

CITY OF OAKLAND
AGENDA REPORT

OFFICE OF THE CITY CLERK
2005 OCT 27 PM 12:02

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: November 8, 2005

RE: AN INFORMATIONAL REPORT OF THE ACTIVITIES OF THE CIVIL SERVICE BOARD FOR THE PERIOD BEGINNING JULY 1, 2004 AND ENDING JUNE 30, 2005

SUMMARY

This informational report on the activities and operations of the Civil Service Board covers fiscal year 2004-2005. 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 Civil Service Board is staffed by Marcia Meyers, the Director of Personnel, D. Jacquelyn Edwards, and Xochitl Gavidia, of the Office of Personnel Resource Management, Finance and Management Agency, and by Jennifer Chin of the Office of the City Attorney.

KEY ISSUES AND IMPACTS

During the period covered by this report the Civil Service Board held 10 meetings. Five were regularly scheduled and five were special meetings to hear a Port of Oakland personnel issue. The meetings scheduled for October 2004 and May 2005 were canceled.

At the meetings, eighteen provisional appointments were ratified, four new class specifications were approved, and one classification was exempted from the classified system. The Board's specific activities and accomplishments are summarized as follows:

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Provisional Appointments

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

September 2004:

- Office of the City Auditor – Deputy City Auditor
- City Clerks Office – Legislative Recorder
- Finance and Management Agency (FMA) – Electronics Technician

November 2004:

- Public Works Agency (PWA) – Maintenance Mechanic

January 2005:

- Office of Parks and Recreation – Recreation Program Director
Recreation Center Director
Recreation Supervisor (2)
- Department of Health and Human Services – Program Analyst I
- Community and Economic Development Agency (CEDA) – Accountant I
- Oakland Police Department (OPD) – Administrative Services Manager I

February 2005:

- City Administrator’s Office – Budget and Grants Administrator
- PWA – Account Clerk I
- FMA – Human Resource Analyst

April 2005:

- CEDA – Account Clerk II
Administrative Assistant I
- PWA – Clean Community Supervisor
Office Assistant I

June 2005:

- City Administrator’s Office – Graphic Design Specialist
- OPD - Administrative Analyst II

Class Specifications

Four class specifications were approved November, 2004:

- Community Housing Services Manager, CEDA

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- Development/Redevelopment Program Manager, CEDA
- Assistant Fire Marshall, Non-Sworn, Oakland Fire Department
- Policy Analyst, Office of the City Administrator

Exemptions

One classification, Animal Services Director, was approved for exemption at the June 2005 meeting.

Leaves of Absence

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

Hearings

One hearing was conducted. There were 5 special meetings involving hearing a Port of Oakland personnel issue presented to the Civil Service Board for a ruling.

SUSTAINABLE OPPORTUNITIES

None.

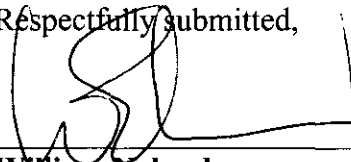
DISABILITY AND SENIOR CITIZEN ACCESS

None.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that Council accept this informational report.

Respectfully submitted,



William Noland

Director, Finance and Management Agency

Reviewed by:

Marcia Meyers, Director

Office of Personnel Resource Management

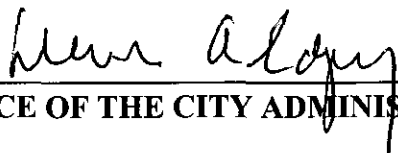
Prepared by:

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

Item: _____

Finance and Management Committee

October 25, 2005