



CIVIL SERVICE BOARD MEETING MINUTES

Date: September 20, 2018

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, David Jones (Absent); Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson (Absent); Carmen Martinez; 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:

- Jeffrey Haymon – SEIU 1021
- Updates: Secretary to the Board – Routine HR Updates
- Chair, Andrea Gourdine

Notes: Chair Gourdine requested that the Secretary to the Board provide an informational report to the Board comparing common HR classifications between the City and the Port in advance of the Koff and Associates Common Class update report scheduled for the December meeting. Chair Gourdine requested that salary information be included in all common class reports submitted to the Board. Chair Gourdine requested a copy of the transfer agreement between the City and the Port and a copy of the Koff & Associates contract.

2) CONSENT CALENDAR:

- a) Approval of Employee Requests for Leave of Absence
 - Oakland Police Department
 - Oakland Fire Department
 - Human Services Department
 - Library
- b) Approval of Revised Classification Specification
 - Early Head Start Instructor

44903 A motion was made by Board Member Williams and seconded by Board Member Martinez to approve the Requests for Leave of Absence and the Revised Classification Specification. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Jones

3) OLD BUSINESS:

- a) Approval of August 16, 2018 Civil Service Board Meeting Minutes

Note: Approval of the August 16, 2018 Board Meeting Minutes will be held over to the Board Meeting in October due to lack of majority vote.

- b) Approval of the July 19, 2018 Civil Service Board Meeting Minutes

44904 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the July 19, 2018 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Baranco, Hudson-Harmon, Martinez,

Board Member Noes: None

Board Member Abstentions: Williams

Board Members Absent: Johnson, Jones

- c) Determination of Schedule of Outstanding Board Items

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) Approval of New Classification Specification for Head Start/Early Head Start Assistant Instructor

44905 A motion was made by Board Member Williams and seconded by Board Member Baranco to approve the New Classification specification for Head Start/Early Head Start Assistant Instructor. The motion passed unanimously.

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

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

b) Approval of New Classification Specification for Clean Community Supervisor

44906 A motion was made by Board Member Martinez and seconded by Board Member Hudson-Harmon to approve the New Classification Specification for Clean Community Supervisor. The motion passed unanimously.

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

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

c) 6.05 – Appeal of Removal or Demotion of Employee During the Probationary Period PORT-2018-AP01 (R. Arguello).

Note: The Appeal, PORT-2018-AP01, has been rescheduled to the October 18, 2018 meeting at the request of the Secretary to the Board.

d) 3.02 – Appeal of Classification of Positions HRM-2018-AP01 (K. McNab).

44907 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to deny the appeal submitted by Mr. Ken McNab regarding the placement of the Police Communications Dispatcher, Senior in Local 21 vs. Local 1021, and to establish that the Board does not have jurisdiction over the matter.

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

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

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, October 18, 2018. All materials related to agenda items must be submitted by Thursday, October 4, 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, 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