



CIVIL SERVICE BOARD MEETING MINUTES

Date: August 9, 2012
OPEN SESSION – 5:30 p.m.
City Hall, One Frank H. Ogawa Plaza, Hearing Room 2

BOARD MEMBERS PRESENT: 4 - Vice-Chairperson, Winnie Anderson
Board Member Alex Drexel
Board Member Amy Dunning
Board Member David A. Jones

BOARD MEMBERS ABSENT: 3 - Chairperson, Wendall Mitchell
Board Member Judith Bodenhausen
Board Member Dee Dee Brantley

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

The Civil Service Board convened at 5:35 p.m. with Vice-Chairperson Winnie Anderson presiding.

OPEN SESSION AGENDA

ROLL CALL

1) **OPEN FORUM: 3 minutes**

Speaker(s): None.

2) **WELCOME NEW CIVIL SERVICE BOARD MEMBER**

- David Jones
- Amy Dunning

Vice-Chairperson Anderson, on behalf of the Civil Service Board, welcomed new board members David A. Jones and Amy Dunning.

3) **CONSENT CALENDAR**

- a) Approval of Employee Requests for Leave of Absence
- Oakland Police Department (2) – OPD-2012-LA04 and OPD-2012-LA05

FILED
OFFICE OF THE CITY CLERK
OAKLAND
2012 AUG 23 AM 11:59

b) Approval of Classification Specification

- Accounting Technician

Resolution #

44579

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

Votes: Board Member Ayes: 4 - Anderson, Drexel, Dunning, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Member(s) Absent: 3 - Mitchell, Bodenhausen, Brantley

4) OLD BUSINESS:

a) Approval of July 12, 2012 Civil Service Board Meeting Minutes

Due to the fact that there were only two members present at the meeting who were at the July 12, 2012 meeting, Vice-Chairperson Anderson continued this item to the next month's agenda for approval.

b) Determination of Schedule of Outstanding Board Items

- Civil Service Board Appeals & Hearings Calendar
 - For Dan Kemmit's Appeal of Discipline, the hearing is scheduled for October 9th and 10th.

Jennie Lim, HR Technician and Staff to the Board, reported that there were no new items for scheduling this month but the above item has been updated.

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

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). Vice-Chairperson Anderson inquired about status of discussions with Local 21 regarding part time classifications to be added so that thirteen TCSE assignments can be terminated. Ms. Walsh responded that the Union has been involved with various other items namely the reorganizations around the City and so have not focused their energies back to this matter. Andrea Gourdine, Director of DHRM, requested that Ms. Walsh make contact with the Union to resolve these part time classifications before the end of this calendar year.

5) NEW BUSINESS:

a) Approval of Classification Specification

- Firefighter

Jaime Pritchett, Principal HR Analyst, presented this item to the Board, explaining that this item is on the New Business calendar because Local 55 had not responded to DHRM's request within the allotted 10 business days. This is an opportunity for the union to respond and notified them that this item is on the agenda for this Civil Service Board meeting. This revised classification specification provides for flexible staffing for the classification (Firefighters can be flexibly promoted to Firefighter Paramedic).

Resolution #

44580

A motion was made by Member Drexel and seconded by Member Jones to approve the Firefighter Classification Specification. The motion carried by the following vote:

Votes: Board Member Ayes: 4 - Anderson, Drexel, Dunning, Jones

Board Member Noes: None

Board Member Abstentions: None

Board Member(s) Absent: 3 – Mitchell, Bodenhausen, Brantley

The next meeting of the Civil Service Board will be held on Thursday, September 13, 2012.

ADJOURNMENT

There being no further business, and upon the motion made by Member Jones, seconded by Member Drexel, the Civil Service Board adjourned the meeting at 5:54 p.m.