



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date: October 19, 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; Vice Chair, David Jones; Lauren Baranco (Arrived 5:46); Yvonne Hudson-Harmon (Absent); Christopher Johnson (Absent); 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

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM:

Christopher Boucher, Port of Oakland Human Resources Director, spoke in honor of Kip Walsh, HRM Manager/Staff to the Board, thanking her for her many years of service to the City of Oakland and its constituents.

#### 2) CONSENT CALENDAR:

- a) Approval of Revised Classification Specifications
  - Head Start Facilities Coordinator
  - Head Start Education Coordinator
  - Latent Print Examiner II
- b) Approval of Employee Requests for Leave of Absence

**44871 A motion was made by Board Member Levin and seconded by Board Member Williams to approve the Revised Classification Specifications and the Requests for Leave of Absence. The motion passed unanimously.**

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

### 3) OLD BUSINESS:

- a) Approval September 21, 2017 Civil Service Board Meeting Minutes

**44872 A motion was made by Board Member Williams and seconded by Board Member Levin to Approve the September 21, 2017 meeting minutes. The motion passed unanimously.**

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

- b) Determination of Schedule of Outstanding Board Items
- a) Port of Oakland Follow-up Report on the Use of Temporary Employees
  - b) Resubmission of Port Classification Specifications Revision
    - i. Senior Survey Mapping Technician & Analysis

Note: Kip Walsh, Human Resource Manager, stated that the Port opted to withdraw its request for approval of revision of the Senior Survey Mapping Technician classification specification. Human Resources Director Christopher Boucher added that the class spec is included in the list of specifications currently under review in the common classification analysis, as requested by the Board. Mr. Boucher further reported that the Port utilizes temporary employees from temp agencies to fill temporarily vacant positions for a total of 120 without exception, consistent with CSB rules. In addition, due to the highly specialized, technical skill set required for many of the port's jobs, the Port, in most cases, appoints and rotates assignments between current trained Port incumbents who "act" in vacant positions until the position is filled. To memorialize the Port's use of temp employees, Chairperson Gourdine and Board Member Levin requested that the Port revise and resubmit its previous report on its use of temporary employees, clearly outlining its current practices and how those practices adhere to Civil Service Board rules.

- 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) Approval of New Job Classification Specifications
- Head Start School Readiness Coordinator
  - Head Start Coach Coordinator
  - Head Start Mental Health & Disabilities Coordinator

- Head Start Family & Community Engagement Coordinator

**44873 A motion was made by Board Member Levin and seconded by Board Member Williams to approve the new job classification specifications. The motion passed unanimously.**

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

Note: Board Member Levin requested that an Organizational Chart of the department be included with future requests for approval of New Job Classification Specifications.

- b) Quarterly Report per section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of All Classification Specification Revisions Currently Under Review.

Note: Kip Walsh requested that the Quarterly Report be withdrawn from this month’s agenda to be presented at November’s meeting. There were no objections; the item was 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, November 16, 2017. All materials related to agenda items must be submitted by Thursday, November 2, 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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