



CIVIL SERVICE BOARD MEETING MINUTES

Date: March 15, 2018

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, David Jones (Absent); Lauren Baranco (Absent); Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin (Arrived 5:45); Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tabitha Pulliam, HRM Technician/Staff to the Board
Michelle Meyers, Deputy City Attorney
Jaime Pritchett, Principal Analyst/Staff to the Board

CLOSED SESSION (CANCELED)

ROLL CALL

The Civil Service Board will now 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) 3.04 (e) Appeal of Classification Study Results (L. Spencer) Employee currently classified as an Aviation Assistant Marketing & Commercial Representative (PORT), appealing the results of a Classification Study.**

OPEN SESSION AGENDA

- 2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

ADJOURNMENT

NOTE: Closed Session Meeting Canceled

OPEN SESSION AGENDA

ROLL CALL

- 3) OPEN FORUM:**

There were no speakers in open forum.

- 4) CONSENT CALENDAR:**

- a) Approval of Ratification of Provisional Appointment
 - Project Manager
- b) Approval of Revised Classification Specification
 - Parking Meter Collector Supervisor
- c) Approval of Employee Requests for Leave of Absence
 - Library

44882 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Ratification of Provisional Appointment, Revised Classification Specification and the Request for Leave of Absence. 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, Levin

5) OLD BUSINESS:

- a) Approval of February 15, 2018 Civil Service Board Meeting Minutes

44883 A motion was made by Board Member Johnson and seconded by Chairwoman Gourdine to Approve the February 15, 2018 Board meeting minutes. The motion passed.

Votes: Board Member Ayes: 2 – Gourdine, Johnson
Board Member Noes: None
Board Member Abstentions: Hudson-Harmon, Williams
Board Members Absent: Baranco, Jones, Levin

- 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

Note: Board Member Levin arrived at 5:45 p.m. He suggested that the Human Resources Department and the Unions explore the possibility of utilizing temporary hires to fill temporary vacancies; he further highlighted the benefit of having current employees be appointed in an

acting capacity to fill higher level positions and that the lower positions should be backfilled with temporary employees.

6) NEW BUSINESS:

- a) Informational Report on Human Resources Recruitment Timeframes for Classified, Exempt and Sworn Positions

Report received and filed

Note: Board Member Levin communicated his concerns related to recruitment time frames, which included his suggestion that staff try to identify bottlenecks in the process and where they occur in the life cycle of a vacancy from start to hire.

7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, April 19, 2018. All materials related to agenda items must be submitted by Thursday, April 5, 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, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandnet.com 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@oaklandnet.com 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@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY