



CIVIL SERVICE BOARD MEETING MINUTES

Date: January 16, 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; Lauren Baranco (absent); Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez (absent); Beverly A. Williams

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

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) APPROVAL OF THE JANUARY 16, 2020 CIVIL SERVICE BOARD MEETING AGENDA ACTION

44965 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to approve the January 16, 2020 Civil Service Board Meeting Agenda. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment

- Oakland Public Library Department (1)

b) Approval of Employee Requests for Leave of Absence

- City Attorney's Office (1)
- Human Resources Management (1)

c) Approval of Revised Classification Specifications

- Registered Veterinary Technician (formerly Veterinary Technician)
- Complaint Investigator III
- Transportation Engineer, Supervising

44966 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: 5 – Gourdine, Johnson, Hudson-Harmon, Levin, Williams

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

5) OLD BUSINESS:

- a) 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 February 2020 meeting.

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

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

Due to lack of quorum of members present at the July 2019 meeting, approval of the July 18, 2019 Civil Service Board Meeting Minutes will carry over to the February 2020 meeting.

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

- c) Determination of Schedule of Outstanding Board Items INFORMATION

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

Report received and filed.

- e) Update on Common Class Study INFORMATION

There was no update at this meeting. The Board requested a schedule of the remaining groups.

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Veterinary Assistant ACTION

44967 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to approve the New Classification for Veterinary Assistant. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

- b) Census 2020 Presentation INFORMATION

Presentation received.

- c) Approval of Revised Classification Specifications for Human Resource Clerk and Human Resource Technician ACTION

44968 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chair Johnson to approve the revised classifications for Human Resource Clerk and Human Resource Technician. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

- d) Quarterly Report per Section 3.04 of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Specifications Revisions Currently Under Review

INFORMATION

Report received and filed.

7) ADJOURNMENT

The meeting was adjourned at 6:28 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, February 20, 2020. All materials related to agenda items must be submitted by Thursday, February 6, 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