



CIVIL SERVICE BOARD MEETING MINUTES

Date: June 14, 2012
OPEN SESSION – 5:30 p.m.
City Hall, One Frank H. Ogawa Plaza, Hearing Room 2

BOARD MEMBERS PRESENT: 5 - Chairperson, Wendall Mitchell
Vice-Chairperson, Winnie Anderson
Board Member Judith Bodenhausen
Board Member Dee Dee Brantley
Board Member Alex Drexel

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Andrea R. Gourdine, DHRM Director, Secretary to the Board
Tracy Chriss, City Attorney
Kip Walsh, Recruitment & Classification Manager, Staff to the Board

The Civil Service Board convened at 5:45 p.m. with Chairperson Wendall Mitchell presiding.

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM: 3 minutes

Speaker(s): None.

2) CONSENT CALENDAR

- a) Approval of Employee Requests for Leave of Absence
 - Oakland Fire Department (1) – OFD-2012-LA02
 - Public Works Agency (1) – PWA-2012-01
- b) Approval of Classification Specification
 - Student Trainee
- c) Approval of Provisional Appointment
 - Program Analyst II – DHCD-2012-PA01

FILED
OFFICE OF THE CITY CLERK
OAKLAND
2012 JUN 27 AM 11:03

Resolution #

44564 A motion was made by Member Drexel and seconded by Member Brantley 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 Drexel
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

3) OLD BUSINESS:

a) Approval of May 10, 2012 Civil Service Board Meeting Minutes

Resolution #

44565 A motion was made by Member Brantley and seconded by Member Bodenhausen to approve the May 10, 2012 Civil Service Board Meeting Minutes as submitted. The motion carried by the following vote:

Votes: Board Member Ayes: 4 - Member Mitchell, Member Bodenhausen, Member Brantley, Member Drexel
Board Member Noes: None
Board Member Abstentions: 1 – Member Anderson
Board Members Absent: None

a) Determination of Schedule of Outstanding Board Items

- Civil Service Board Appeals & Hearings Calendar
 - For Marlana Hanlon's Appeal of Probationary Release, the hearing is scheduled for the first week of October.
 - For Paul Crum's Appeal of Medical Separation, hearing dates have been scheduled for June 1st and June 20th.

Kip Walsh, Recruitment & Classification Manager, reported that there were no new items for scheduling this month but some items have been updated.

Resolution #

44566 A motion was made by Member Brantley and seconded by Member Drexel 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 Drexel
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

- b) 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

Kip Walsh, Recruitment & Classification Manager, presented the monthly report on the status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs).

4) NEW BUSINESS:

- a) Approval of Classification Specification
- Fire Personnel Operations Specialist

Kip Walsh, Recruitment & Classification Manager, presented this classification specification noting that this item is agendized in New Business because although DHRM has met with the representative union (IFPTE Local 21) where they have identified concerns to the draft and another meeting request along with the revised classification specification was sent to Local 21 to finalize the draft, the union has not yet responded to the second meeting request nor were any additional concerns raised. The union was then notified that the City would be bringing the item before the Civil Service Board for approval, at which time they would have the opportunity to raise any questions or concerns. There were no IFPTE Local 21 representatives in attendance at the meeting.

Resolution

44567

A motion was made by Member Bodenhausen and seconded by Member Anderson to approve the classification specification of Fire Personnel Operations Specialist. The motion carried by the following vote:

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

- b) Response by LaGrone to the Administrative Subpoena Served on May 18, 2012 in the *Kheven LaGrone v. City of Oakland* Case
- c) Consideration of Request by Kheven LaGrone that the Civil Service Board Issue an Administrative Subpoena to the Port of Oakland to assist with the determination of backpay and benefits (*Kheven LaGrone v. City of Oakland, et al.*, Alameda County Superior Court, Case No. RG09477713)
- d) Review and Determination of Backpay and Benefits owed to Plaintiff/Petitioner, LaGrone in Accordance with Writ of Mandate Issued on January 24, 2011 (*Kheven LaGrone v. City of Oakland, et al.*, Alameda County Superior Court, Case No. RG09477713)

Kip Walsh, Recruitment & Classification Manager, stated that staff received a request from Mr. David Lerman (representing attorney for Kheven LaGrone) that Items 4b, 4c, and 4d be continued to the July 12, 2012 Civil Service Board meeting due to a conflict in his schedule and the volume of materials to be considered. The Chairperson approved his request and continued items 4b, c, and d to the July 2012 meeting as requested.

The next meeting of the Civil Service Board will be held on Thursday, July 12, 2012. Ms. Walsh reminded members that an election of the Board's officers will be held at the next meeting.

ADJOURNMENT

There being no further business, and upon the motion made by Member Drexel, seconded by Member Anderson, the Civil Service Board adjourned the meeting at 6:15 p.m.