



## CIVIL SERVICE BOARD MEETING MINUTES

**Date: September 16, 2021**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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

**STAFF TO THE BOARD:** **Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, Assistant HR Director/Staff to the Board  
Malia McPherson, Attorney to the Board**

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no teleconference locations are required.

### PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

#### OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/83312451719?pwd=aENKdEV3ZTlsN0pVdDdnMXVzdWIQZz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting  
**Webinar ID: 833 1245 1719 (Note: Password: "CSB916" may be required to connect.)**
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 833 1245 1719 Passcode: 848247**

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

#### COMMENT:

**DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.**

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “\*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Assistant Human Resources Director at [GPreece@oaklandca.gov](mailto:GPreece@oaklandca.gov). – Human Resources Management Department.

## OPEN SESSION AGENDA

### ROLL CALL

#### 1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.  
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING  
OPEN FORUM.**

#### 2) APPROVAL OF THE SEPTEMBER 16, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

**45070 A motion was made by Member Levin and seconded by Vice Chair Martinez to approve the September 16, 2021 Civil Service Board Agenda noting that Closed Session was canceled as the appeal has been settled. The motion passed.**

**Votes:** Board Member Ayes: 6 – Hudson-Harmon, Martinez, Baranco, Brown, Levin, Williams.

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

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

#### 4) CONSENT CALENDAR: ACTION

- a) Approval of Provisional Appointments (0)
  - There are no provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (11)
  - Human Resources Management Department (1)
  - Human Services Department (1)
  - Oakland Fire Department (1)
  - Oakland Public Library (2)
  - Planning & Building Department (5)
  - Housing & Community Development Department (1)
- c) Approval of Revised Classification Specifications (1)
  - Parking Meter Collection Supervisor (formerly Parking Meter Collector Supervisor)

**45071 A motion was made by Member Levin and seconded by Member Williams to approve the Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: 6 – Hudson-Harmon, Martinez, Baranco, Brown, Levin, Williams.

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

## **5) OLD BUSINESS:**

- a) Approval of May 20, 2021 Civil Service Board Meeting Minutes

**ACTION**

**45072 A motion was made by Member Brown and seconded by Vice Chair Martinez to approve the May 20, 2021 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 4 – Hudson-Harmon, Martinez, Baranco, Brown.

Board Member Noes: None  
Board Member Abstentions: Levin, Williams.  
Board Members Absent: None

- b) Approval of July 15, 2021 Civil Service Board Meeting Minutes ACTION

**45073 A motion was made by Member Williams and seconded by Member Brown to approve the July 15, 2021 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 4 –Martinez, Brown, Levin, Williams

Board Member Noes: None

Board Member Abstentions: Hudson-Harmon, Baranco

Board Members Absent: None

- c) Determination of Schedule of Outstanding Board Items INFORMATION

- 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 ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

- e) Update on Common Class Study ACTION

**45074 A motion was made by Member Brown and seconded by Vice Chair Martinez to table this item and direct staff to present additional information and meet with impacted stakeholders. The motion passed.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Martinez, Baranco, Brown, Levin.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Williams (technical issue)

- f) Update regarding Measure Q Hiring Efforts INFORMATION

**6) NEW BUSINESS:**

- a) Approval of New Classification Specifications for Emergency Medical Technician and Community Intervention Specialist ACTION

**45075 A motion was made by Member Brown and seconded by Member Baranco to approve the new Classification Specifications for Emergency Medical Technician and Community Intervention Specialist. The motion passed.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Martinez, Baranco, Brown, Levin.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Williams (technical issue)

- b) Proposed Revisions to the City of Oakland Civil Service Board Personnel Manual Including the Addition of Zero Tolerance Language ACTION

**45076 A motion was made by Member Levin and seconded by Vice Chair Martinez to approve the Proposed Revisions to the City of Oakland Civil Service Board Personnel Manual Including the Addition of Zero Tolerance Language. The motion passed.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Martinez, Baranco, Brown, Levin.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Williams (technical issue)

**7) OPEN FORUM****CLOSED SESSION AGENDA - CANCELED****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:*

- 1) Personnel Matter for Public Employee: 10.03 – Appeal of Disciplinary Action: PBD-2021-AP01 (T. Picot)**

This item was canceled.

Pursuant to California Government Code Section 54957 – Public Employee

Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if they wish to have a personnel matter heard in open session.*

## OPEN SESSION AGENDA

### 2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

### 3) ADJOURNMENT

**45077 A motion was made by Member Brown and seconded by Member Levin to adjourn. The motion passed.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Martinez, Baranco, Brown, Levin.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Williams (technical issue)

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, October 21, 2021. All materials related to agenda items must be submitted by Thursday, October 7, 2021. 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.

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