



CIVIL SERVICE BOARD MEETING MINUTES

Date: February 20, 2020

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 at 5:40 p.m.); Lauren Baranco (arrived at 5:42 p.m.); Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams (absent)

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Jessica Rutland, HR Technician/Staff to the Board
Vadim Sidelnikov, Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) APPROVAL OF THE FEBRUARY 20, 2020 CIVIL SERVICE BOARD MEETING AGENDA ACTION

44969 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Levin to approve the February 20, 2020 Civil Service Board Meeting Agenda. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Johnson, Williams

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment

- Finance Department (1)
 - Human Services Department (1)
- b) Approval of Employee Requests for Leave of Absence
- Library Department (1)
 - Police Department (1)
- c) Approval of Revised Classification Specifications
- Head Start – Early Head Start Assistant Instructor, PT

44970 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to approve the Consent Calendar: Provisional Appointments, Employee Requests for Leave of Absence, and Approval of Revised Classification Specifications. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Martinez, Hudson-Harmon, Levin

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Williams

5) OLD BUSINESS:

- a) Approval of January 16, 2020 Civil Service Board Meeting Minutes ACTION

44971 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chair Johnson to approve the January 16, 2020 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 5 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin

Board Member Noes: None
 Board Member Abstentions: Baranco
 Board Members Absent: Williams

- b) Approval of December 19, 2019 Civil Service Board Meeting Minutes ACTION

Due to lack of quorum of members present at the December 2019 meeting, approval of the December 19, 2019 Civil Service Board Meeting Minutes will carry over to the March 2020 meeting.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Williams

- c) Approval of the July 18, 2019 Civil Service Board Meeting Minutes ACTION

44972 A motion was made by Vice Chair Johnson and seconded by Member Levin to approve the July 18, 2019 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None
 Board Member Abstentions: Baranco, Hudson-Harmon
 Board Members Absent: Williams

- d) Determination of Schedule of Outstanding Board Items INFORMATION

Report received and filed.

- e) 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

Report received and filed.

- f) Update on Common Class Study - Draft Koff & Associates Report Regarding Information Technology Occupational Grouping INFORMATION

There was no a presenter on this topic; the report will be presented at the March 2020 meeting.

6) NEW BUSINESS:

- a) 6.06 – Appeal of Probationary Release PORT-2020-001 (J. Wilson) ACTION

The appellant requested the Board delay the appeal until the next meeting to allow for more time to prepare as a result of receiving the Port's response to the appeal on February 14, 2020. Chairperson Gourdine asked if the appellant received the documents by the time required, to which the appellant confirmed he did; however, wanted more time to prepare. Chairperson Gourdine advised the

requirements for the appeal were met and a delay would not be timely, but would consider a motion if made.

44973 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to deny the appellant’s request to delay the hearing. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Martinez, Hudson-Harmon, Levin

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Williams

44974 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to deny the appeal and uphold the decision of the Port Human Resources Department. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Martinez, Hudson-Harmon, Levin

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Williams

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: 6.06 – Appeal of Probationary Release: OPL-2019-001 (T. Dowell)

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: 6.06 - Appeal of Probationary Release: OPL-2019-001 (T. Dowell), Deputy City Vadim Sidelnikov reported that the Civil Service Board, by unanimous vote, voted to sustain the Appeal (OPL-2019-001) and reverse the decision to terminate employment. The Board's decision is to reinstate the employee to the position of Library Aide, PPT effective February 21, 2020. The Board also determined that an interruption of three (3) months occurred in the probationary period. As part of the reinstatement, the employee is to serve an additional three (3) month probationary period commencing February 21, 2020 and must receive two evaluations within the 90-days.

3) ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, March 19, 2020. All materials related to agenda items must be submitted by Thursday, March 5, 2020. 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