



## **CIVIL SERVICE BOARD SPECIAL MEETING MINUTES**

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Thursday, March 6, 2008

**MEMBERS PRESENT:** Chairman Stevens, Ross, Russell and Wright

**MEMBERS ABSENT:**

**STAFF PRESENT:**       **Absent** - Marcia Meyers, Office of Personnel Resource Management  
                              **Present** - D. Jacquelyn Edwards, Office of Personnel Resource Management  
                              **Present** - Andrea Ausberry, Office of Personnel Resource Management  
                              **Present** - Tracy Chriss, Office of the City Attorney (acting attorney to the Civil Service Board)

**A quorum not being present to legally transact business, by the advice of Board Attorney Chriss, Board Members Ross, Russell and Wright conducted an open discussion starting at 5:51 pm.**

**A quorum being present at 6:10 p.m. the meeting was called to order by Chairman Stevens.**

### **1. OLD BUSINESS:**

#### **a) Approval of the Minutes from the Civil Service Board Meetings held on November 8, 2007.**

A motion was made by Board Member Russell, seconded by Board Member Wright, to approve the November 8, 2007 Minutes. The motion was carried.

#### **b) Revised Civil Service Board Hearing Calendar**

A motion was made by Board Member Russell, seconded by Board Member Wright to schedule to the hearing calendar for April 10, 2008, Glen Wilmoth Specialty Combination Inspector, Community and Economic Development Agency, appeal of probationary termination. The motion was carried.

### **3. NEW BUSINESS:**

#### **a) Ratification of Provisional Appointments**

*Board heard a presentation by D. Jacquelyn Edwards, Principal Human Resource Analyst, Office of Personnel Resource Management on rationale of all appointments and process of a provisional appointment. Joanne Conwright, Administrative Service Manager, Community of Economic Development Agency, spoke regarding the rationale for three provisional appointments – Public Service Representative, permanent (2) and Public Service Representative, permanent part-time (1).*

A motion was made by Board Member Russell, seconded by Board Member Ross, that the Board ratify the provisional appointments of Florence Duhon, Kamika Brown and Kimberlyn Pace to vacant Permanent and Permanent Part-time Public Service Representative positions; Stevan Alvarado to a vacant Program Analyst II position; Gwendolyn Morgan to a vacant Senior Services Program Assistant position; and Roberto Pardo to a vacant Parking Meter Repair Worker position. The motion was carried.

The following individual(s) spoke on this item:

– Sanjiv Handa, East Bay News Service

**b) Approval of Classification Specifications**

*D. Jacquelyn Edwards, Principal Human Resource Analyst, Office of Personnel Resource Management introduced and explained rationale of new and revised classification specifications. Jaime Pritchett, Principal Human Resource Analyst, Classification, Office of Personnel Resource Management expanded on rationale of Complaint Investigator II and III.*

*Classification Specifications were voted on in two categories new/revised and exemptions*

A motion was made by Board Member Russell, seconded by Board Member Wright, to approve the new and revised classification specifications of Archivist, Senior Performance Auditor, Manage Performance Auditor, Assistant City Auditor, Neighborhood Services Coordinator, Open Government Coordinator, Complaint Investigator II and III. The motion was carried.

A motion was made by Board Member Russell, seconded by Board Member Ross, to approve the exemption classifications: Director of Information Technology, Police Services Manager I and II, Associate Director Library Services, Assistant Chief of Police, Director of Contracting and Purchasing, and Assistant Budget Director. The motion was carried.

***The following individual(s) spoke on this item:***

- *Sanjiv Handa, East Bay News Service*

**c) Board discussion of meeting start time of Civil Service Board and whether to adopt a policy to cancel if a quorum is not present within fifteen minutes.**

A motion was made that if there is not a quorum within fifteen minutes of the start time of the Civil Service Board meeting, the meeting will be cancelled. The motion was carried.

***The following individual(s) spoke on this item:***

- *Sanjiv Handa, East Bay News Service*

**OPEN FORUM:**

***The following individual(s) spoke under Open Forum:***

- *Sanjiv Handa, East Bay News Service*
- *Chair Cheryl Stevens provided a brief memorial for Board Member Steven Jimenez and his contributions to the Board and the legal community.*
- *Board Member Russell asked staff to assist the Board in drafting a resolution to present to Council in honor of Board Member Steven Jimenez.*

**ADJOURNMENT**

A motion to adjourn was made by Chair Stevens and seconded by Board Member Russell. The motion carried and the meeting was adjourned at 6:45 pm.

*Andrea S. Ausberry*  
Board Recorder

**APPROVED:**  
**CORRECTED:**