



**REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING MINUTES**

**Date: October 20, 2022**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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**BOARD MEMBERS:** Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown (Absent); Brooke Levin; Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Tina Pruett, Human Resources Manager/Staff to the Board  
Marijess De Guzman, Human Resource Technician/Staff to the Board  
Malia McPherson, Attorney to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

**PUBLIC PARTICIPATION**

The public may observe and/or participate in this meeting many ways.

**OBSERVE:**

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/86714976425?pwd=ZVpCOWNJUkFramY2b05tQjR1alh3UT09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 867 1497 6425 Passcode: 7744737**

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

**COMMENT:**

**DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.**

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “\*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Ian Appleyard, Human Resources Director at [IAppleyard@oaklandca.gov](mailto:IAppleyard@oaklandca.gov). – Human Resources Management Department.

## OPEN SESSION AGENDA

### ROLL CALL

#### 1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.  
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING  
OPEN FORUM.**

#### 2) APPROVAL OF THE OCTOBER 20, 2022 CIVIL SERVICE BOARD ACTION MEETING AGENDA

**45158 A motion was made by Member Baranco and seconded by Member Williams to approve the October 20, 2022 Civil Service Board Meeting Agenda.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Baranco, Martinez, Levin, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Brown

#### 3) UPDATES, SECRETARY TO THE BOARD INFORMATION

- Discuss November 17, 2022 Civil Service Board Meeting Date/Conflicts ACTION

**45159 A motion was made by Vice Chair Martinez and seconded by Member Williams to cancel the November 17, 2022 City of Oakland Civil Service Board Meeting and resume on December 15, 2022 at 5:30 PM**

**Votes:** Board Member Ayes: – Hudson-Harmon, Baranco, Martinez, Levin, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Brown

**45160 A follow-up motion was made by Member Levin and seconded by Member Williams to start at 5:15 versus 5:30 to have a special meeting on December 15, 2022.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Baranco, Martinez, Levin, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Brown

**4) CONSENT CALENDAR:**

**ACTION**

a) Provisional Appointments (0)

- There are no provisional appointments this month.

b) Approval of Employee Requests for Leave of Absence (3)

- Oakland Police Department (2)
- Oakland Public Works Department (1)

c) Approval of Revised Classification specifications (2)

- Human Resource(s) Analyst and Human Resource(s) Analyst, Senior

**45161 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the October 20, 2022 Consent Calendar.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Baranco, Levin, Martinez, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Brown

**5) OLD BUSINESS:**

- a) Approval of September 15, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION

**45162 A motion was made by Member Baranco and seconded by Vice Chair Martinez to approve the September 15, 2022 Regular Meeting Minutes.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Baranco, Martinez  
Board Member Noes: None  
Board Member Abstentions: Levin, Williams  
Board Members Absent: Brown

- b) Determination of Schedule of Outstanding Board Items ACTION

**45163 A motion was made by Member Levin and seconded by Vice Chair Martinez to schedule the hearing for the Port 2022-AP02 to December 15, 2022 meeting.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Baranco, Levin, Martinez, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Brown

- 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 ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

**6) NEW BUSINESS:**

- a) Quarterly Update per Section 3.04(f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of all Classification Specifications Revisions Currently Under Review INFORMATION

**7) OPEN FORUM****8) ADJOURNMENT**

**45164 A motion was made by Member Williams and seconded by Member Baranco to**

**adjourn the meeting.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Baranco, Levin, Martinez, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Brown

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, November 17, 2022. All materials related to agenda items must be submitted by Thursday, November 3, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov) or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov) o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY