



CIVIL SERVICE BOARD MEETING MINUTES

Date: May 20, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/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/83068877684?pwd=ekZlN294ZElhRVUjVjBjDQyZFI0UT09> 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
Webinar ID: 830 6887 7684 (Note: Password: "CSB520" may be required to connect.)
- 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: 830 6887 7684 Passcode: 426862

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, Assistant Human Resources Director, at 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 MAY 20, 2021 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45051 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to approve the May 20, 2021 Civil Service Board Agenda. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

- a) Introduction of new Board Member and acknowledgement of outgoing Board Members for their service to the City of Oakland.
- b) Update on the city’s re-opening plan.

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 (0)
 - There are no leave of absence requests this month.
- c) Approval of Revised Classification Specifications (3)
 - ~~Engineer, Assistant I and Engineer, Assistant II~~
 - Human Resource Operations Technician

45052 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to remove approval of Engineer, Assistant I and Engineer, Assistant II from the Consent Calendar and to approve the remaining Consent Calendar. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

45053 A motion was made by Member Martinez and seconded by Member Brown for the approval of Engineer, Assistant I and Engineer, Assistant II class specs after discussion with staff about the changes. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

5) OLD BUSINESS:

- a) Approval of April 15, 2021 Civil Service Board Meeting Minutes

ACTION

45054 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to approve the April 15, 2021 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: Brown
Board Members Absent: Levin, Williams

- b) Determination of Schedule of Outstanding Board Items - ACTION
Request for extension to present findings in Appeal # OPD-2020-AP01 to the August 19, 2021 meeting

45055 A motion was made by Member Brown and seconded by Member Martinez to approve the extension request for Appeal #OPD-2020-AP01. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

- 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
- d) Update on Common Class Study INFORMATION
- e) City Council Zero Tolerance Policy Legislation INFORMATION
- f) Update regarding Measure Q Hiring Efforts INFORMATION

6) NEW BUSINESS:

- a) Approval of Request for Exemption from Civil Service of the Classification of Police Officer Trainee ACTION

45056 A motion was made by Member Hudson-Harmon and seconded by Member Brown to approve the Exemption request for the Police Officer Trainee classification. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

b) Election of Board Members as Chair and Vice Chair

ACTION

45057 A motion was made by Member Martinez and seconded by Member Baranco to nominate Member Hudson-Harmon for Chair, which was accepted by Member Hudson-Harmon. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Brown, Martinez.

Board Member Noes: None
Board Member Abstentions: Hudson-Harmon
Board Members Absent: Levin, Williams

45058 A motion was made by Member Brown and seconded by Member Baranco to nominate Member Martinez for Vice-Chair, which was accepted by Member Martinez. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Brown, Hudson-Harmon.

Board Member Noes: None
Board Member Abstentions: Martinez
Board Members Absent: Levin, Williams

7) OPEN FORUM

8) ADJOURNMENT

45059 A motion was made by Vice Chair-Elect Martinez and seconded by Member Baranco to adjourn the meeting. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 17, 2021. All materials related to agenda items must be submitted by Thursday, June 3, 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, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email 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 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

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