



# CIVIL SERVICE BOARD MEETING AGENDA

Date: October 13, 2011

OPEN SESSION- 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 2

**BOARD MEMBERS:** Chairperson, Wendall Mitchell; Vice-Chairperson, Winnie Anderson; Judith Bodenhausen; Dee Dee Brantley; Alex Drexel; Michelle Hatchell; Michael Siegel

**STAFF TO THE BOARD:** Andrea R. Gourdine, Director of Human Resources Management/Secretary to the Board; Tracy Chriss, Deputy City Attorney; Kip Walsh, Human Resources Manager/Staff to the Board; Jennie Lim, Staff to the Board

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## OPEN SESSION AGENDA

### ROLL CALL

- |   |                    |
|---|--------------------|
| <b>1) CONSENT CALENDAR</b>  | <b>ACTION</b>      |
| a) Approval of Employee Requests for Leave of Absence   |                    |
| • Public Works Agency (1)   |                    |
| <b>2) OLD BUSINESS:</b>   |                    |
| a) Approval of September 8, 2011 Civil Service Board Meeting Minutes  | <b>ACTION</b>      |
| b) Determination of Schedule of Outstanding Board Items   | <b>ACTION</b>      |
| • Civil Service Board Appeals & Hearings Calendar   |                    |
| <b>3) NEW BUSINESS:</b>   |                    |
| a) Approval of Classification Specifications: Treasury Analyst I; Treasury Analyst II; Treasury Analyst III (Formerly Treasury Analyst) | <b>ACTION</b>      |
| b) Approval of Classification Specification: Assistant to the City Administrator  | <b>ACTION</b>      |
| c) Report of Temporary Employees (TCSE/ELDE) to Civil Service Board   | <b>INFORMATION</b> |
| d) Quarterly Report of Outstanding Classification Studies   | <b>INFORMATION</b> |
| • Jaime Pritchett, Principal Human Resource Analyst   |                    |

e) Director's Report: Update of Port Issues

INFORMATION

**OPEN FORUM: 3 minutes**

**ADJOURNMENT**



This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call the Civil Service Board staff at (510) 238-3412 or TDD (510) 238-3254 at least three working days before the meeting. Please refrain from wearing scented products to this meeting so attendees who experience chemical sensitivities may attend.