

2010 APR 15 PH 3:59 **CITY OF OAKLAND**
AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Department of Human Resources Management
DATE: April 27, 2010

RE: Annual Informational Report on Civil Service Board

SUMMARY

This informational report on the activities and operations of the Civil Service Board covers the four quarters beginning January 1, 2009 and ending December 31, 2009. The Civil Service Board meets on the second Thursday of each month in City Hall. The Board functions include ratifying requests for provisional appointments; approving significant revisions to existing class specifications; approving new class specifications; approving exemption of classifications; approving leaves of absence; conducting disciplinary hearings; and conducting desk audit appeal hearings, as deemed appropriate.

Minutes of the Civil Service Board meetings and updates on pending desk audits will be provided to the Finance committee members, at their prior request, via email, on a monthly basis (for minutes) and quarterly basis (for audits).

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 has responsibility for the maintenance of the Civil Service System and enforcement of the Personnel rules.

The Secretary to the Civil Service Board is the Department of Human Resources Management Director. The Board is staffed by a Human Resources Manager, a Human Resources Technician and a Deputy City Attorney.

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KEY ISSUES AND IMPACTS

During the period covered by this report the Civil Service Board held a special meeting on June 25. The January 8 and August 13 meetings were rescheduled and held on January 29 and August 27 respectively. The following meetings were cancelled due to a citywide shut down or due to a lack of a quorum:

- February 11, 2009
- February 19, 2009 special meeting
- April 6, 2009
- April 8, 2009 special meeting
- September 10, 2009

All other monthly meetings were held as scheduled.

During the period covered by this report sixteen (16) provisional appointments were ratified, five (5) class specifications were established for existing positions and one (1) class created and later approved by City Council. There were five (5) Civil Service Board hearings, one (1) request for a leave of absence for an exempt appointment, and two (2) Civil Service Board trainings were conducted.

The Board's specific activities and accomplishments were as follows:

Provisional Appointments

Sixteen (16) provisional appointments in the following departments and classifications were ratified:

January 29, 2009:

- Recreation General Supervisor, Office of Parks and Recreation
- Aquatics Program Supervisor, Office of Parks and Recreation
- Recreation Center Director, Office of Parks and Recreation
- Health and Human Services Program Planner, Department of Human Services

June 25, 2009:

- Recreation Leader II, PPT, Office of Parks and Recreation
- Community Development Program Coordinator, Community and Economic Development Agency

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July 9, 2009:

- Housing Development Program Coordinator III, Department of Human Services

August 27, 2009:

- Urban Economic Analyst I, Community & Economic Development Agency
- Program Analyst III, Community & Economic Development Agency

October 8, 2009:

- (2)-Budget and Operations Analyst III
- Community Development Program Coordinator
- (2)- Police Communications Dispatchers

November 12, 2009:

- Emergency Planning Coordinator

December 10, 2009:

- Automotive Equipment Mechanic

Class Specifications

The establishment of five (5) class specifications for existing positions was approved on March 12, 2009:

- Lieutenant of Fire, Oakland Fire Department
- Fire Investigation, Oakland Fire Department
- Engineer of Fire, Oakland Fire Department
- Captain of Fire, Oakland Fire Department
- Battalion Chief, Oakland Fire Department

A new class specification for the Community and Economic Development Agency was approved on January 29, 2009:

- Construction Coordinator

Hearings

- The Board conducted a hearing in the matter of Keheven LaGrone, Port Associate Civil Engineer's appeal of Port of Oakland layoff. Final Board

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action on this hearing denied the reinstatement of Keheven LaGrone to his former position, or a comparable position within the City of Oakland.

- The Board conducted a hearing in the matter of Maria Clause-Rangel, Library Aide appeal of probationary termination. Final Board action on this hearing denied the appeal.
- The Board conducted a hearing in the matter of Carmen Martinez, Public Service Representative appeal of probationary termination. Final Board action on this hearing denied the appeal.
- The Board conducted a hearing in the matter of William Wells, Maintenance Worker appeal of probationary termination. Final Board action on this hearing denied the appeal.
- The Board conducted a hearing in the matter of Albert Marshall, Tree Trimmer's appeal of his denied of request for reclassification from Tree Trimmer to Sr. Construction Inspector. Final Board action from this hearing is pending.

Leave of Absence

The request for a leave of absence to accept an Exempt Appointment was approved on November 12, 2009 for Jeff Levin.

Civil Service Board Trainings:

January 29, 2009:

- Civil Service Board Disciplinary and Probation Hearing Procedures Training, Jennifer A. Chin, Council to the Civil Service Board.

June 11, 2009:

- Brown Act Training, Michelle Taylor Abney, Office of City Attorney

SUSTAINABLE OPPORTUNITIES

The recommendations contained in this report do not have any economic, environmental or social equity impacts.

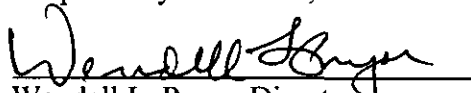
DISABILITY AND SENIOR CITIZEN ACCESS

In compliance with the Americans with Disabilities Act (ADA) and the Older Americans Act, and other applicable laws, Civil Service Board meetings are conducted in accessible facilities.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council accept this informational report.

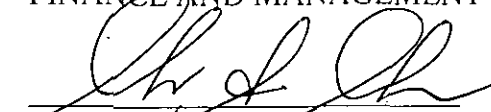
Respectfully submitted,



Wendell L. Pryor, Director
Department of Human Resources Management

Prepared by:
Veronica Hodge, Human Resources Manager
Recruitment & Classification Division, DHRM

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:


Office of the City Administrator

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