CITY OF OAKLAND

CIVIL SERVICE BOARD MEETING MINUTES

Date: April 11, 2013

OPEN SESSION – 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS PRESENT: 4 – Chairperson, Wendall Mitchell
Board Member Judith Bodenhausen
Board Member Alex Drexel
Board Member Dee Dee Brantley

BOARD MEMBERS ABSENT: 2 – Board Member Amy Dunning
Board Member David Jones

STAFF PRESENT: Tracy Chriss, City Attorney
Jim Reese, Interim Director of Human Resources Management, Secretary to the Board
Kip Walsh, Recruitment & Classification Manager, Staff to the Board
Angelina DeMaria, HR Technician, Staff to the Board

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

OPEN SESSION AGENDA

1) OPEN FORUM: 3 minutes

2) CONSENT CALENDAR

a) Approval of Employee Request for Leave of Absence

- Oakland Public Library – LIB-2013-LA01
- ~~Public Works Agency – PWA-2013-LA01~~ *(item withdrawn)*

b) Approval of Revised Classification Specifications

- Manager, Electrical Services
- Manager, Park Services
- Park Supervisor I
- Park Supervisor II

Resolution #
44618 **A motion was made by Member Drexel and seconded by Member Bodenhausen to approve the Consent Calendar as amended. The motion carried by the following vote:**

Votes: Board Member Ayes: 4 – Mitchell, Bodenhausen, Brantley, Drexel
Board Member Noes: None
Board Member Abstentions: None

3) OLD BUSINESS:

a) Approval of March 14, 2013 Civil Service Board Meeting Minutes

44619 **A motion was made by Member Drexel and seconded by Member Bodenhausen to approve the March 14, 2013 Civil Service Board Meeting Minutes. The motion carried by the following vote:**

Votes: Board Member Ayes: 4 – Mitchell, Bodenhausen, Brantley, Drexel
Board Member Noes: None
Board Member Abstentions: None

b) Determination of Schedule of Outstanding Board Items

- Civil Service Board Appeals & Hearings Calendar

i) Status of Hearings Referred to Hearing Officers:
ii)

a. Council approved settlement; settlement agreement is now being reviewed by City Administrator – Sedina Pratt

b. Appeal hearing has taken place – Dan Kemmitt (March 20-21, 2013)

c. Arbitration hearing scheduled – Sheehan Gillis (tentatively April 29-30, 2013)

4) NEW BUSINESS:

a) Election of Vice-Chairperson to replace Winnie Anderson, former Vice-Chairperson, resignation effective March 4, 2013.

(Amendments shown below with deletions in ~~strikeout~~ and additions in underline reflect corrections made after the minutes were first published 4/25/13.)

44620 **A motion was made by ~~Member Bodenhausen~~ Chairperson Mitchell and seconded by Member Brantley to elect Alex Drexel as Vice-Chairperson. The motion carried by the following vote:**

Votes: Board Member Ayes: ~~4~~ 3 – Mitchell, ~~Bodenhausen,~~ Brantley, Drexel
Board Member Noes: 1 - Bodenhausen
Board Member Abstentions: None

b) Approval of Exemption of the Classification of Controller

44621 **A motion was made by Member Bodenhausen and seconded by Member Brantley to approve the exemption of the classification of Controller from the provisions of Civil Service. The motion carried by the following vote:**

Votes: Board Member Ayes: 4 – Mitchell, Bodenhausen, Brantley, Drexel
Board Member Noes: None
Board Member Abstentions: None

c) Approval of New Classification Specification of Inspector General

44622 **A motion was made by Chairperson Mitchell and seconded by Member Drexel to approve the new classification specification of Inspector General. The motion carried by the following vote:**

Votes: Board Member Ayes: 4 – Mitchell, Bodenhausen, Brantley, Drexel
Board Member Noes: None
Board Member Abstentions: None

d) Approval of Revised Classification Specification for

- Criminalist I
- Latent Print Examiner I
- Forensic Technician

44623 **A motion was made by Member Brantley and seconded by Member Bodenhausen to approve the revised classification specifications for Criminalist I, Latent Print Examiner I, and Forensic Technician. The motion carried by the following vote:**

Votes: Board Member Ayes: 4 – Mitchell, Bodenhausen, Brantley, Drexel
Board Member Noes: None
Board Member Abstentions: None

e) Quarterly Report of Outstanding Classification Studies

Kip Walsh, Recruitment & Classification Manager provided the Board with an update on the status of outstanding classification studies noting that several studies had been completed during the previous quarter. Several others will be completed within the month of April related to the agreement with Local 21 regarding classifications in the UM1 and UM2 bargaining units. Ms. Walsh also noted that due to staff turnover and the extended leave of the Classification Unit supervisor, classification work would continue, but at a very slow pace in the coming months.

