



## CIVIL SERVICE BOARD MEETING MINUTES

**Date: March 15, 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 (Absent); Lauren Baranco (Absent); Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin (Arrived 5:45); 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

**CLOSED SESSION (CANCELED)**

### **ROLL CALL**

*The Civil Service Board will now 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) 3.04 (e) Appeal of Classification Study Results (L. Spencer) Employee currently classified as an Aviation Assistant Marketing & Commercial Representative (PORT), appealing the results of a Classification Study.**

### **OPEN SESSION AGENDA**

- 2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

### **ADJOURNMENT**

**NOTE: Closed Session Meeting Canceled**

### **OPEN SESSION AGENDA**

### **ROLL CALL**

- 3) OPEN FORUM:**

There were no speakers in open forum.

- 4) CONSENT CALENDAR:**

- a) Approval of Ratification of Provisional Appointment
  - Project Manager
- b) Approval of Revised Classification Specification
  - Parking Meter Collector Supervisor
- c) Approval of Employee Requests for Leave of Absence
  - Library

**44882 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Ratification of Provisional Appointment, Revised Classification Specification and the Request for Leave of Absence. 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, Jones, Levin

#### **5) OLD BUSINESS:**

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

**44883 A motion was made by Board Member Johnson and seconded by Chairwoman Gourdine to Approve the February 15, 2018 Board meeting minutes. The motion passed.**

**Votes:** Board Member Ayes: 2 – Gourdine, Johnson  
Board Member Noes: None  
Board Member Abstentions: Hudson-Harmon, Williams  
Board Members Absent: Baranco, Jones, Levin

- 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*

Note: Board Member Levin arrived at 5:45 p.m. He suggested that the Human Resources Department and the Unions explore the possibility of utilizing temporary hires to fill temporary vacancies; he further highlighted the benefit of having current employees be appointed in an

acting capacity to fill higher level positions and that the lower positions should be backfilled with temporary employees.

## 6) NEW BUSINESS:

- a) Informational Report on Human Resources Recruitment Timeframes for Classified, Exempt and Sworn Positions

*Report received and filed*

Note: Board Member Levin communicated his concerns related to recruitment time frames, which included his suggestion that staff try to identify bottlenecks in the process and where they occur in the life cycle of a vacancy from start to hire.

## 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, April 19, 2018. All materials related to agenda items must be submitted by Thursday, April 5, 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.

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