



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date: March 21, 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; Vice Chair, Vacant; Lauren Baranco (Absent); Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:35); Carmen Martinez (Absent); 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

**2) UPDATES, SECRETARY TO THE BOARD:**

General Recruitment and Classification Updates.

**3) APPROVAL OF THE MARCH 21, 2019 CIVIL SERVICE BOARD MEETING AGENDA:**

**44919 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the March 21, 2019 Civil Service Board Meeting Agenda. 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, Martinez

**4) CONSENT CALENDAR:**

## a) Ratification of Provisional Appointment

- Program Analyst II
- Public Works Maintenance Worker

## b) Approval of Employee Requests for Leave of Absence

- Animal Services
- Fire Department
- Housing & Community Development
- Library

## c) Approval of Revised Classification Specifications

- Accountant I & Accountant II
- Fire Marshal, Assistant (Non-sworn)

**44920 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Ratification of Provisional Appointments, the Requests for Leave of Absence and the Revised Classification Specifications. 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, Martinez

**5) OLD BUSINESS:**

## a) Approval of January 17, 2019 Civil Service Board Meeting Minutes

**44921 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the January 17, 2019 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 3 – Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: Gourdine

Board Members Absent: Baranco, Martinez

## 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: Chair Gourdine requested a comprehensive analysis of the Port of Los Angeles' management of its classification structure to include a salary range comparison between the Port and the City and policy regarding pay discrepancies; transfer and lay off procedures; and budget and bargaining unit considerations.

#### **6) NEW BUSINESS:**

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

**44922 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the New Classification Specification for Manager, Housing Development and Approve the Exemption of the Classification. 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, Martinez

- b) Approval of Revised Classification Specification for Manager, Real Property Asset (formerly titled Manager, Real Estate Services) and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

**44923 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the Revised Classification Specification for Manager, Real Property Asset and Approve the Exemption of the Classification. 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, Martinez

c) Approval of New Classification Specification for Courier

**44924 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the New Classification Specification for Courier. 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, Martinez

d) Election of Civil Service Board Officers (Pursuant to Civil Service Rule 2.05)

**44925 Board Member Hudson-Harmon nominated Board Member Johnson to serve as the Civil Service Board Vice Chairperson and was seconded by Board Member Williams to approve the appointment of Board Member Johnson to serve as Vice Chairperson to the Civil Service Board. The motion passed.**

**Votes:** Board Member Ayes: 3 – Gourdine, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: Johnson

Board Members Absent: Baranco, Martinez

**~~CLOSED SESSION AGENDA  
RESCHEDULED~~**

**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: 10.01 Appeal of Disciplinary Action: OCA-2018-AP01 (A. Finnell)~~**

~~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.~~

**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, 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.

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.

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](mailto:civilservice@oaklandca.gov) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY