



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: September 21, 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 (Arrived 5:42); Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:36); 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

1) OPEN FORUM:

Board member Jeff Levin commented during open forum regarding item 4a from the August 17, 2017 Civil Service Board meeting agenda, "Informational Report Regarding the Exemption of Classifications from Civil Service." He commented that the report focused on the needs of Oakland City management to have the flexibility to dismiss exempt employees "at will," but neglected to acknowledge that it also means that the hiring process does not include a test for fitness and thereby may not always serve the needs and interests of the residents of Oakland.

2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
 - Public Information Officer II

44866 A motion was made by Board Member Levin and seconded by Board Member Williams to approve the Ratification of Provisional Appointment. The motion passed unanimously.

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

- b) Approval of Revised Classification Specifications
- Aviation Supervising Properties Representative (Port)
 - Senior Surveying and Mapping Technician (Port)

44867 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to approve the revision of the class specification for Aviation Supervising Properties Representative; and to pull and reschedule to the next agenda the revision of Senior Surveying Mapping Technician with a report providing an analysis of the comparability to the City of Oakland specification “Senior Survey Technician,” as part of the common class analysis currently underway. The motion passed unanimously.

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

- c) Approval of Employee Requests for Leave of Absence

44868 A motion was made by Board Member Levin and seconded by Board Member Jones to grant the leave of absence for 120 days, the duration of the provisional appointment, with the stipulation that the employee could request without prejudice an additional Leave of Absence at the end of the 120 days should the circumstances support it. The motion passed unanimously.

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

3) OLD BUSINESS:

- a) Approval August 17, 2017 Civil Service Board Meeting Minutes

44869 A motion was made by Board Member Johnson and seconded by Board Member Levin to amend the August 17th meeting minutes to remove the votes of Chairperson Gourdine and Board Member Levin, both who were absent at last month’s meeting; and to approve the minutes as amended. The motion passed.

Note: Board Member Levin requested that the Civil Service Board website “Meeting Minutes” section be updated with the approved meeting minutes for each month.

Votes: Board Member Ayes: 5 – Jones, Baranco, Hudson-Harmon, Johnson, Williams
Board Member Noes: None
Board Member Abstentions: 2 (Gourdine, Levin)

Board Members Absent: None

- b) Determination of Schedule of Outstanding Board Items
 - a) Port of Oakland Report on the Use of Temporary Employees

Report received and more information requested for the following meeting.

Note: Chairperson Gourdine and Board Member Levin requested more information regarding the Port's use of temporary employees, specifically, statistical information showing that the Port is following a Civil Service process in its usage of temp employees, including the hiring process and statistical information on temp employees who are not covered by Local SEIU.

- 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) Request for Appointing of Hearing Officer for Civil Service Board Appeal of Probationary Release – OFD-2007-AP01

44870 A motion was made by Board Member Levin and seconded by Board Member Johnson to grant the request to refer the appeal to an external Hearing Officer, and asking that future requests include a cover memo confirming independent verification by HR staff that the representatives for both sides of the appeal agree to the referral. The motion passed unanimously.

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

- b) Approval of Revised Classification Specifications (Non-Consent)
 - Police Property Specialist
 - Veterinary Technician

Note: Kip Walsh commented that the Union requested that both non-consent items be withdrawn from the agenda pending a discussion scheduled for October 6, 2017. The items will be presented at a future meeting. There were no objections; the items are withdrawn.

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, October 19, 2017. All materials related to agenda items must be submitted by Thursday, October 5, 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, 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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