

OFFICE OF THE CITY ADMINISTRATOR  
CITY OF OAKLAND

**CITY OF OAKLAND**  
**AGENDA REPORT**

2007 JUL 10 PM 1:52

TO: Office of the City Administrator  
ATTN: Deborah A. Edgerly  
FROM: Finance and Management Agency  
DATE: July 10, 2007

**RE: An Informational Report Of The Activities Of The Civil Service Board For The  
Period Beginning January 1, 2007 And Ending March 31, 2007**

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**SUMMARY**

This informational report on the activities and operations of the Civil Service Board covers the quarter beginning January 1, 2007 and ending March 31, 2007. Civil Service Board functions include ratifying requests for provisional appointments, approving significant revisions to existing class specifications, approving new class specifications, approving exemption of classifications as deemed appropriate, and conducting disciplinary hearings, as deemed appropriate.

**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 Personnel Director, Marcia A. Meyers. The Board is staffed by D. Jacquelyn Edwards, Principal Human Resource Analyst and Andrea S. Ausberry, Human Resource Clerk, of the Office of Personnel Resource Management, Finance and Management Agency, and by Jennifer A. Chin, Deputy City Attorney in the Office of the City Attorney. Beginning with the March, 2007 meeting Deputy City Attorney Tracy Chriss will substitute for Jennifer A. Chin who is on leave.

**KEY ISSUES AND IMPACTS**

At a special meeting on January 4, 2007 the Board elected to change the day of its regularly scheduled meetings from the third to the second Thursday of each month, beginning in March, 2007. During the period covered by this report the Civil Service Board held two special meetings on January 4 and February 22, 2007. The March, 2007 meeting was canceled due to lack of a quorum. During the period covered by this report, five provisional appointments were

Item: \_\_\_\_\_  
Finance and Management Committee  
July 10, 2007

ratified, revisions to two class specifications were approved, one new classification was created, and later approved by the City Council, and permission was granted to a Port employee to participate in an examination process. The Board's specific activities and accomplishments were as follows:

### **Provisional Appointments**

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

January 4, 2007:

- Oakland Police Department – one Criminalist I and two Criminalist II's
- Department of Human Services – Head Start Program Coordinator
- Public Works Agency – Automotive Equipment Service Worker

### **Class Specifications**

Revisions to three classification specifications were approved January 4, 2007:

- Assistant Criminalist, revised and retitled to Criminalist I, Oakland Police Department
- Criminalist II, revised, Oakland Police Department
- Early Childhood Center Director, revised, Department of Human Services

A new series of classification specifications for the Oakland Police Department were approved on January 4, 2007:

- Latent Print Examiner I
- Latent Print Examiner II
- Latent Print Examiner III

### **Hearings**

Per the Memorandum of Understanding between the City of Oakland and the International Association of Firefighters, Local 55, Article 10, Grievance Procedure; Section 10.3, Procedure; Step 5, Civil Service Board, the Board conducted a hearing in the matter of Lieutenant S. Banks' appeal to a two day suspension. Final Board action on this hearing, approval of the Findings of Fact and Conclusions of Law, is pending.

### **Leaves of Absence**

No leaves of absence were presented or approved during this period.

**SUSTAINABLE OPPORTUNITIES**

The recommendations contained in this report contain no economic, environmental or social equity opportunities

**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 Noland

Director, Finance and Management Agency

Reviewed by:

Marcia A. 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

Item: \_\_\_\_\_  
Finance and Management Committee  
July 10, 2007