

**CITY OF OAKLAND
COUNCIL AGENDA REPORT**

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2004 MAY 13 PM 4:11

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Finance and Management Agency
DATE: May 25, 2004
RE: REPORT OF ACTIVITIES OF THE CIVIL SERVICE BOARD FOR THE PERIOD
BEGINNING OCTOBER 1, 2003 AND ENDING MARCH 31, 2004

SUMMARY

This informational report on the activities and operations of the Civil Service Board covers the period October 1, 2003 through March 31, 2004. The Civil Service Board generally meets the third Thursday of each month to ratify requests for provisional appointments, approve significant revisions to existing class specifications, approve new class specifications, and to schedule or hear disciplinary hearings. During this period, two provisional appointments were ratified and ten class specifications were approved.

April Madison-Ramsey of the City Attorney's Office, D. Jacquelyn Edwards and Audrey Eugene of the Finance and Management Agency, Office of Personnel, were assigned to staff the Civil Service Board during the period covered by this report.

FISCAL IMPACTS

This report is informational only. There is no fiscal impact.

SUSTAINABLE OPPORTUNITIES

None

BACKGROUND

There were two meetings of the Civil Service Board during the period covered by this report. These meetings were held on January 22 and February 26, 2004. The meetings were held on these dates to accommodate the calendars of the Board members. The October, November, December 2003, and the March 2004 meetings were canceled for lack of a quorum.

The Board's activities and accomplishments during these two quarters are summarized as follows:

Provisional Appointments

Two provisional appointments for an Environmental Program Specialist for the Public Works Agency and an Urban Economic Analyst II for the Community and Economic Development Agency were ratified at the January 22 meeting.

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Class Specifications

Ten class specifications were approved at the January 22 meeting:

- Legal Administrative Assistant
- Legal Administrative Assistant, Supervising
- Complaint Investigator II
- Police Program and Performance Auditor
- Hearing Officer
- Senior Hearing Officer
- Early Childhood Instructor
- Early Childhood Center Director
- Family Advocate
- Head Start Program Coordinator

Leaves of Absence

No requests for leaves over 60 days were approved or ratified during this period.

Disciplinary Hearings

No disciplinary hearings were scheduled during this period.

RECOMMENDATION AND RATIONALE

Staff recommends that the Committee accept this informational report.

DISABILITY AND SENIOR CITIZEN ACCESS

Civil Service Board meetings are accessible to the disabled and senior citizen communities.

ACTION REQUESTED OF THE CITY COUNCIL

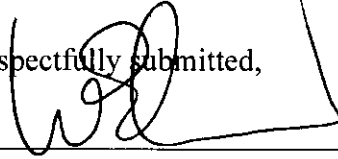
Staff requests that the Committee accept this informational report.

Deborah Edgerly

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Ending March 31, 2004

Respectfully submitted,

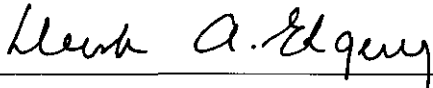


William Noland, Director
Finance and Management Agency

Prepared by:

D. Jacquelyn Edwards
Staff to the Civil Service Board

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE



OFFICE OF THE CITY ADMINISTRATOR

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