~~f) Review and Action Regarding an Amendment to the Personnel Manual, Rule 3 – Classification of Positions, Section 3.04 Administration and Maintenance of the Classification Plan, Subsection (d) Classification Studies – Proposed by Representative Unions Following a Meet and Confer Process with Port and City Employee Unions~~ (item withdrawn)

Staff requested that the item be withdrawn to allow for report revisions. The item will come back to the Board at its May 9, 2013 meeting.

g) 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 provided the Board with an update on the continued progress to correct outstanding temporary assignments.

h) Report Regarding the Port of Oakland's Submission for the Elimination of Certain Port Classifications: ADP A/E Programs Manager; Airport Administrative Services Manager ; Airport General Manager; Airport Terminal Expansion Project Director; Art Director; Assistant Art Director; Building Services Manager; Community Affairs Manager; Director of

Port Communications; General Manager, Central Facilities; General Manager, Maritime Administration/Finance; General Manager, Maritime Operations; General Manager, Maritime Operations/Marketing; Manager, Benchmarking & Special Projects; Manager, Budget & Analysis; Manager, Environmental Health and Safety Compliance Manager, Financial Systems; Manager, Maritime Finance & Budget;; Manager, North Field; Manager, Port Ancillary Services; Manager, Port Dredging Programs; Manager, Specialty Commodities; Manager, Systems and Programming; Minority Business Outreach Coordinator; Port Community Affairs Officer; Port Environmental Manager; Port Financial Analysis Manager; Port Planning Manager; Secretary to Deputy Executive Director; Senior Maritime Account Manager; Special Assistant to the Executive Director - Airport Expansion Project Special Assistant to the Director of Maritime; Senior Maritime Marketing Representative; Supervisor, Pricing & Contracts Services; Sustainable Wage Program Specialist

Kip Walsh, Recruitment & Classification Manager, presented this item noting that City and Port Human Resources staff had met on two occasions since the Board's last meeting. The item was being presented for review and action as part of the ongoing discussion to bring Port classifications into alignment with section 2.080 of the City of Oakland Municipal Code (as amended by Ordinance 13120 C.M.S.). Ms. Walsh informed the Board that City staff has reviewed the Port's submission and supported the elimination of the classifications.

44624 **A motion was made by Member Brantley and seconded by Member Bodenhausen to approve the elimination of the Port classifications as listed in the Port's submission to the Board. The motion carried by the following vote:**

Votes: Board Member Ayes: 4 – Mitchell, Bodenhausen, Brantley, Drexel
Board Member Noes: None
Board Member Abstentions: None

i) Director's Report: Status Update Regarding the Process for Ensuring a comprehensive personnel system for the City of Oakland and the Port Department (pursuant to Ordinance No. 13120 C.M.S., amended Ordinance No. 8979)

Jim Reese, Secretary to the Civil Service Board, acknowledged that City and Port staff had continued to make good progress in keeping the Port classifications project moving forward. Mr. Reese also acknowledged that Ms. Andrea Gourdine, the former DHRM Director who had been consulting with the City on this and other projects, would be finishing out those projects and would no longer be with the City. The Civil Service Board joined Mr. Reese in thanking Ms. Gourdine for her dedicated service and particularly for her efforts on working with the Port and City staff on the Port classification project.

ADJOURNMENT

There being no further business, and upon the motion made by Member Drexel, seconded by Member Bodenhausen, the Civil Service Board adjourned the meeting at 6:32 pm.

The next meeting will be held on May 9, 2013. All materials related to agenda items must be submitted by April 25, 2013. For any materials over 100 pages, please also submit an electronic version. All items should be submitted via email and/or U.S. Mail to:

City of Oakland - Civil Service Board
Attn: Angelina DeMaria, Staff to the Civil Service Board

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