



REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING MINUTES

Date: February 16, 2023

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: **Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown (Absent); Brooke Levin; Beverly A. Williams**

STAFF TO THE BOARD: **Ian Appleyard, HRM Director/Secretary to the Board**
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Technician/Staff to the Board
Malia McPherson, Attorney to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical 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/j/84940089936?pwd=THIvbEYvRGUwWGMrUzBHQW5WMk01UT09> 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
Webinar ID: 849 4008 9936 (Note: Password: “Passcode: CSB216” may be required to connect.)

- 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 +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 849 4008 9936 Passcode: 371327

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 Ian Appleyard, Human Resources Director at IAppleyard@oaklandca.gov. – Human Resources Management Department.

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 FEBRUARY 16, 2023 CIVIL SERVICE BOARD ACTION MEETING AGENDA

**45183 A motion was made by Member Baranco and seconded by Vice
Chair Martinez to approve the February 16, 2023 Civil Service Board
Meeting Agenda with the removal of item 5e Quarterly Update
Regarding Measure Q Hiring Efforts item and to be added to March
Meeting Agenda.**

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Levin, Martinez
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Brown, Williams

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

4) CONSENT CALENDAR:

ACTION

- a) Adopt A Resolution Renewing And Continuing The Civil Service Board's Determination That Conducting In-Person Meetings Of The Civil Service Board Would Present Imminent Risks To Attendees' Health, And Electing To Continue Conducting Meetings Using Teleconferencing In Accordance With California Government Code Section 54953(e), A Provision Of AB-361
- b) Provisional Appointments (1)
 - Human Services Department
- c) Approval of Employee Requests for Leave of Absence (3)
 - Oakland Fire Department
 - Oakland Police Department
 - Oakland Public Works Department
- d) Approval of Revised Classification specifications (0)
 - There are no revised classifications specifications this month.

45184 A motion was made by Vice Chair Martinez and seconded by Member Williams to approve the February 16, 2023 Consent Calendar.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Levin, Martinez, Williams
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Brown

5) OLD BUSINESS:

- a) Approval of January 19, 2023 Civil Service Board Special 5:15 P.M. Meeting Minutes ACTION

ACTION

45185 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the January 19, 2023 Special 5:15 PM Meeting Minutes.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Williams
 Board Member Noes: None
 Board Member Abstentions: Baranco, Levin
 Board Members Absent: Brown

- b) Approval of January 19, 2023 Civil Service Board Regular 5:30 P.M. Meeting Minutes

45186 A motion was made by Member Williams and seconded by Member Baranco to approve the January 19, 2023 Regular Meeting Minutes.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Martinez, Williams
 Board Member Noes: None
 Board Member Abstentions: Levin
 Board Members Absent: Brown

- 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) Quarterly Update Regarding Measure Q Hiring Efforts ACTION~~

- ~~• Request from Secretary to the Board to discontinue Quarterly Measure Q updates.~~

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Head Start Program Operations Manager ACTION

45187 A motion was made by Vice Chair Martinez and seconded by Member Williams to approve the New Classification Specification for Head Start Program Operations Manager

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Levin, Martinez, Williams
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Brown

- b) Approval of Request for Exemption from Civil Service and Approval of New ACTION Classification Specification for Manager, Training and Organizational Development

45188 A motion was made by Vice Chair Martinez and seconded by Member Levin to approve the request for Exemption from Civil Service and to approve the New Classification Specification for Manager, Training and Organizational Development.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Levin, Martinez, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Brown

7) OPEN FORUM

8) ADJOURNMENT

45189 A motion was made by Member Williams and seconded by Member Levin to adjourn the meeting.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Levin, Martinez, Williams
Board Member Noes: None
Board Member Abstentions:
Board Members Absent: Brown

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, March 16, 2023. All materials related to agenda items must be submitted by Thursday, March 2, 2023. 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