



CIVIL SERVICE BOARD MEETING MINUTES

Date: April 18, 2019

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine (Arrived 5:42); Vice Chair, Christopher Johnson (Absent); Lauren Baranco; Yvonne Hudson-Harmon; 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

Note: Acting Chair Hudson-Harmon 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 APRIL 18, 2019 CIVIL SERVICE BOARD MEETING AGENDA:

44926 A motion was made by Board Member Baranco and seconded by Board Member Williams to approve the April 18, 2019 Civil Service Board Meeting Agenda with an amendment to remove item #1 on the Closed Session Agenda: Personnel Matter for Public Employee: 10.01 Appeal of Disciplinary Action: OCA-2018-AP01 (A. Finnell). The motion passed unanimously.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Gourdine, Johnson

4) CONSENT CALENDAR:

a) Ratification of Provisional Appointment

- Public Service Representative
- Public Works Maintenance Worker
- Transportation Planner

b) Approval of Employee Requests for Leave of Absence

- Library
- Parks & Recreation
- Public Works

44927 A motion was made by Board Member Williams and seconded by Board Member Martinez to approve the Ratification of Provisional Appointments and the Requests for Leave of Absence. 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

5) OLD BUSINESS:

a) Approval of March 21, 2019 Civil Service Board Meeting Minutes

44928 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the March 21, 2019 Civil Service Board Meeting Minutes. The motion passed.

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

Board Member Noes: None
Board Member Abstentions: Baranco
Board Members Absent: Johnson

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: Chair Gourdine requested a comprehensive analysis of the Port of Los Angeles' management of its classification structure to include a salary range comparison between the Port and the City and policy regarding pay discrepancies; transfer and lay off procedures; and budgetary and bargaining unit considerations.

6) NEW BUSINESS:

- a) Approval of a New Classification Specification for Deputy Chief of Violence Prevention and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

44929 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the New Classification Specification for Deputy Chief of Violence Prevention. 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

44930 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the Exemption of the Deputy Chief of Violence Prevention classification from the Provisions of Civil Service Pursuant to Charter Section 902(f). 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

- b) Approval of the New Classification Specification for Fire Equipment Technician.

44931 A motion was made by Board Member Williams and seconded by Board Member Hudson-Harmon to approve the New Classification Specification for Fire Equipment Technician. 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

- c) 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.

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will 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) Personnel Matter for Public Employee: 10.01 Appeal of Disciplinary Action: OCA-2018-AP01 (A. Finnell) - CANCELLED~~

~~Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.~~

2) Personnel Matter for Public Employee: 6.06 Appeal of Removal of Employee During the Probationary Period: CAO-2019-AP01 (M. Pitts)

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.

OPEN SESSION AGENDA

3) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

- a. In the matter of Personnel Matter for Public Employee: 6.06 Appeal of Removal of Employee during the Probationary Period: CAO-2019-AP01 (M. Pitts), Senior Deputy City Attorney Michelle Myers reported that the Civil Service Board, by unanimous vote, denied the petition to appeal the removal during the probationary period.

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

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

4) 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 16, 2019. All materials related to agenda items must be submitted by Thursday, May 2, 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