johnson to approve the City's Motion to Dismiss the Appeal of Probationary Release. The motion passed unanimously.

**Votes:** Board Member Ayes: 7 – Gourdine, Jones, Baranco, Hudson-Harmon, Williams, Johnson, Levin  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

#### ROLL CALL

3) OPEN FORUM:

- No Speakers

**4) CONSENT CALENDAR:**

- a) Ratification of Provisional Appointment
  - Human Resources Analyst
  - Outreach Developer
- b) Approval of Revised Classification Specifications
  - Contract Compliance Officer
  - Contract Compliance Officer, Senior
  - Cable TV Operations Chief Engineer
- c) Approval of Employee Requests for Leave of Absence

**44861 A motion was made by Board Member Hudson and seconded by Board Member Jones to approve the items on the Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Jones, Baranco, Hudson-Harmon, Williams, Johnson, Levin  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

**5) OLD BUSINESS:**

- a) Approval of June 15, 2017 Civil Service Board Meeting Minutes

**44862 A motion was made by Board Member Johnson and seconded by Board Member Baranco to approve the CSB Minutes for June 15, 2017 with an amendment to correct the Leave of Absence Form to reflect “Parental” Leave. The motion passed as amended.**

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

- b) Determination of Schedule of Outstanding Board Items
  - a) No New Items

Note: Kip Walsh, HR Manager, informed the Civil Service Board that the Port’s representatives had requested a preliminary review of the Board’s jurisdiction on appeal request PORT-2017-AP01. Ms. Walsh recommended that the Board schedule the review of jurisdiction to its September 21, 2017 meeting, and if the appeal continues forward, to schedule the appeal to its October 19, 2017 meeting. The Board agreed to hear the review of its jurisdiction of the appeal in September and the Appeal of Discipline (PORT-2017-AP01) in October.

- 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

*Report received and filed*

Note: Board Member Johnson reminded staff that he requested in last month's CSB meeting that the date each position became non-compliant be added to the TCSE/ELDE report. Chairperson Gourdine also reminded staff that she requested that each noncompliant item include a date by which the next step toward compliance would be taken. Board Member Williams requested a definition of terms of temporary employees.

## 6) NEW BUSINESS:

- a) 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 Classification Specifications Revisions Currently Under Review.

*Report received and filed*

## 7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 17, 2017. All materials related to agenda items must be submitted by Thursday, August 3, 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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