



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date: November 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 (Absent); Vice Chair, David Jones; Lauren Baranco (Arrived 5:40); Yvonne Hudson-Harmon; Christopher Johnson; 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:

No speakers

1a) **Updates: Secretary to the Board** – General Recruitment Updates; Vacancy Report introduction

##### 2) CONSENT CALENDAR:

a) Approval of Employee Request for Leave of Absence

- Public Works Department

b) Approval of Revised Classification Specifications

- Construction and Maintenance Supervisor I and Construction and Maintenance Supervisor II
- Deputy Director/Building Official
- Fire Marshal, Assistant (Sworn)
- Real Estate Agent

**44914 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the Request for Leave of Absence and the Revised Classification Specifications. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Jones, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Gourdine

### **3) OLD BUSINESS:**

a) Approval of October 18, 2018 Civil Service Board Meeting Minutes

**44915 A motion was made by Board Member Williams and seconded by Board Member Martinez to approve the October 18, 2018 Civil Service Board Meeting Minutes. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Jones, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Gourdine

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 – Accounting and Human Resources classification series – Koff & Associates

*Report received and filed*

Note: Vice Chairman Jones requested an analysis of the challenges and issues associated with employees moving between the City and the Port. The Board asked for clarification on the purpose of the classification study and salary information on the common classifications listed in Appendix B of the Personnel Manual.

#### 4) NEW BUSINESS:

- a) Semi-Annual Informational Report on Budgeted Vacant Positions through September 24, 2018 INFORMATION

*Report received and filed*

#### 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, December 20, 2018. All materials related to agenda items must be submitted by Thursday, December 6, 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@oaklandca.gov](mailto:civilservice@oaklandca.gov)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto: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](mailto: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.

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