



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date:** May 17, 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; Vice Chair, David Jones (Absent); Lauren Baranco (Arrived 5:39); Yvonne Hudson-Harmon (Absent); 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, Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

Secretary to the Board, Ian Appleyard, introduced new Board Member Carmen Martinez and new Human Resources Manager Greg Preece.

##### 2) CONSENT CALENDAR:

- a) Approval of Ratification of Provisional Appointment
  - Project Manager II
- b) Approval of Employee Requests for Leave of Absence
  - Planner V
  - Police Evidence Technician
- c) Approval of Revised Classification Specification
  - Veterinary Technician

**44888 A motion was made by Board Member Johnson and seconded by Board Member Williams to approve the Ratification of Provisional Appointment, Requests for Leave of Absence, and the Revised Classification Specification. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Martinez, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Baranco, Hudson-Harmon, Jones

**3) OLD BUSINESS:**

- a) Approval of April 19, 2018 Civil Service Board Meeting Minutes

**Note: Approval of the April 19, 2018 Board meeting minutes will be moved to the Board Meeting in June due to not having a majority vote.**

**Votes:** Board Member Ayes: 2 – Gourdine, Williams  
Board Member Noes: None  
Board Member Abstentions: Baranco, Johnson, Martinez  
Board Members Absent: Hudson-Harmon, Jones

- b) Determination of Schedule of Outstanding Board Items
- 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*

**4) NEW BUSINESS:**

- a) Approval of a New Classification Specification for Assistant Human Resources Director and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f).

**44889 A motion was made by Board Member Johnson and seconded by Board Member Williams to Approve the New Classification Specification for Assistant Human Resources Director. The motion was amended by Chairperson Gourdine to include the Exemption of the Classification from the Provisions of Civil Service. The motion passed.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Johnson, Martinez, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Hudson-Harmon, Jones

**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 Code Section 54957.6:*

- 1) **Personnel Matter for Public Employees: Review of the Hearing Officer's Findings for Civil Service Board Case No. OPD-2016-AP02**
- 2) **10.03 APPEAL OF DISCIPLINARY ACTION – PORT-2017-AP01**

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

### **OPEN SESSION AGENDA**

#### **1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

- a) In the matter of Personnel Matter for Public Employees: Review of the Hearing Officer's Findings (OPD-2016-AP02), City Attorney, Michelle Meyer reported that the Civil Service Board Sustains the findings of the Arbitrator.
- b) In the matter of 10.03 – Appeal of Disciplinary Action (PORT-2017-AP01), City Attorney, Michelle Meyer reported that the Civil Service Board concluded that it did not have jurisdiction to hear the matter.

#### **2) ADJOURNMENT**

**44890 A motion was made by Board Member Johnson and seconded by Board Member Martinez to Adjourn the May 17, 2018 meeting of the Civil Service Board.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Johnson, Martinez, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Hudson-Harmon, Jones

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 21, 2018. All materials related to agenda items must be submitted by Thursday, May 3, 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@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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