

CITY OF OAKLAND
AGENDA REPORT

OFFICE OF THE CITY CLERK
2005 APR 26 PM 6:23

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: May 9, 2006

RE: **An Informational Report Of The Activities Of The Civil Service Board For The Period Beginning July 1, 2005 And Ending March 31, 2006**

SUMMARY

This informational report on the activities and operations of the Civil Service Board covers the three quarters beginning July 1, 2005 and ending March 31, 2006. The Civil Service Board meets the third Thursday of each month. The bulk of its work involves requests for provisional appointments, approval of significant revisions to existing class specifications, approval of new class specifications, exemption of classifications as deemed appropriate, and conducting disciplinary hearings.

FISCAL IMPACT

This is an informational report. There are no fiscal impacts.

BACKGROUND

The Civil Service Board is a creation of the Charter of the City and is responsible for the maintenance of the Civil Service System and enforcement of the Personnel Rules.

The Secretary to the Civil Service Board is the Personnel Director, Marcia Meyers. The Board is staffed by D. Jacquelyn Edwards, Principal HR Analyst and Andrea Ausberry, HR Clerk, of the Office of Personnel Resource Management, Finance and Management Agency, and by Jennifer A. Chin of the Office of the City Attorney.

KEY ISSUES AND IMPACTS

During the period covered by this report the Civil Service Board met for four regularly scheduled meetings in August and October, 2005; and January and February, 2006. The July, September, November and December, 2005; and the March, 2006 meetings were canceled because no business needed to be conducted. During the period of this report, three provisional appointments were ratified, two new class specifications were approved, one classification was exempted from the classified system, and two leaves of absence to assume exempt positions were approved. The Board's specific activities and accomplishments are summarized as follows:

Item: _____
Finance and Management Committee
May 9, 2006

Provisional Appointments

Three provisional appointments to the following departments and classifications were ratified:

August, 2005:

- Oakland Police Department – Administrative Analyst II
- Department of Human Services – Program Analyst II
- Oakland Fire Department – Fire Equipment Technician

Class Specifications

Two new classification specifications were approved January, 2006:

- Veterinarian, Oakland Police Department
- Veterinary Technician, Oakland Police Department

Exemptions

One classification, Chief Conservator, was approved for exemption at the October, 2006 meeting.

Leaves of Absence

Pursuant to Civil Service Rule 8.07 – Miscellaneous Leaves of Absence; Section (c) (5), two leaves of absence were granted to permit classified employees to take exempt positions in the City service. These leaves were granted to Deputy Chiefs of Police Jeffrey Israel and Howard Jordan.

Hearings

No hearings were conducted during this period.

SUSTAINABLE OPPORTUNITIES

None.

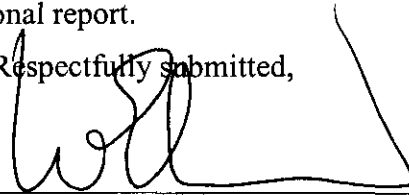
DISABILITY AND SENIOR CITIZEN ACCESS

Civil Service Board meetings are held in Americans with Disabilities Act (ADA) compliant facilities.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that Council accepts this informational report.

Respectfully submitted,



William E. Noland

Director, Finance and Management Agency

Reviewed by:

Marcia Meyers, Director

Office of Personnel Resource Management

Prepared by:

D. Jacquelyn Edwards, Principal HR Analyst

Office of Personnel Resource Management,

Employment and Classification Division

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



OFFICE OF THE CITY ADMINISTRATOR