



CIVIL SERVICE BOARD MEETING MINUTES

Date: June 20, 2019

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine (Arrived 5:40); Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin (Absent); Carmen Martinez (Absent); 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

Note: Vice Chair Johnson called the meeting to order.

1) OPEN FORUM:

No speakers

2) UPDATES, SECRETARY TO THE BOARD:

General Recruitment and Classification Updates.

3) APPROVAL OF THE JUNE 20, 2019 CIVIL SERVICE BOARD MEETING AGENDA:

44935 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the June 20, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Martinez

4) CONSENT CALENDAR:

a) Approval of Employee Requests for Leave of Absence

- City Attorney
- Human Services
- Library

44936 A motion was made by Vice Chairman Johnson and seconded by Board Member Hudson-Harmon to approve the Consent Calendar: Employee Requests for Leave of Absence. The motion passed unanimously.

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

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Martinez

5) OLD BUSINESS:

a) Approval of May 16, 2019 Civil Service Board Meeting Minutes

44937 A motion was made by Board Member Williams and seconded by Board Member Baranco to approve the May 16, 2019 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Baranco, Johnson, Williams

Board Member Noes: None
Board Member Abstentions: Hudson-Harmon
Board Members Absent: Levin, Martinez

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

d) Update on Common Classification Study

Report received and filed

Note: Board directed staff to continue researching the point-factor analysis approach to the common classifications between the City and the Port. Inclusion of salaries can be determined by staff in their analysis.

6) NEW BUSINESS:

a) Approval of New Classification Specification for Accounting Analyst, Principal

44938 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the New Classification Specification for Accounting Analyst, Principal. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Martinez

b) 3.04 (e) Appeal to the Board of Classification Study Results for Program Analyst I (OFD-2019-AP01, M. Johnson)

- Employee currently classified as a Program Analyst I, appealing denial of request to be reclassified.

44939 A motion was made by Vice Chairman Johnson and seconded by Board Member Hudson-Harmon to deny the Appeal of Classification Study results for Program Analyst I and uphold the findings of the Personnel Director. The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Martinez

(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, July 18, 2019. All materials related to agenda items must be submitted by Thursday, July 4, 2019. 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