

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

OFFICE OF THE CITY CLERK  
2006 SEP 13 PM 12:28

TO: Office of the City Administrator  
ATTN: Deborah A. Edgerly  
FROM: Finance and Management Agency  
DATE: September 26, 2006

**RE: An Informational Report Of The Activities Of The Civil Service Board For The Period Beginning April 1, 2006 And Ending June 30, 2006**

---

**SUMMARY**

This informational report on the activities and operations of the Civil Service Board covers the quarter beginning April 1, 2006 and ending June 30, 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 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 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, Deputy City Attorney in the of the Office of the City Attorney.

**KEY ISSUES AND IMPACTS**

During the period covered by this report the Civil Service Board met for two regularly scheduled meetings in April and June, 2006. The May, 2006 meeting was canceled because no business needed to be conducted. During the period covered by this report, five provisional appointments were 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

Item: \_\_\_\_\_  
Finance and Management Committee  
September 26, 2006

to participate in an examination process. The Board's specific activities and accomplishments were as follows:

### **Provisional Appointments**

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

April 20, 2006:

- Health and Human Services – Health and Human Services Planner
- Office of Parks and Recreation – Recreation Specialist II, PPT
- Public Works Agency – Clean Community Supervisor

June 15, 2006:

- Oakland Fire Department – Fire Investigator
- Oakland Fire Department – Office Manager

### **Class Specifications**

Revisions to two classification specifications were approved June 15, 2006:

- Facilities/Complex Manager, Public Works Agency
- Assistant Facilities/Complex Manager, Public Works Agency

One new classification specification was also approved on June 15, 2006:

- Grants Coordinator, City Administrator's Office, Budget Division

### **Other Actions:**

At its June 15, 2006 meeting, pursuant to the Memorandum of Understanding between the Port of Oakland and Local 790, Service Employees International Union, an employee in the Semi-Skilled Laborer classification was to participate in the Heavy Equipment Operator examination process that was being conducted by the Port.

### **Leaves of Absence**

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

### **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 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

September 26, 2006