



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date: July 19, 2018**

**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 (Arrived 5:40); Vice Chair, David Jones; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson (Absent); Carmen Martinez; Beverly A. Williams (Absent)

**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:

- **Al Marshall – Labor Activists**
- **Updates: Secretary to the Board**

Note: Senior Deputy Attorney, Michelle Meyers provided clarification on the Board’s procedural policy on Hearings as defined by Sections 10.04 and 10.05 of the Personnel Manual (“Civil Service Rules”).

Director Appleyard introduced a new section to the Agenda: Updates provided by the Secretary to the Board.

##### 2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
  - Specialty Combination Inspector, Senior
- b) Approval of Employee Requests for Leave of Absence
  - Fire Department
  - Library
- c) Approval of Revised Classification Specification
  - Cook, Supervising (Cook III)

**44894 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the Ratification of Provisional Appointment, Requests for Leave of Absence and the Revised Classification Specification with an amendment to correct a spelling error on the draft spec. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Gourdine, Johnson, Williams

**3) OLD BUSINESS:**

a) Approval of April 19, 2018 Civil Service Board Meeting Minutes

**44895 A motion was made by Vice Chairman Jones and seconded by Board Member Martinez to approve the April 19, 2018 Civil Service Board Meeting Minutes. The Motion passed.**

**Votes:** Board Member Ayes: 4 – Gourdine, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: Baranco  
Board Members Absent: Johnson, Williams

b) Approval of June 21, 2018, 2018 Civil Service Board Meeting Minutes

**44896 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the June 21, 2018 Board meeting minutes. The motion passed.**

**Votes:** Board Member Ayes: 3 – Baranco, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: Gourdine, Jones  
Board Members Absent: Johnson, Williams

c) Determination of Schedule of Outstanding Board Items

*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 ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

*Report received and filed*

**4) NEW BUSINESS:**

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

**44897 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chairman Jones to Approve the New Classification Specification for Manager, Finance. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson, Williams

- b) Approval of a New Classification Specification for Budget & Management Analyst, Principal and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

**44898 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chairman Jones to Approve the New Classification Specification for Budget & Management Analyst, Principal. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson, Williams

**44899 A motion was made by Vice Chairman Jones and seconded by Board Member Martinez to Approve the Exemption of the Classifications - Manager, Finance and Budget & Management Analyst, Principal - from the Provisions of Civil Service Pursuant to Charter Section 902(f). The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson, Williams

- c) Approval of New Classification Specification for Budget Management Analyst and Budget & Management Analyst, Senior

**44900 A motion was made by Board Member Baranco and seconded by Board Member Hudson-Harmon to Approve the New Classification Specifications for Budget & Management Analyst and Budget & Management Analyst, Senior. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson, Williams

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

*Report received and filed*

- e) Oral Report: Transfer Process between the City of Oakland and the Port of Oakland

*Oral 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, August 16, 2018. All materials related to agenda items must be submitted by Thursday, August 2, 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, 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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