



CIVIL SERVICE BOARD MEETING MINUTES

Date: August 15, 2019

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (arrived 5:38); Lauren Baranco (Absent); Yvonne Hudson-Harmon; Brooke Levin (Absent); Carmen Martinez (Absent); 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:

Speaker Bert Chang commented on item 6a - Revisions to the Transportation Engineer specification

2) UPDATES, SECRETARY TO THE BOARD:

General Recruitment and Classification Updates

3) APPROVAL OF THE AUGUST 15 2019 CIVIL SERVICE BOARD MEETING AGENDA:

44944 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to approve the August 15, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

4) CONSENT CALENDAR:

a) Approval of Employee Requests for Leave of Absence

- Economic and Workforce Development
- Information Technology
- Library
- Planning & Building

b) Approval of Revised Classification Specifications

- Recreation Center Director
- Equal Employment Opportunity & Civil Rights Director
(formerly titled Equal Employment Opportunities Officer)

44945 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Consent Calendar: Employee Requests for Leave of Absence and Approval of Revised Classification Specifications. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

5) OLD BUSINESS:

a) Approval of June 20, 2019 Civil Service Board Meeting Minutes

44946 Chair Gourdine requested the role to be called to approve the June 20, 2019 Civil Service Board Meeting Minutes. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions:

Board Members Absent: Baranco, Levin, Martinez

b) Approval of the July 18, 2019 Civil Service Board Meeting Minutes

44947 Chair Gourdine requested the role to be called to approve the July 18, 2019 Civil Service Board Meeting Minutes. With two ayes and two abstentions, the motion did not pass and will carry over to the September meeting.

Votes: Board Member Ayes: 2 – Gourdine, Johnson

Board Member Noes: None

Board Member Abstentions: Hudson-Harmon, Williams

Board Members Absent: Baranco, Levin, Martinez

- 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) Update on Common Classification Study

Oral report received

6) NEW BUSINESS:

- a) Approval of Revised Classification Specification for Transportation Engineer

44948 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Revisions to the Classification Specification for Transportation Engineer. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

- b) Approval of New Classification Specification for Manager, Transportation and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

44949 A motion was made by Vice Chair Johnson and seconded by Board Member Hudson-Harmon to approve the New Classification Specification for Manager, Transportation. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

44950 A motion was made by Vice Chairman Johnson and seconded by Board Member Williams to approve the Exemption of the Classification from the Provisions of Civil Service. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:

1) Personnel Matter for Public Employee: 4.0 Appeal of Recruitment and Examination Process: PBD-2019-AP01 (A. Marshall)

Pursuant to California Government Code Section 54957 – Public Employee

Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

OPEN SESSION AGENDA

2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

With regard to the Personnel Matter for Public Employee: 4.0 Appeal of Recruitment and Examination Process: PBD-2019-AP01 (A. Marshall), Senior Deputy City Attorney Michelle Meyers reported that the Civil Service Board, by unanimous vote, denied the petition to hear the appeal due to lack of Civil Service Board jurisdiction.

3) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 15, 2019. All materials related to agenda items must be submitted by Thursday, August 1, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1st Floor. Materials are also available on the City's website at: <https://www.oaklandca.gov/boards-and-commissions/civil-service-board>.

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