



MARCH CIVIL SERVICE BOARD MEETING AGENDA MINUTES

Date: March 21, 2024

OPEN SESSION 5:30 p.m.

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

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

STAFF TO THE BOARD:

Mary Hao, HRM Director/Secretary to the Board
Tina Pruettt, Human Resources Manager/Staff to the Board
Ayana Smith, Administrative Assistant II/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):

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84770081425?pwd=N0V1VTExeTZnRjdvUDBhQ09oaUZWQT09>

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OPEN SESSION AGENDA

ROLL CALL**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 MARCH 21, 2024 CIVIL SERVICE BOARD MEETING AGENDA**ACTION**

45239 Member Brown motioned to approve the March, 21, 2024 Regular Civil Service Board Meeting Agenda, 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**

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

Mary Hao, the Human Resources Management Director and Secretary to the board, introduced herself to board members and staff.

4) CONSENT CALENDAR:**ACTION****a) Approval of Provisional Appointment (10)**

- City Administrators Office (1)
- Finance (2)
- Human Resources Management (2)
- Human Services (1)
- Housing and Community Development (1)
- Oakland Public Library (1)
- Oakland Public Works (1)
- Office of the Inspector General (1)

b) Approval of Employee Requests for Leave of Absence (7)

- Department of Transportation (1)
- Department of Violence Prevention (1)
- Economic and Workforce Development (1)

- Human Resources Management (2)
- Oakland Police Department (2)
- Oakland Public Library (2)

c) Approval of Revised Classification Specifications (4)

- Chief of Party
- Electronics Supervisor
- Real Estate Agent
- Tree Supervisor I

45240 Member Brown motioned to approve the March 21, 2024, Consent Calendar, contingent upon the inclusion of the corrected Public Information Officer II Provisional Request and Memorandum in the upcoming Civil Service Board meeting agenda, 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 December 21, 2023 Civil Service Board Meeting Minutes

ACTION

45241 Member Brown motioned to approve the December Civil Service Board Meeting Agenda minutes, 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**

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

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Violence Prevention Program Planner ACTION

45242 Member Brown motioned to approve the New Classification Specification for Violence Prevention Program Manager, 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**

- b) Approval of New Classification Specification for Home Base Visitor ACTION

45243 Member Williams motioned to approve the New Classification Specification for Home Base Visitor, 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**

- c) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Manager, Contracting and Purchasing ACTION

45244 Member Brown motioned to approve the New Classification Specification for Manager, Contracting and Purchasing, 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**

45245 Member Williams motioned to approve the new classification specification for Manager, Contracting and Purchasing, with the recommendation of exemption from Civil Service Rules, 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

- d) Quarterly Updated per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Studies Currently under review.

INFORMATION

7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, April 18, 2024. All materials related to agenda items must be submitted by Thursday, April 4, 2024. For any materials over 100 pages, please also submit an electronic copy of all materials.

45246 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

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
 150 Frank H. Ogawa Plaza, 2nd floor
 Oakland, CA 94612



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