



## CIVIL SERVICE BOARD MEETING MINUTES

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**Date:** February 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; Vice Chair, David Jones; Lauren Baranco (Absent); Yvonne Hudson-Harmon (Absent); Christopher Johnson (Arrived 5:34); Jeffrey Levin; Beverly A. Williams (Absent)

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

There were no speakers in open forum.

##### 2) CONSENT CALENDAR:

- a) Approval of Ratification of Provisional Appointment
  - Engineering Technician II
- b) Approval of Revised Classification Specification
  - Public Works Supervisor I & Public Works Supervisor II
  - Executive Director, Community Review Police Agency (CPRA)
- c) Approval of Employee Requests for Leave of Absence
  - Fire Department

**44879 A motion was made by Vice Chairman Jones and seconded by Board Member Levin to approve the Ratification of Provisional Appointment, Revised Classification Specifications and the Request for Leave of Absence. The motion passed unanimously.**

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

### 3) OLD BUSINESS:

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

**44880 A motion was made by Board Member Johnson and seconded by Vice Chairman Jones to Approve the January 18, 2018 Board meeting minutes. The motion passed.**

**Votes:** Board Member Ayes: 3 – Gourdine, Jones, Johnson  
Board Member Noes: None  
Board Member Abstentions: Levin  
Board Members Absent: Baranco, Hudson-Harmon, Williams

- 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*

Note: Chairwoman Gourdine requested a status update on the Port's Common Classification Study. Board Member Levin requested an analysis of recruitment processing times to include comparative length of time information on the various stages of filling a vacant position from open to close.

### 4) NEW BUSINESS:

- a) Approval of New Classification Specification for Chief of Violence Prevention

**44881 A motion was made by Board Member Levin and seconded by Board Member Johnson to Approve the New Classification Specification. The motion passed.**

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

### 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, March 15, 2018. All materials related to agenda items must be submitted by Thursday, March 1, 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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