



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, APRIL 10, 2013**

1. The meeting was called to order at 5:07 p.m. by Board President Avonnet Peeler.

2. **ROLL CALL:**

PRESENT: President Avonnet Peeler, Vice President Peter Horikoshi, Members Dean Batchelor, Linda McHugh, and Marguerite Malloy.

ABSENT: Executive Secretary Holly Brock-Cohn

STAFF PRESENT: Liz Warmerdam, Assistant City Manager
Stephanie Sierra, Assistant City Attorney II
Lara Weisiger, City Clerk
Jill Kovacs, Senior Management Analyst
Sharlene Shikhmuradova, Administrative Tech II
Beth Fritz, Administrative Assistant II

3. **MINUTES:**

A. Approval of Minutes of the Regular meeting of January 9, 2013.

Discussion was held regarding minutes.

President Peeler stated that she had the following correction to the minutes:

- Page one, first paragraph, third sentence should readShe would like the ~~Ordinance~~ Policy changed to adhere to the Ordinance.

Member McHugh stated she had the following corrections to the minutes:

- Page two, second paragraph, first paragraph should readMember McHugh asked why there was a delay between the Dates Established and the reporting to the Board because there was a six month gap.

Jill Kovacs, Senior Management Analyst, stated that the 5/29/2012 dated item was listed as a correction of an error from a previous report. The entry should have been on a prior report so it was added to this report. It was being placed there to correct the omission. A footnote will be added to the January 9, 2013 minutes to reflect the omission and correction.

- Page three, second paragraph, first sentence should readMember McHugh ~~clarified that~~ asked if the cancelled list was determined by looking at the budget and the work and it was decided that the position was really needed;.....
- Page four, first paragraph, first sentence should read.....Member Batchelor asked ~~regarding if the City Attorney II separation if it separation was one of the new positions? one of the new people that retired recently~~

- Page four, second paragraph, first sentence should read..... Member McHugh ~~stated~~ asked that

Member McHugh moved that the January 9, 2013 Minutes be approved with corrections specified. Motion was seconded by Vice President Horikoshi which was passed by a 5-0 vote.

4. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR
APRIL 10, 2013

Consent Calendar was pulled for discussion.

4-A.i. ELIGIBLE LISTS ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Administrative Services Coordinator (designated to Library Circulation Coordinator)	01/23/2013	2012-43
Administrative Technician II	01/09/2013	2012-42
Customer Services Supervisor	02/28/2013	2013-08PR
Intermediate Clerk	02/11/2013	2012-40
Librarian	01/23/2013	2012-44
Police Sergeant	03/05/2013	2013-03PR Senior
Fire Code Compliance Officer	01/10/2013	2012-48PR
Senior Management Analyst	01/10/2013	2013-01PR
Supervising Planner	03/14/2013	2013-08PR
 Police Officer Koutsoubos, George	 01/10/2013	 2012-33
 Police Officer Bal, Cameron Burnaugh, Michael Garcia, Marshall Grubb, Joel Horvath, Jason	 02/19/2013 Pola, Danelle Renfield, Levin Schlitt, Alyssa Schock, Lindsey	 2013-05

Member McHugh asked for clarification of the 4-A.i Administrative Services Coordinator in the parenthetical comment. Jill Kovacs, Senior Management Analyst stated it should read Library Circulation Coordinator.

4-A.ii. ELIGIBLE LISTS EXTENDED	DATE ESTABLISHED	EXAM NO.
Associate Civil Engineer	08/30/2011	2011-21
Division Chief	10/10/2011	2011-16PR
Fire Captain	01/30/2012	2011-32PR
Police Lieutenant	02/13/2012	2012-02PR
Recreation Services Specialist	09/25/2012	2012-25PR
Senior Civil Engineer	07/24/2012	2012-22
 Police Officer Aguilar, Junior Allen, Jennifer Allen, Richard	 08/04/2012 Konze, Kyle Matos, Israel McCants, Matt	 2012-27 Yuen, Edward

Bernales, Pio	McDowell, Scott
Borman, Lee	Montgomery, Sean
Bradley, Nyal	Nanthasiri, Katan
Clifford, Alfred	Neese, John
Dela Rosa, Joseph	O'Guinn, Lance
DeLuna, Daniel	Pangelinan, Bryant
Furness, Patrick	Reeder, James
Gibson, Jacob	Ringler, Christopher
Hall, Mark	Sablan, Daniel
Hubbard, Matthew	Salgado, Jaymie
Huie, Alex	Socarras, Chano
Jones, Gary	Turner, Jack
Keo, Trak	Viray, Ludivico

4-A.iii. ELIGIBLE LISTS EXPIRED/CANCELLED/EXHAUSTED

	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Custodian	05/18/2012	2012-23
Emergency Medical Services Education Coordinator	01/07/2011	2010-36
Fire Apparatus Operator	03/11/2011	2010-43PR
Library Technician	10/18/2011	2011-35
Meter Reader Collector	03/31/2011	2011-08
Public Safety Dispatcher	04/04/2011	2011-02
Recreation Services Specialist	04/17/2012	2012-16PR
Supervising Accountant	03/14/2012	2012-04
Supervising Civil Engineer	12/10/2012	2012-36
Senior Electrical Engineer	07/26/2012	2012-21
Senior Management Analyst	01/18/2012	2011-39
(Communications Engagement Specialist)		

4-A.iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

Division Chief (Revision)
Finance Supervisor (Revision – Name Change)
Paralegal (Revision)
Police Captain (Revision)
Police Lieutenant (Revision)

New Class Specifications:

Customer Services Supervisor (New Class)
Early Morning Street Sweeper Operator (New Class)
Fire Administrative Services Supervisor (New Class)
Library Circulation Coordinator (New Class)

Member McHugh asked if the relationship between the Library Technician position classification and the Library Circulation Coordinator and Administrative Services Coordinator are the same. Senior Management Analyst Kovacs stated no. They are two different classifications. They have one person who supervises the Circulation Desk and there are 4-6 Library Technicians who are assigned in various places within the library (children's desk, volunteer coordination, etc.), whereas the Library Circulation Coordinator supervises the Circulation Desk functions which are mostly staffed by part-time people.

Member McHugh asked if the Library Circulation Coordinator was part of the Administrative Services Coordinator which was a larger classification? Senior Management Analyst Kovacs stated that Administrative Services Coordinator is a general citywide classification. Member McHugh asked, so it included administrative

services not exclusive to the Library and now the City wants to separate the Library function from the other administrative services. Member McHugh asked why the City is doing that. Senior Management Analyst Kovacs stated that there is a general approach that is being looked at Citywide. This is one of the general classification positions being looked at where the position has evolved into a more specialized position.

Vice President Horikoshi asked in what other departments are there Administrative Services Coordinators. Senior Management Analyst Kovacs stated they are in AMP and Community Development. There are not many left.

Member McHugh asked if the technical knowledge and skills that are required for the positions being separated out are all very different between the departments. Senior Management Analyst Kovacs stated yes. For instance, the Library Circulation Coordinator specification, under employment standards and experience, they are looking for the knowledge and ability to deal with the Library environment and technology.

Member McHugh asked if there is some reason that this position has become so much more technical that the City did not require a two or four year Library of Science Degree. Senior Management Analyst Kovacs stated that is not necessary for this work, which handles circulation. It is not handling children's services, reference services, etc., where people are servicing patron needs in that arena. It is more maintaining the location records of the collection. Assistant City Manager Warmerdam stated that may be a question for the Library Director.

Member McHugh asked what is the expected impact on the existing eligible lists, given these changes. Are people on the lists all of a sudden not going to be on the lists? There are already lists for these and if the classification specs are changed, what's the risk that the people that are already on the list are not going to meet the specifications anymore.

Member Malloy asked if there is a list for all of the changes on the revised job specifications. Senior Management Analyst Kovacs stated that on the Division Chief specification changes are not listed, as they were too extensive and that is why the Division Chief and new specifications were included in the agenda packet. The experience portion did not change, however the education component changed. Member Malloy asked if on the lists an extensions, when a specification is changed and there is a list, is the minimum criteria reviewed. Senior Management Analyst Kovacs stated that in general, if a job specification is retitled or revised the specification list would be maintained. If there is a problem with the quality of the list then it is cancelled.

Member Malloy asked if staff has looked at the changes and determined whether to cancel the list or not. Senior Management Analyst Kovacs stated yes.

Member McHugh asked if there was an impact this go around. Senior Management Analyst Kovacs stated no.

Member Malloy stated that if there was, we would look at the lists in question to ensure that those individuals on the list would match the changes. Senior Management Analyst Kovacs stated for instance, we do have a Police Captain job specification revision where there is an examination in process, but the new stipulations are specified in the new recruitment materials.

Vice President Horikoshi asked if in this kind of situation, these changes would have been made in collective bargaining. Senior Management Analyst Kovacs stated very often yes, particularly in public safety. Vice President Horikoshi asked if all the members would know that was coming up. Senior Management Analyst Kovacs stated yes.

Member Batchelor stated that on the Police Captain and Police Lieutenant specifications it looks like, on the experience portion, these would never go to the outside for hire. They all look like you have to have some type of experience with Alameda. So the eligible lists will never be posted to the outside? Senior Management

Analyst Kovacs stated that is correct and that is not a change. It is in all the Safety MOU's. Only Chief of Police and entry Police Officer will go outside.

Vice President Horikoshi asked if there was a Street Sweeper Operator who does not work early morning shift. Senior Management Analyst Kovacs stated yes. The other people who operate the street sweepers are Maintenance Worker II's and it is more of an intermittent part of their job. In the past the Early Morning Street Sweeper Operator has been paid with a differential, but the Public Works Director determined that the best way to handle the situation was to have a designated classification for the position and the differential is included in the salary. President Peeler stated that it seems they would not need supervision as much. Senior Management Analyst Kovacs stated that is correct, but that does not mean that a supervisor would not on occasion show up.

Member McHugh stated that in thinking back to the exercise the Board went through with the Golf Course and the lack of clarity about whether jobs in public works were the same as those in golf, how likely are we to run into the similar situation with these being so specifically separated out into classifications? If there is a need to reduce the ranks basically this one person assigned to the Early Morning Street Sweeper has no bumping rights. Senior Management Analyst Kovacs stated that very likely this would be a promotional opportunity from within and if there were layoffs and the Early Morning Street Sweeper was eliminated, the incumbent employee would likely have bumping rights to a lower previously held position, such as a Maintenance Worker II.

Member Malloy asked if they did have a vacancy, generally in these cases they are done promotionally or internally first. Senior Management Analyst Kovacs responded that is correct. If they did not find a qualified candidate and went outside to fill the position, and if that individual came in and had not held a previously lower position, then they would have no bumping or demotion rights. Member Malloy asked if this position is union represented. Senior Management Analyst Kovacs stated yes. Member Malloy asked if there were no objections by the union. Senior Management Analyst Kovacs stated there were no objections to the Early Morning Street Sweeper Operator.

Member Malloy moved that the Consent Calendar items be approved. Motion was seconded by Member Batchelor which was passed by a 5-0 vote.

Member Malloy stated that she would find it helpful if the staff could provide a four or five sentence intro summary about the classifications that are attached. If there were a brief summary it might eliminate a lot of questions. Is that too much work for the staff? Senior Management Analyst Kovacs stated that the specifications were broken out in the listing between new and revised and that wherever possible redline versions are provided. Staff does try to anticipate the questions and tries not to be redundant.

Member McHugh stated that if it was a choice to have the summary or a redlined document she would rather have the redlined document. Member Batchelor also agreed.

5. REGULAR AGENDA ITEMS

5-A. City Clerk to Discuss Civil Service Board Members Attendance Guidelines and Sunshine Ordinance Clarification.

Lara Weisiger, City Clerk, stated the training for the Sunshine Ordinance is done annually. There is also the option of possibly putting the training on the web.

Member Malloy asked if they need to provide notice that they have completed the training. City Clerk Weisiger stated yes, that the declaration form will be sent out at the same time that the Form 700 is sent out. The City Clerk's Office will send notices out if they are missing any.

Vice President Horikoshi asked about attendance guidelines. City Clerk Weisiger stated that there is a Council Resolution that requires that if a Board Member has missed 75 percent of the meetings in a 12 month period, they are off the Board.

President Peeler asked if those were regular meetings or special meetings. City Clerk Weisiger stated that it is all meetings and it does not matter if it is excused or unexcused and that the 12 month period is a sliding period for each Board Member. If they miss their first meeting in June, the time period would go through the end of May. If there are four meetings per year the Board Member would have to miss three of the meetings to equal 75 percent.

5-B. Designation of Eligible List

- **Administrative Service Coordinator, 2012-42 for Library Circulation Coordinator Vacancy, LI.3545.001**

Information was provided to the Board. No action required.

5-C. Informational Report on Cancellation of Eligible List

- **Supervising Civil Engineer, 2012-36**

Information was provided to the Board.

Member McHugh asked if the City was eliminating the job. Senior Management Analyst Kovacs stated no. The list is not meeting the needs of the Department. The eligible list has four candidates; one of which is no longer interested in the position, two other candidates accepted other employment, leaving one candidate, which leaves an insufficient pool.

No action required.

5-D. Activity Report – Period of December 1, 2012 through February 28, 2013.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/31/12	City Attorney's Office	Assistant City Attorney II
12/31/12	Library	Library Technician
01/13/13	Fire	Firefighters (3)
01/22/13	City Manager's Office	Assistant City Manager
02/04/13	Alameda Municipal Power	Senior Energy Resource Analyst
02/11/13	Police	Administrative Technician II

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
01/13/13	Fire	Fire Captain
01/13/13	Fire	Fire Apparatus Operator
01/13/13	Community Development	City Planner
01/27/13	Fire	Senior Fire Code Compliance Officer
01/27/13	Fire	Senior Management Analyst
01/27/13	Public Works	Public Works Maintenance Team Leader
02/10/13	City Manager's Office	Assistant City Manager

REINSTATED TO FULL TIME

DATE	DEPARTMENT	JOB CLASSIFICATION
02/28/13	Recreation/Parks	Park Maintenance Worker

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
10/12/12 (Retro)	Police	Police Sergeant
12/01/12	Police	Police Sergeant
12/04/12	Library	Library Technician
12/15/12	Library	Library Technician
12/26/12	Police	Accounting Technician
02/28/13	Recreation/Parks	Park Maintenance Worker

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/26/12	City Manager's Office	Assistant City Manager
02/13/13	Police	Police Officer

Activity Report was accepted by the Board.

5-E. Elections of Civil Service Board President and Vice President.

Member Malloy nominated Dean Batchelor for President. Batchelor declined the nomination.

President Peeler moved that Peter Horikoshi be the Civil Service Board President. Motion was seconded by Member Batchelor which was passed by a 5-0 vote.

Member Malloy nominated Dean Batchelor to be Civil Service Vice President. Motion was seconded by President Horikoshi which was passed by a 5-0 vote.

6. ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)

Terry Flippo, ACEA President, stated to the Civil Service Board that regarding future job specifications, the union could provide a short memo providing information on how the union stands with specific positions, and that Human Resources did meet with the union representatives.

7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)

Member Peeler thanked staff and the Board for all of their help and support while serving on the Civil Service Board.

8. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

Assistant City Manager Warmerdam mentioned to the Board that Human Resources Director Holly Brock-Cohn is currently on Leave of Absence.

Discussion was held on when to hold the next Civil Service Board Meeting. Next meeting is scheduled for Wednesday, July 3, 2013. President Horikoshi asked that the next meeting be moved to Wednesday, July 17, 2013. The Board agreed.

9. **ADJOURNMENT**

Meeting was adjourned at 5:57 p.m.

Next Civil Service Board meeting will be held on Wednesday, July 17, 2013.

Respectfully submitted,

Holly Brock-Cohn
Human Resources Director and
Executive Secretary to the Civil Service Board