



## CIVIL SERVICE BOARD MEETING MINUTES

**Date: March 18, 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/86350241398?pwd=Tk5lVHRuUUpSTEFueHVKRjNZWk5GQT09> 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: 863 5024 1398 Passcode: 325020**

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 MARCH 18, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

**45036 A motion was made by Vice Chair Johnson and seconded by Member Williams to approve March 18, 2021 Civil Service Board Meeting Agenda as presented. The motion passed.**

**Votes:** Board Member Ayes: 7- Gourdine, Johnson, Williams, Levin, Baranco, Martinez, Hudson-Harmon  
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 (2)

- Department of Transportation (2)

- b) Approval of Employee Requests for Leave of Absence (2)
  - Oakland Police Department (2)
- c) Approval of Revised Classification Specifications (0)
  - There are no classification specifications on consent this month.

**45037 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to approve March 18, 2021 Civil Service Board Meeting Consent Calendar with the addition of item 6d related to an appeal being heard by an outside Hearing Officer. This item is permitted to be added to the agenda pursuant to Government Code Section 54954.2 (b)(2). The motion passed.**

**Votes:** Board Member Ayes: 7- Gourdine, Johnson, Williams, Levin, Baranco, Martinez, Hudson-Harmon  
 Board Member Noes: None  
 Board Member Abstentions: None  
 Board Members Absent: None

## 5) OLD BUSINESS:

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

**45038 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to approve February 18, 2021 Civil Service Board Meeting Consent Calendar as presented. The motion passed.**

**Votes:** Board Member Ayes: 7- Gourdine, Johnson, Williams, Levin, Baranco, Martinez, Hudson-Harmon  
 Board Member Noes: None  
 Board Member Abstentions: None  
 Board Members Absent: None

- b) Determination of Schedule of Outstanding Board Items INFORMATION

- 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

There is no report available this month.

- d) Update on Common Class Study INFORMATION

- e) Deputy Director of Workplace and Employment Standards – Approval of Amended Classification Specification ACTION

**45039** A motion was made by Vice Chair Johnson and seconded by Board Member Hudson-Harmon to approve the Amended Deputy Director of Workplace and Employment Standards Classification Specification as presented. The motion passed.

**Votes:** Board Member Ayes: 7- Gourdine, Johnson, Williams, Levin, Baranco, Martinez, Hudson-Harmon  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

**6) NEW BUSINESS:**

- a) City Council Zero Tolerance Policy Legislation ACTION

**45040** A motion was made by Vice Chair Johnson and seconded by Board Member Hudson-Harmon to amend the March 18, 2021 agenda to make Item 6a an Action Item and to approve submitting the letter presented during the meeting from The Board to the City Council to propose changes to the Civil Service Rules to encompass Zero Tolerance language. The motion passed.

**Votes:** Board Member Ayes: 7- Gourdine, Johnson, Williams, Levin, Baranco, Martinez, Hudson-Harmon  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

- b) Update regarding Measure Q Hiring Efforts INFORMATION

- ~~c) Approval of New Classification Specification for Manager, Capital Contracts (formerly Manager, Contract & Employment Services) ACTION~~

**Item 6c moved to April 15, 2021 Civil Service Board Meeting Agenda. The Board has requested a department representative be present to answer questions.**

- d) OPD-2020-AP01 Appeal/Hearing Officer Requests ACTION

**45041** A motion was made by Board Member Levin and seconded by Board Member Williams stating the Board has a need to take immediate action and that the need for action came to the attention of the Board subsequent to the agenda being posted as specified in the Brown Act.

**Votes:** Board Member Ayes: 7- Gourdine, Johnson, Williams, Levin, Baranco, Martinez, Hudson-Harmon  
Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

**45042 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to grant the timeline extensions requested by both parties of the Appeal and to waive the requirements that the Hearing be tape recorded. The Board also moved to have the Hearing Officer's Report presented at the June 17, 2021 CSB Meeting. This motion passed.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

## 7) OPEN FORUM

## 8) ADJOURNMENT

**45043 A motion was made Vice Chair Johnson and seconded by Board Member Williams to adjourn the meeting. This motion passed and the meeting was adjourned at 6:45pm.**

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

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, April 15, 2021. All materials related to agenda items must be submitted by Thursday, April 1, 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