



CIVIL SERVICE BOARD MEETING MINUTES

Date: December 8, 2011
OPEN SESSION 5:30 p.m.
City Hall, One Frank H. Ogawa Plaza, Hearing Room 2

FILED
OFFICE OF THE CITY CLERK
OAKLAND
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BOARD MEMBERS PRESENT: 5 - Chairperson, Wendall Mitchell
Vice-Chairperson, Winnie Anderson
Board Member Judith Bodenhausen
Board Member Dee Dee Brantley (arrived at 5:36 p.m.)
Board Member Michael Siegel

BOARD MEMBERS ABSENT: 2 - Board Member Alex Drexel
Board Member Michelle Hatchell

STAFF PRESENT: Andrea R. Gourdine, DHRM Director, Secretary to the Board
Tracy Chriss, City Attorney
Kip Walsh, HR Manager, Staff to the Board
Jennie Lim, HR Technician, Staff to the Board

The Civil Service Board convened at 5:35 p.m. with Chairperson Wendall Mitchell presiding.

OPEN SESSION AGENDA

ROLL CALL

OPEN FORUM

Speaker(s): None.

1) CONSENT CALENDAR

- a) Approval of Revisions of Certain Classification Specifications
- Battalion Chief
 - Captain of Fire Department
 - Lieutenant of Fire Department
 - Engineer of Fire Department
 - Fire Investigator

Member Bodenhausen posed the question as to whether the revised specs contain a requirement that the incumbent must be able to physically perform the

actions to fight a fire for upper level classifications. Andrea Gourdine, Director of Department of Human Resources Management (DHRM) responded that there is a clause in the specs that says, "the ability to perform fire fighting activities as needed."

Resolution #

44536 A motion was made by Member Siegel and seconded by Member Anderson to approve the items on the Consent Calendar. The motion carried by the following vote:

Votes: Board Member Ayes: 5 - Member Mitchell, Member Anderson, Member Bodenhausen, Member Brantley, Member Siegel
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Drexel, Member Hatchell

2) OLD BUSINESS:

a) Approval of November 17, 2011 Civil Service Board Meeting Minutes

44537 A motion was made by Member Anderson and seconded by Member Siegel to approve the November 17, 2011 Civil Service Board Meeting as submitted. The motion carried by the following vote:

Votes: Board Member Ayes: 3 - Member Mitchell, Member Anderson, Member Siegel
Board Member Noes: None
Board Member Abstentions: 2 – Member Bodenhausen, Member Brantley
Board Members Absent: 2 – Member Drexel, Member Hatchell

b) Determination of Schedule of Outstanding Board Items

- Civil Service Board Appeals & Hearings Calendar
 - Sedina Pratt – Appeal of Medical Separation (Hearing Date Pending)

Discussion: Kip Walsh, HR Manager, stated that there are no new items on the agenda to approve this month. There is an outstanding item on the calendar that is waiting on information from the appellant's attorney and the City Attorney, so the item will be presented next month for scheduling. Member Siegel asked whether a barrage of appeals resulting from the layoffs is still anticipated. Ms. Walsh responded that there has not been any evidence of that. Ms. Gourdine commented that the appeals have been submitted in the form of grievances rather than through the appeals process of the Civil Service Board. Also, due to redeployment, there has been less reason for appeals. Chairperson Mitchell stated that he hopes it is due to the fact the Civil Service Rules have been modified so that everyone is satisfied with the process that those types of appeals have not been filed.

44538 A motion was made by Member Bodenhausen and seconded by Member Anderson to approve the Civil Service Board Appeals & Hearings Calendar as submitted. The motion carried by the following vote:

Votes: Board Member Ayes: 5 - Member Mitchell, Member Anderson, Member Bodenhausen, Member Brantley, Member Siegel
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Drexel, Member Hatchell

- 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

Discussion: Kip Walsh, HR Manager, presented the monthly report on the status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs). Since the last report, there have been few changes. Factors contributing to this are: 1) meeting was moved to a week later last month due to a mandatory shutdown day so reporting period was shorter; 2) the strategy for resolving some of these assignments was to go to City Council to add part time classifications for existing full time classifications so that the incumbents can be moved to these classifications and this process takes time. The Salary Ordinance amendment has been submitted and is scheduled to be heard next Tuesday, December 13th. If all goes as planned, it will resolve 30 of the current TCSE assignments. This item will need to be heard two times in Council before passing. The first reading will be on December 20th and the second will be in January. Even if the item passes, it will be as late as March or April before the changes will be reflected in this report. Chairperson Mitchell commended DHRM for its efforts and asked when the other 30 assignments will be resolved. Ms. Walsh responded that the other assignments will be resolved gradually and most likely in ones or twos instead of a batch. She also stated that a graph will be included next month, depicting the trend of resolution for the temporary assignments. Member Brantley asked whether placing the incumbents into these part time classifications would mean additional costs to the City. Ms. Walsh responded that temporary part time positions would pay only the hours worked so there is no additional cost to the City.

3) NEW BUSINESS:

- a) Report and Request for Approval to Add 83 Classifications to the List of Classifications Included in the City's Flexible Staffing Policy (Administrative Instruction 592) as part of the Implementation of the July 1, 2011 to June 30, 2013 Memorandum of Understanding between the City and the International Federation of Professional and Technical Engineers Local 21

Discussion: Kip Walsh presented this report in response to a request by IFPTE Local 21 at bargaining that when employees are in job classifications that are in a series that they be eligible for flexible staffing. Once the employee has gained the experience or received additional training, they should be eligible to be promoted to the next step in the series without the need for recruitment. The process of flexible staffing is laid out clearly in AI 592. This action is just to approve the list of classifications that are eligible for flexible staffing.

44539 **A motion was made by Member Brantley and seconded by Member Bodenhausen to approve the addition of 83 classifications to the list of classifications included in the City's Flexible Staffing Policy (Administrative Instruction 592). The motion carried by the following vote:**

Votes: Board Member Ayes: 5 - Member Mitchell, Member Anderson,
 Member Bodenhausen, Member Brantley, Member Siegel
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: 3 – Member Drexel, Member Hatchell

OPEN FORUM

Speaker(s): None.

The next meeting will be held on January 12, 2012.

ADJOURNMENT

There being no further business, and upon the motion made by Member Bodenhausen, seconded by Member Anderson, the Civil Service Board adjourned the meeting at 5:56 p.m.