



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date: August 16, 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 (Absent); Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board (Absent)  
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:

- Jeffrey Haymon – SEIU 1021
- Updates: Secretary to the Board (None)

##### 2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
  - Health and Human Services Program Planner (2)
- b) Approval of Employee Requests for Leave of Absence
  - Public Ethics
  - Housing & Community Development
  - Police Department
  - Transportation
- c) Approval of Revised Classification Specification
  - Manager, Capital Improvement Program
  - Environmental Enforcement Officer (Litter/Nuisance Enforcement Officer)

**44901 A motion was made by Board Member Williams and seconded by Board Member Hudson-Harmon to approve the Ratification of Provisional Appointments, Requests**

**for Leave of Absence and the Revised Classification Specifications. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Baranco, Jones, Martinez

### 3) OLD BUSINESS:

- a) Approval of July 19, 2018 Civil Service Board Meeting Minutes

**Note: Approval of the July 19, 2018 Board Meeting Minutes will be held over to the Board Meeting in September due to lack of majority vote.**

**Votes:** Board Member Ayes: –  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Baranco, Jones, Martinez

- b) Determination of Schedule of Outstanding Board Items

*Report received and filed*

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

*Report received and filed*

### 4) NEW BUSINESS:

- a) Update on Common Classification Study – Koff & Associates

*Report received and filed*

**44902 A motion was made by Board Member Williams and seconded by Board Member Johnson to adjourn the August 16, 2018 Civil Service Board Meeting.**

**Votes:** Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Williams  
Board Member Noes: None

Board Member Abstentions: None  
Board Members Absent: Baranco, Jones, Martinez

## 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, September 20, 2018. All materials related to agenda items must be submitted by Thursday, September 6, 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