



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

Date: December 16, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/Staff to the Board
Caryl Casden, 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/86346510580?pwd=TjNyYUw4ZjlxWkY4Y1ZMczcwRVAXUT09> 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: 863 4651 0580 (Note: Password: "CSB1216" 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: 863 4651 0580 Passcode: 3382512

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 Greg Preece, Assistant Human Resources Director at GPreece@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 DECEMBER 16, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45091 A motion was made by Member Williams and seconded by Member Brown to approve the agenda. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Baranco, Levin

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

a) Semi-Annual Staffing Report

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointments (0)

- There are no provisionals this month.

b) Approval of Employee Requests for Leave of Absence (7)

- Economic & Workforce Development (1)
- Housing & Community Development Department (2)
- Human Services Department (2)
- Oakland Department of Transportation (1)
- Oakland Public Library (1)

c) Approval of Revised Classification Specifications (1)

- Special Activity Permit Inspector (formerly Municipal Code Enforcement Officer)

45092 A motion was made by Vice Chair Martinez and seconded by Member Williams to approve the Consent Calendar. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin

5) OLD BUSINESS:

- a) Approval of October 20, 2021 Special Civil Service Board Meeting Minutes ACTION

Unable to vote based on those in attendance; this item will carry to the next meeting

- b) Determination of Schedule of Outstanding Board Items ACTION

There were no outstanding items to schedule – no vote required.

- 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 ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

- d) Update on Common Class Study INFORMATION

There is no update available this month.

- e) Update regarding Measure Q Hiring Efforts

INFORMATION

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Special Activity Permit Technician

ACTION

45093 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the New Classification Specification for Special Activity Permit Technician. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Baranco, Levin

- b) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for MACRO Program Manager

ACTION

45094 A motion was made by Vice Chair Martinez and seconded by Member Williams to approve the New Classification Specification for MACRO Program Manager. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Baranco, Levin

- c) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Manager, Payroll

ACTION

45095 A motion was made by Member Brown and seconded by Member Williams to approve the New Classification Specification for Payroll Manager. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Baranco, Levin

7) OPEN FORUM

8) ADJOURNMENT

45096 A motion was made by Member Williams and seconded by Vice Chair Martinez to adjourn the meeting. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 20, 2022. All materials related to agenda items must be submitted by Thursday, January 6, 2022. 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