



## REGULAR CIVIL SERVICE BOARD MEETING MINUTES

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**Date: December 21, 2023**

**OPEN SESSION 5:30 p.m.**

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

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**BOARD MEMBERS:** Chairperson, Yvonne Hudson- Harmon; Vice Chair, Lauren Baranco; Michael Brown; Beverly A. Williams

**STAFF TO THE BOARD:** Mark Love, Interim HRM Director/Secretary to the Board  
Tina Pruett, Human Resources Manager/Staff to the Board  
Marijess De Guzman, Human Resource Tech/ /Staff to the Board  
Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

<https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

**Meeting ID: 869 0003 5016 Passcode: CSB2023**

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### OPEN SESSION AGENDA

#### ROLL CALL

Note: Chairperson Hudson-Harmon called the meeting to order.

#### 1) PUBLIC COMMENT:

**COMMENTS ON ALL AGENDA ITEMS AND ITEMS NOT ON THE AGENDA  
WILL BE TAKEN AT THIS TIME.**

No public comments were taken at this time.

**2) APPROVAL OF THE DECEMBER 21, 2023 CIVIL SERVICE BOARD MEETING AGENDA** ACTION

**45234 Member Williams motioned to approve the December, 21, 2023 Service Board Meeting Agenda, seconded by Member Brown.**

Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

**3) UPDATES, SECRETARY TO THE BOARD** INFORMATION

- Summary information regarding staffing report

**4) CONSENT CALENDAR:** ACTION

a) Approval of Provisional Appointment (2)

- Human Services Department (2)

b) Approval of Employee Requests for Leave of Absence (4)

- Department of Transportation (1)
- Oakland Public Library (2)
- Human Resources Management (1)

c) Approval of Revised Classification Specifications (0)

- There are no classification specifications this month.

**45235 Member Brown motioned to approve the December, 21, 2023 Consent Calendar, seconded by Member Williams.**

Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

**5) OLD BUSINESS:**

- |   |             |
|---|-------------|
| a) Approval of November, 30, 2023 Special Civil Service Board Meeting Minutes   | ACTION      |
| b) Determination of Schedule of Outstanding Board Items   | INFORMATION |
| 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 ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |

**45236 Member Williams motioned to approve the November 30, 2023 Special Civil Service Board meeting minutes seconded by Member Brown**

Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

**6) NEW BUSINESS:**

- |  |        |
|--|--------|
| a) Approval of New Classification Specification for Home Base Specialist | ACTION |
|--|--------|

**45237 Member Williams motioned to approve the new classification specification for Home Base Specialist seconded by Vice Chair Baranco.**

Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

## 7) ADJOURNMENT

**45238 Member Williams motioned to adjourn the meeting, seconded by Vice Chair Baranco.**

Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 18, 2024. All materials related to agenda items must be submitted by Thursday, January 04, 2024. 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



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¿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.

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](mailto:civilservice@oaklandca.gov)

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY