



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date:** August 17, 2017

**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 (Absent); Vice Chair, David Jones; Lauren Baranco (Arrived 5:35); Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:40); Jeffrey Levin (Absent); 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: Chairwoman Andrea Gourdine was absent. Vice Chairman David Jones chaired the meeting.

#### 1) OPEN FORUM:

- No Speakers

#### 2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
  - Health & Human Services Program Planner
  - Urban Economic Analyst IV, Projects, PPT
- b) Approval of Revised Classification Specifications
  - Assistant Fire Marshall (Sworn)
- c) Approval of Employee Requests for Leave of Absence

**44863 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the items on the Consent Calendar. The motion passed.**

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

**3) OLD BUSINESS:**

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

**44864 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the CSB Minutes for July 20, 2017. The motion passed.**

Note: Board Member Johnson arrived at 5:40 p.m.

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

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

*Report received and filed*

- 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*

**4) NEW BUSINESS:**

- a) Informational Report Regarding the Exemptions of Classifications from the Competitive Civil Service

*Report received and filed*

- b) Approval of a New Classification Specification for Fire Communications Manager and Approval of the Exemption of the Classification from Provisions of Civil Service Pursuant to Charter Section 902(f)

**44865 A motion was made by Board Member Johnson and seconded by Board Member Williams to approve the Classification Specification and its Exemption from the Provisions of Civil Service. The motion passed.**

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

## 5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 21, 2017. All materials related to agenda items must be submitted by Thursday, September 7, 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.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY