



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date: April 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; Vice Chair, David Jones; Lauren Baranco (Absent); Yvonne Hudson-Harmon; Christopher Johnson (Absent); Jeffrey Levin (Absent); Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Deputy City Attorney  
Jaime Pritchett, Principal Analyst/Staff to the Board

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

Port Human Resources Director, Christopher Boucher, announced his resignation from the Port.

##### 2) CONSENT CALENDAR:

- a) Approval of Revised Classification Specification
  - Open Government & Legislative Services Coordinator
  - Budget & Management Analyst, Assistant
  
- b) Approval of Employee Requests for Leave of Absence
  - City Attorney
  - Human Resources
  - Library
  - Police Department
  - Information Technology

**44884 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Revised Classification Specifications and the Requests for Leave of Absence. The motion passed unanimously.**

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

**3) OLD BUSINESS:**

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

**44885 A motion was made by Board Member Williams and seconded by Chairwoman Gourdine to Approve the March 15, 2018 Board meeting minutes. The motion passed.**

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

- b) Determination of Schedule of Outstanding Board Items
- c) Update on Common Classification Study – Koff & Associates

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

*Report received and filed*

- b) 3.04 (e) Appeal of Classification Study Results; 5.07 Appeal of Reassignment of Employee; 5.08 Appeal of Transfer of Employee (L. Spencer)
- Employee Currently Classified as an Aviation Assistant Marketing & Commercial Representative (PORT), appealing denial of request to be reclassified and circumstances of reassignment and transfer.

**44886 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chairman Jones to require the Port to review and update the classification specification of the Aviation Assistant Marketing & Commercial Representative to accurately reflect the duties being currently performed in the position. The motion passed.**

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

**44887 A motion was made by Board Member Gourdine and seconded by Vice Chairman Jones to deny the Appeal of Classification Study results for Aviation Assistant Marketing & Commercial Representative, deny the Appeal of Reassignment, deny the Appeal of Transfer and uphold the findings of the Port and Koff & Associates. The motion passed.**

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

## 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, May 17, 2018. All materials related to agenda items must be submitted by Thursday, May 3, 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@oaklandnet.com](mailto:civilservice@oaklandnet.com)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com) 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@oaklandnet.com](mailto:civilservice@oaklandnet.com) 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@oaklandnet.com](mailto:civilservice@oaklandnet.com) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY