



## **CIVIL SERVICE BOARD**

### **MEETING MINUTES**

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Thursday, August 14, 2008

**MEMBERS PRESENT: Bodenhausen, Brantley, Ross, and Wright**

**MEMBERS ABSENT: Russell**

**STAFF PRESENT:**  
**Present** - 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** – Jennifer Chin, Office of the City Attorney

**Board Member Wright presided as Chairman. A quorum being present, the meeting was called to order at 5:31 p.m.**

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

- a) **Approval of the Minutes from the Civil Service Board Meeting held on June 12, 2008.**  
A motion was made by Board Member Ross, seconded by Board Member Brantley, to approve the June 12, 2008 Minutes. The motion carried.
- b) **Revised Civil Service Board Hearing Calendar**  
A motion was made by Board Member Brantley, seconded by Board Member Wright, to schedule the continuance of the probationary termination hearing of Mr. Wilmoth for October 9, 2008. The motion carried.

#### **2. NEW BUSINESS**

- a) **Election of New Chairman of the Civil Service Board**  
A motion was made by Board Member Ross, seconded by Board Member Brantley, to elect Board Member Paul Wright as Chairman of the Civil Service Board.

A motion was made by Board Member Wright, seconded by Board Member Brantley, to elect Board Member Peter Ross as Vice Chairman of the Civil Service Board. The motion carried.

- b) **Ratification of Provisional Appointments**  
*D. Jacquelyn Edwards, Principal Human Resources Analyst, Office of Personnel Resource Management presented rationale of provisional appointments – Account Clerk I, Department of Information Technology; Program Analyst I, Department of Human Services; Human Resources Clerk, Finance and Management Agency and two provisional appointments for Library Assistant, Oakland Public Library.*

A motion was made by Board Member Bodenhausen, seconded by Board Member Ross, to ratify the provisional appointment of Alvin Bailey to the Account Clerk I vacancy in the Department of Information Technology. The motion carried.

*Ratification of Provisional Appointment items 2(b) 2- 4 were voted on as a group.*

A motion was made by Board Member Bodenhausen, seconded by Board Member Ross, to ratify the provisional appointments of Helen Wu to the Program Analyst I vacancy in the Department of Human Services; Angela Egenti to the Human Resources Clerk vacancy in the Finance and Management Agency

and Nathaniel Snow and Julia Flynn to two Library Assistant vacancies in the Oakland Public Library. The motion carried.

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

- Sanjiv Handa, East Bay News Service

**c) Training on Processes and Procedures Related to Civil Service Rule 3, Section 3.04(e) – Appeal to Board Regarding Changes in Classification.**

Veronica Hodge, Human Resources Manager, Recruitment and Classification, presented the training on reclassification procedures according to the newly adopted Civil Service Rules. This was Part I of a continuum of training on the Civil Service Rules, and Civil Service Board processes and procedures.

**OPEN FORUM:**

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

- Sanjiv Handa, East Bay News Service

**ADJOURNMENT**

A motion to adjourn was made by Board Member Bodenhausen, seconded by Board Member Brantley. The motion carried.

The meeting was adjourned at 6:41 pm.

*Andrea S. Ausberry*  
Board Recorder

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