



## CIVIL SERVICE BOARD MEETING MINUTES

**Date: April 15, 2021**

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

**Location: Via Zoom**

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, HR Manager/Staff to the Board  
Sally Nguyen, Counsel to the Board  
Jessica Rutland, Human Resource Technician

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no 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/81102613674?pwd=TzEyR0xCT0xuUk04TzJBcFpiRzh4dz09> 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 +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

**Webinar ID: 811 0261 3674 Passcode: 375280**

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 Greg Preece, Human Resources Manager at [GPreece@oaklandca.gov](mailto:GPreece@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 APRIL 15, 2021 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

**45044 A motion was made by Vice-Chair Johnson and seconded by Member Hudson-Harmon to approve the April 15, 2021 Civil Service Board Agenda. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

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

INFORMATION

**4) CONSENT CALENDAR:**

ACTION

- a) Approval of Provisional Appointments (0)
  - There are no Provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (1)
  - Oakland Public Library (1)
- c) Approval of Revised Classification Specifications (1)
  - Tree Worker (formerly titled Tree Worker Driver)

**45045 A motion was made by Vice-Chair Johnson and seconded by Member Williams to approve the Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

**5) OLD BUSINESS:**

- a) Approval of March 18, 2021 Civil Service Board Meeting Minutes ACTION

**45046 A motion was made by Member Williams and seconded by Member Martinez to approve the March 18, 2021 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

- b) Determination of Schedule of Outstanding Board Items INFORMATION

- c) City Council Zero Tolerance Policy Legislation INFORMATION

- d) 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
- e) Update on Common Class Study INFORMATION
- f) Approval of New Classification Specification for Manager, Capital Contracts (formerly Manager, Contract & Employment Services) ACTION

**45047 A motion was made by Member Levin and seconded by Vice-Chair Johnson to approve the Manager, Capital Contracts Classification Specification. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

**6) NEW BUSINESS:**

- a) Update regarding Measure Q Hiring Efforts INFORMATION
- b) Approval of New Classification Specification for Street and Sidewalk Construction and Maintenance Planner ACTION

**45048 A motion was made by Member Hudson-Harmon and seconded by Member Williams to approve the Street and Sidewalk Construction and Maintenance Planner Classification Specification. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

- c) 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
- d) 3.04 (e) Appeal to the Board of Classification Study Results for Benefits Representative (HRM-2021-AP01, L. Lavatai) ACTION

**45049 A motion was made by Member Hudson-Harmon and seconded by Member Williams to deny the appeal and uphold the findings of the classification study conducted by CPS-HR. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

## 7) OPEN FORUM

## 8) ADJOURNMENT

**45050 A motion was made by Member Williams and seconded by Vice-Chair Johnson to adjourn the meeting. The motion passed and the meeting was adjourned at 7:16 p.m.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 20, 2021. All materials related to agenda items must be submitted by Thursday, May 6, 2021. 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