



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date: January 17, 2019**

**OPEN SESSION 5:30 p.m.**

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine (Absent); Vice Chair, Vacant; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:35); Carmen Martinez; Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, HRM Manager/Staff to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Senior Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

No speakers

**1a) Updates: Secretary to the Board** – General Recruitment and Classification Updates; Vice Chair David Jones no longer in hold-over status.

Notes:

- Ian Appleyard, Secretary to the Board, proposed adding an item, Agenda Approval, to the monthly agenda.
- The Board will appoint a new Vice Chair at the February 21, 2019 meeting.

##### 2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
  - Urban Economic Analyst IV, Projects, PPT
- b) Approval of Employee Requests for Leave of Absence

- City Administrator
- City Attorney
- Human Services

c) Approval of Revised Classification Specifications

- Park Supervisor I and Tree Supervisor I
- Enforcement Chief, Public Ethics Commission (formerly titled Deputy Director, Public Ethics Commission)

**44916 A motion was made by Board Member Baranco and seconded by Board Member Martinez to approve the Ratification of Provisional Appointment, the Requests for Leave of Absence and the Revised Classification Specifications. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Baranco, Hudson-Harmon, Johnson, Martinez, Williams

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

**3) OLD BUSINESS:**

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

**44917 A motion was made by Board Member Johnson and seconded by Board Member Baranco to approve the November 15, 2018 Civil Service Board Meeting Minutes. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Baranco, Hudson-Harmon, Johnson, Martinez, Williams

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

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*

d) Update on Common Classification Study

*Report received and filed*

Note: Acting Chair Hudson-Harmon requested that the item, *Update on the Common Classification Study*, remain on the agenda until a determination has been made.

- Staff to the Board, Greg Preece, requested that the Board develop policy direction options for the Human Resources Department to consider in regard to the common classes
- The Board requested that Koff & Associates return with a more comprehensive study on the common classifications
- Michelle Meyers, Attorney to the Board, requested that the Secretary to the Board survey other jurisdictions that may have similar City to Port relationships and common classes

**4) NEW BUSINESS:**

- a) Approval of a New Classification Specification for Assistant Director, Planning and Building and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

**44918 A motion was made by Board Member Johnson and seconded by Board Member Baranco to approve the November 15, 2018 Civil Service Board Meeting Minutes. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Baranco, Hudson-Harmon, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Gourdine

- b) Quarterly Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of All Classification Specification Revisions Currently Under Review

*Report received and filed*

**5) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 21, 2019. All materials related to agenda items must be submitted by Thursday, February 7, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk’s Office, #1 Frank H. Ogawa Plaza, 1<sup>st</sup> Floor. Materials are also available on the City’s website at: <https://www.oaklandca.gov/boards-and-commissions/civil-service-board>.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto: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](mailto: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.

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