



CIVIL SERVICE BOARD MEETING MINUTES

Date: September 17, 2020

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (Absent/Excused); Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Sally Nguyen, Counsel to the Board
Jessica Rutland, Human Resource Technician

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/84829164970?pwd=K3FLbjJ3MkVJZFITQVNWWDd3WC93dz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 848 2916 4970 (Note: Password "COO-CSB917" may be required to connect.)
If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Human Resources Manager at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

2) APPROVAL OF THE SEPTEMBER 17, 2020 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45007 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the September 17, 2020 Civil Service Board Meeting Agenda. The motion passed.

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

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (0)

- There are no requests for provisional appointments.
- b) Approval of Employee Requests for Leave of Absence (4)
- City Attorney's Office (1)
 - Economic & Workforce Development Department (1)
 - Oakland Fire Department (1)
 - Oakland Public Library (1)
- c) Approval of Revised Classification Specifications (2)
- Concrete Finisher
 - Training and Public Service Administrator

45008 A motion was made by Board Member Levin and seconded by Board Member Baranco to approve the September 17, 2020 Civil Service Board Meeting Consent Calendar. The motion passed.

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

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

5) OLD BUSINESS:

- a) Approval of August 20, 2020 Civil Service Board Meeting Minutes ACTION

45009 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the August 20, 2020 Civil Service Board Meeting Minutes. The motion passed.

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

Board Member Noes: None
Board Member Abstentions: Levin
Board Members Absent: Johnson

- b) Approval of August 10, 2020 Special Civil Service Board Meeting Minutes ACTION

45010 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the August 20, 2020 Special Civil Service Board Meeting Minutes. The motion passed.

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

Board Member Noes: None
 Board Member Abstentions: Levin
 Board Members Absent: Johnson

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| c) Determination of Schedule of Outstanding Board Items | INFORMATION |
| 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 |
| e) Update on Common Class Study | INFORMATION |

6) NEW BUSINESS:

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| a) Approval of New Classification Specification for Animal Care Services Supervisor | ACTION |
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45011 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Levin to approve the New Classification Specification for Animal Care Services Supervisor. The motion passed.

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

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

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| b) City Council Zero Tolerance Policy Legislation | INFORMATION |
| c) Appeal Hearing in Personnel Matter for Public Employee Relating to Application of Civil Service Rule 3.02(a): 2.07 – General Appeal Procedure: CAO-2020-AP01 (S. Darensburg) | ACTION |

45012 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to deny the appeal. The motion passed.

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

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

7) OPEN FORUM

8) ADJOURNMENT

45013 A motion was made by Board Member Williams and seconded by Board Member Levin to adjourn in memory of Gwen McDonald. The motion passed and the meeting was adjourned at 6:48 p.m.

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

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, October 15, 2020. All materials related to agenda items must be submitted by Thursday, October 1, 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