



## CIVIL SERVICE BOARD MEETING MINUTES

---

**Date: September 21, 2023**

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

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

---

**BOARD MEMBERS:** Chairperson, Yvonne Hudson- Harmon; Vice Chair, Lauren Baranco; Michael Brown; Beverly A. Williams

**STAFF TO THE BOARD:** Mark Love, Interim HRM Director/Secretary to the Board  
Tina Pruett, Human Resources Manager/Staff to the Board  
Marijess De Guzman, Human Resource Technician/Staff to the Board  
Caryl Casden, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

<https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

**Meeting ID: 869 0003 5016 Passcode: CSB2023**

One tap mobile

+16694449171,,86900035016#,,,\*6922601# US

+16699006833,,86900035016#,,,\*6922601# US (San Jose)

**Please note: the Zoom link and access number are to view/listen to the meetings only, not for participation**

• Telephone: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US

**Webinar ID: 869 0003 5016 Passcode: 6922601**

Find your local number: <https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

### OPEN SESSION AGENDA

#### ROLL CALL

Note: Chairperson Hudson-Harmon called the meeting to order.

**1) PUBLIC COMMENT:**

**COMMENTS ON ALL AGENDA ITEMS AND ITEMS NOT ON THE AGENDA WILL BE TAKEN AT THIS TIME.**

No speakers

**2) APPROVAL OF THE SEPTEMBER 21, 2023 CIVIL SERVICE BOARD MEETING AGENDA****ACTION**

**45219 A motion was made by Member Brown and seconded by Vice Chair Baranco to approve the September 21, 2023 Civil Service Board Meeting Agenda.**

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

**3) UPDATES, SECRETARY TO THE BOARD****INFORMATION**

- Update on Process Mapping

**4) CONSENT CALENDAR:****ACTION**

- a) Approval of Provisional Appointments (2)
  - Human Services Department (2)
- b) Approval of Employee Request for Leave of Absence (1)
  - Oakland Public Ethics Department (1)
- c) Approval of Revised Classification Specifications (3)
  - Captain of Fire Department
  - Engineer of Fire Department
  - Clean Community Supervisor

**45220 A motion was made by Member Williams and seconded by Member Brown to approve the September 21, 2023 Consent Calendar.**

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Williams  
Board Member Noes: None  
Board Member Abstentions: None

Board Members Absent: None

## 5) OLD BUSINESS:

- a) Approval of August 17, 2023 Civil Service Board Meeting Minutes ACTION

**45221 A motion was made by Member Williams and seconded by Vice Chair Baranco to approve the August 17, 2023 Regular Meeting Minutes.**

**Votes:** Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

- b) Determination of Schedule of Outstanding Board Items INFORMATION

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

## 6) NEW BUSINESS:

- a) Approval of New Classification for Special Activity Permits Coordinator ACTION

**45222 A motion was made by Member Brown and seconded by Member Williams to approve the New Classification Specification for Special Activity Permits Coordinator**

**Votes:** Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

## 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, October 19, 2023. All materials related to agenda items must be submitted by Thursday, October 05, 2023. 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



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