



Regular Civil Service Board Meeting Minutes December 18, 2025

Date: December 18, 2025

Open Session 5:30 p.m.

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

Board Members: Chairperson, Yvonne Hudson-Harmon; Michael Brown; Alaric Degrafinried; Swen Ervin; Christine Zook

Staff To The Board: Mary Hao, HRM Director/Secretary to the Board
Amber Lytle, Human Resources Manager/Staff to the Board
Aletta Francis, Principal Human Resources Analyst/Staff to the Board
Selia Warren, 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=fUFQzFQVxwtt03bkeQnsBbiAEwSwix.1>

Passcode: CSB2025

One tap mobile +16699006833,,84770081425#,,, *7708206# US (San Jose)
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Please note: the Zoom link and access number are to view/listen to the meetings only, not for participation.

Telephone: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US Webinar

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Roll Call

The roll call was conducted, and it was noted that all Board members were present:

Present:

- Chairperson Hudson-Harmon
- Member Brown
- Member Degrafinried
- Member Ervin
- Member Zook

1) Public Comment

Comments on all agenda items and items not on the agenda will be taken at this time.

No speakers

2) Approval of the November 6, 2025, Civil Service Board Special Meeting Agenda (Action)

45295 Member Ervin motioned to approve the November 6, 2025, Civil Service Board Special Meeting Agenda, seconded by Member Brown.

Votes: Board Member Ayes: – Hudson-Harmon, Brown, Degrafinried, Ervin, Zook
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

3) Approval of the December 18, 2025, Civil Service Board Regular Meeting Agenda (Action)

45296 Member Brown motioned to approve the December 18, 2025, Civil Service Board Meeting Agenda, seconded by Member Ervin.

Votes: Board Member Ayes: – Hudson-Harmon, Brown, Degrafinried, Ervin, Zook
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

4) Updates, Secretary to the Board (Information)

- Human Resources Management (HRM) Director Mary Hao extended sincere thanks to Chairperson Hudson-Harmon for her many years of service at the Civil

Service Board and acknowledged that this meeting marked her final session with the committee.

- HRM continues to work with the Mayor's Office and OPD to develop strategies for increasing recruitment.

5) Consent Calendar (Action)

a) Approval of Provisional Appointments (9)

- Project Manager II – Chief of Special Investigations and Training
- Head Start Program Operations Manager (SC-Governance and Contracts)
- Data Analyst
- Disability Benefits Coordinator
- Public Information Officer III
- Ethics Analyst III
- Contract Compliance Officer
- Contract Compliance Officer, Assistant
- Contract Compliance Officer, Senior

b) Approval of Employee Requests for Leave of Absence (36)

- City Administrator's Office (1)
- City Attorney's Office (1)
- Department of Workplace and Employment Standards (1)
- Finance Department (1)
- Housing and Community Development Department (1)
- Human Resources Management Department (2)
- Human Services Department (2)
- Oakland Department of Transportation (4)
- Oakland Fire Department (2)
- Oakland Parks, Recreation & Youth Development Department (3)
- Oakland Police Department (11)
- Oakland Public Library (5)
- Oakland Public Works Department (1)
- Office of the City Clerk (1)

c) Approval of Revised Classification Specifications (1)

- Park Equipment Operator

45297 Member Zook motioned to approve the consent calendar, seconded by Member Degrafinried.

Votes: Board Member Ayes: – Hudson-Harmon, Brown, Degrafinried, Ervin, Zook
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

6) Old Business

- a) Approval of the January 16, 2025, Civil Service Board Meeting Agenda Minutes (**Action**)

45298 Member Brown motioned to approve the January 16, 2025, Civil Service Board Meeting Minutes and the motion was seconded by Member Zook.

Votes: Board Member Ayes: – Hudson-Harmon, Brown, Degrafinried, Ervin, Zook
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**)

7) New Business

- a) Adoption of the 2026 Regular Civil Service Board Meeting Schedule (**Action**)
- January 15, 2026
 - February 19, 2026
 - March 19, 2026
 - April 16, 2026
 - May 21, 2026
 - June 18, 2026
 - July 16, 2026
 - August 20, 2026

- September 17, 2026
- October 15, 2026
- November 19, 2026
- December 17, 2026

45299 Member Ervin motioned to approve the adoption of the 2026 Regular Civil Service Board Meeting Schedule, and the motion was seconded by Member Degrafinried.

Votes: Board Member Ayes: – Hudson-Harmon, Brown, Degrafinried, Ervin, Zook
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

- b) Approval of Revised Classification Specifications to Reflect Flexible Staffing Language (**Action**)

45300 Member Zook motioned to approve the Revised Classification Specifications to Reflect Flexible Staffing language, and the motion was seconded by Member Brown.

Votes: Board Member Ayes: – Hudson-Harmon, Brown, Degrafinried, Ervin, Zook
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

- c) Quarterly Updates Report 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**)

8) Adjournment

45301 Member Brown motioned to adjourn the Open Session meeting, seconded by Member Zook.

Votes: Board Member Ayes: – Hudson-Harmon, Brown, Degrafinried, Ervin, Zook
Board Member Noes: None

Board Member Abstentions: None
Board Members Absent: None

CLOSED SESSION AGENDA

Roll Call

The Civil Service Board will Convene in Closed Session pursuant to California Government Code Section 54957 and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.1:

1. Appeal of Probationary Release- Port of Oakland Human Resources Analyst – PORT-2025-AP03

OPEN SESSION AGENDA

9) Report of actions taken in Closed Session

- **Attorney to the Board reported that the Board voted to sustain the action of the appointing authority. A written opinion will be issued.**

10) Open Forum

No speakers

11) Adjournment

45302 Member Brown motioned to adjourn the meeting, seconded by Member Degrafinried.

Votes: Board Member Ayes: – Hudson-Harmon, Brown, Degrafinried, Ervin, Zook

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 15, 2026. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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