



## CIVIL SERVICE BOARD SPECIAL MEETING MINUTES

Date: June 18, 2020

**SPECIAL MEETING OPEN SESSION 4:00 p.m.**

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

**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  
Vadim Sidelnikov, Deputy City Attorney  
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 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\\_gqArhd5JRSS\\_utCcbU7rwA](https://us02web.zoom.us/webinar/register/WN_gqArhd5JRSS_utCcbU7rwA) 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: 869 9756 5459**  
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](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](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.

## 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 JUNE 18, 2020 CIVIL SERVICE BOARD ACTION \*SPECIAL\* MEETING AGENDA

**44980 A motion was made by Vice Chair Johnson and seconded by Board Member Hudson-Harmon to approve the June 18, 2020 Civil Service Board Special Meeting Agenda. The motion passed.**

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

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Williams (Technical Difficulty during this item)

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

#### 4) CONSENT CALENDAR: ACTION

##### a) Approval of Provisional Appointment

- Housing Development Coordinator II (1)

- Technical Communications Specialist (1)
- b) Approval of Employee Requests for Leave of Absence
- Economic & Workforce Development Department (1)
  - Oakland Public Library Department (1)
- e) ~~Approval of Revised Classification Specifications~~
- ~~Fire Department Personnel Officer~~

**44981** A motion was made by Board Member Levin and seconded by Vice Chair Johnson to approve the Consent Calendar: Provisional Appointments and Employee Requests for Leave of Absence. Item 4c - Revised Classification Specifications was removed from the Consent Calendar for further discussion. The motion passed unanimously.

**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) Approval of Revised Classification Specifications
- Fire Department Personnel Officer

This item was removed from consent for the purpose of discussing the reporting structure within the proposed specification. After discussion, it was agreed to change the reporting structure to match the current conditions within the department and if changes to the organizational structure occur at a later time the specification could be revised.

**44982** A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to approve the Fire Department Personnel Officer Revised Classification Specification. The motion passed unanimously.

**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 May 21, 2020 Civil Service Board Meeting Minutes ACTION

**44983 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the May 21, 2020 Civil Service Board Meeting Minutes. The motion passed unanimously.**

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

**44984 A motion was made by Board Member Williams and seconded by Board Member Baranco to approve the December 19, 2019 Civil Service Board Meeting Minutes. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Baranco, Martinez, Williams.

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

- c) Determination of Schedule of Outstanding Board Items 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 - Koff & Associates Presentation and Reports Regarding Occupational Groupings INFORMATION

- Information Technology
- Business and Industry
- Inspection, Investigation, Enforcement and Compliance
- Trades

The Board discussed the findings presented within the report(s) and recommended a new employee's personnel file should note when the employee is in a common class.

The report was received and filed.

## 6) NEW BUSINESS:

- a) Approval of New Classification Specification for Rent Adjustment Program Manager, Assistant ACTION

**44985 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to approve the New Classification Specification for Rent Adjustment Program Manager, Assistant. The motion passed unanimously.**

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

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

## 7) OPEN FORUM

## 8) ADJOURNMENT

Board Member Levin requested this meeting be adjourned in Honor of John Sandifer, a previous City of Oakland employee who passed away on June 8, 2020.

**44986 A motion was made by Board Member Williams and seconded by Vice Chair Johnson to approve Adjournment. The motion passed unanimously.**

**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, July 16, 2020. All materials related to agenda items must be submitted by Thursday, July 2, 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, 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