



CIVIL SERVICE BOARD SPECIAL MEETING MINUTES

Date: May 21, 2020

SPECIAL MEETING OPEN SESSION 3:00 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco (Absent); 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
Vadim Sidelnikov, Deputy City Attorney

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 Deputy City Attorney 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/webinar/register/WN_ZzPgsHoDTXuCkdhl0bvz0g 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 +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799 **Webinar ID: 893 9792 6906**
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. – Human Resources Management Department.

SPECIAL MEETING - 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 21, 2020 CIVIL SERVICE BOARD ACTION *SPECIAL*** MEETING AGENDA**

44975 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chair Johnson to approve the May 21, 2020 Civil Service Board Special Meeting Agenda. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Hudson-Harmon, Levin, Martinez, Williams.

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment

- Office Assistant II (2)
- Program Analyst II (1)

- Program Analyst III (1)
- b) Approval of Employee Requests for Leave of Absence
- Oakland Public Library Department (1)
 - Oakland Fire Department (2)
- c) Approval of Revised Classification Specifications
- Manager, Capital Improvement Program
 - Spatial Data Administrator
 - Investment and Operations Manager (formerly Investment Supervisor)
 - Planning Investigator

44976 A motion was made by Board Member Levin and seconded by Board Member Williams to approve the Consent Calendar: Provisional Appointments, Employee Requests for Leave of Absence, and Approval of Revised Classification Specifications. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Hudson-Harmon, Levin, Martinez, Williams.

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

5) OLD BUSINESS:

- a) Approval of February 20, 2020 Civil Service Board Meeting Minutes ACTION

44977 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to approve the February 20, 2020 Civil Service Board Meeting Minutes. The motion passed unanimously.

Votes: Board Member Ayes: 5 – Gourdine, Johnson, Hudson-Harmon, Levin, Martinez.

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

- b) Approval of December 19, 2019 Civil Service Board Meeting Minutes ACTION

Due to lack of quorum of members present at the December 2019 meeting, approval of the December 19, 2019 Civil Service Board Meeting Minutes will carry over to the June 2020 meeting.

- c) Determination of Schedule of Outstanding Board Items ACTION

Note – This required action due to the request for an outside Hearing Officer on one of the pending appeals.

44978 A motion was made by Vice Chair Johnson and seconded by Board Member Levin to approve the Schedule of Outstanding Board Items. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Hudson-Harmon, Levin, Martinez, Williams.

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

- 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

6) NEW BUSINESS:

- a) There are no new business items for this month.

7) OPEN FORUM

8) ADJOURNMENT

44979 A motion was made by Vice Chair Johnson and seconded by Board Member Hudson-Harmon to approve Adjournment. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Hudson-Harmon, Levin, Martinez, Williams.

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 18, 2020. All materials related to agenda items must be submitted by Thursday, June 4, 2020. 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