



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date: October 18, 2018**

**OPEN SESSION 5:30 p.m.**

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, David Jones (Absent); Lauren Baranco (Absent); Yvonne Hudson-Harmon; Christopher Johnson; Carmen Martinez; Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, HRM Manager/Staff to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Senior Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

No speakers

1a) Updates: Secretary to the Board – General Recruitment Updates

##### 2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
  - Housing Development Coordinator IV
- b) Approval of Employee Requests for Leave of Absence
  - Library
  - Oakland Police Department
  - Public Works Department
- c) Approval of Revised Classification Specifications
  - Animal Control Supervisor
  - Gardener II
  - Gardener Crew Leader
  - Park Equipment Operator

**44908 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the Ratification of Provisional Appointment, the Requests for Leave of Absence and the Revised Classification Specifications. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Hudson-Harmon, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Jones

### **3) OLD BUSINESS:**

a) Approval of September 20, 2018 Civil Service Board Meeting Minutes

**44909 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the September 20, 2018 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 5 – Gourdine, Hudson-Harmon, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: Johnson

Board Members Absent: Baranco, Jones

b) Approval of the August 16, 2018 Civil Service Board Meeting Minutes

**44910 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the August 16, 2018 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: Martinez

Board Members Absent: Baranco, Jones

c) Determination of Schedule of Outstanding Board Items

*Report received and filed*

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 ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

*Report received and filed*

- e) Common Classification Study Updates

*Report received and filed*

**4) NEW BUSINESS:**

- a) Approval of New Classification Specification for Transportation Planner I, Transportation Planner II and Transportation Planner III.

**44911 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the New Classification specifications for Transportation Planner I, Transportation Planner II and Transportation Planner III. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Hudson-Harmon, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Jones

- b) Quarterly Report 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

**44912 A motion was made by Board Member Johnson and seconded by Board Member Williams to approve the Quarterly Report. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Hudson-Harmon, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Jones

- c) Informational Report regarding Provisional Appointments

*Report received and filed*

- d) 6.05 – Appeal of Removal or Demotion of Employee During the Probationary Period PORT-2018-AP01 (R. Arguello).

**44913 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to Sustain the Actions of the Appointing Authority, the Port of Oakland, in the appeal submitted by R. Arguello - Appeal of Removal or Demotion of Employee During the Probationary Period (Port-2018-AP01)**

**Votes:** Board Member Ayes: 5 – Gourdine, Hudson-Harmon, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Jones

## 5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, November 15, 2018. All materials related to agenda items must be submitted by Thursday, November 1, 2018. 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