



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 5, 2005**

1. Meeting called to order at 5:15 p.m.
2. **ROLL CALL:** Members NakMin Oddie, Michael Robles-Wong, William J. Smith, and Executive Secretary Karen Willis. A welcome was extended to new member Michael Rich.

ABSENT: Member Roberto Rocha.

STAFF PRESENT: Marsha Merrick, Executive Assistant, Human Resources.

3. **MINUTES:** The minutes of the Regular Meeting of October 6, 2004, were discussed briefly by Member Smith, who then moved to accept, seconded by Member Oddie and carried by a 3-0 vote. Member Rich abstained, as he was not present at the October 2004 meeting.
4. **CONSENT CALENDAR:** Member Rich asked that wording be clarified in the Video Production Artist job specification. Staff, without further need of approval by the Board, will make a minor change. Member Oddie made a motion to accept the Consent Calendar as presented, along with the wording change on the job specification. The motion was seconded by Member Smith and carried by a 4-0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 2004:

4-A	<u>ELIGIBLE LISTS ESTABLISHED:</u>	<u>DATE ESTABLISHED</u>
	Administrative Services Coordinator	12/07/04
	Assistant Line Superintendent	11/17/04
	Associate Civil Engineer – Plan Check Review Engineer	12/09/04
	CATV Line Technician (Cable Technician III)	11/17/04
	City Engineer	12/02/04
	Data Technician	11/18/04
	Electrical Helper	11/20/04
	Engineering and Planning Manager (Utility Services Manager)	10/26/04
	Executive Assistant	10/22/04
	Financial Services Supervisor	11/09/04
	Firefighter/Paramedic	12/21/04
	Journey Lineworker	10/08/04
	Line Working Supervisor	11/09/04
	Operations Manager	10/26/04
	Police Officer – Lateral	10/21/04
	Police Officer – Lateral	12/01/04
	Police Technician II – Dispatcher	11/04/04
	Police Technician II – Dispatcher	12/22/04
	Program Specialist I – Alternative Modes	11/03/04
	Risk Manager	10/13/04
	Utility Analyst	12/16/04
	Video Production Artist	12/07/04

4-B	<u>ELIGIBLE LISTS EXTENDED:</u>	<u>DATE ESTABLISHED</u>
	Fire Apparatus Operator (Promotional)	10/01/03
	Intermediate Clerk	04/12/04
	Office Assistant	10/17/03
	Police Captain (Promotional)	12/08/03
	Program Specialist I – Solid Waste/Recycling Services	11/03/03
	Public Works Maintenance Foreperson (Promotional)	11/19/03
	Public Works Superintendent	11/26/03
	Senior Fleet Mechanic	12/10/03

4-C	<u>ELIGIBLE LISTS EXPIRED/CANCELLED:</u>	<u>DATE ESTABLISHED</u>
	Administrative Management Analyst – Environmental	10/25/02
	Administrative Services Manager	04/29/04
	Apprentice Lineworker	06/24/04
	Associate Civil Engineer – Project Manager	11/26/02
	Construction Inspection & Survey Supervisor	11/21/02
	Customer Service Representative	05/20/04
	Engineering Supervisor	04/16/04
	Lineworking Supervisor	11/21/02
	Plans Examiner	06/28/04
	Police Officer – Recruit	12/16/03
	Program Specialist I – Alternative Modes	12/29/02
	Public Works Maintenance Worker I	11/19/03

4-D **LIST OF SPECIFICATIONS:**
Video Production Artist

5. **ACTIVITY REPORT:**

The report for the period of September 1, 2004 through November 30, 2004 was reviewed.

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

Reggie James, long-time West-End resident, was present and spoke about his life experiences in Alameda.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

- Member Robles-Wong suggested that we add language to the Civil Service Rules under Article VII. Section 1 Establishment of Lists to include National Guard members in our definition of candidates with active military service who are eligible for an award of veteran preference points in our examination scoring process. Language will be revised by staff and presented at the April 2005 Civil Service meeting for approval by the Board.
- Member Smith commented on his review of the oral board questions for Police, Fire and Planning Department positions. The outcome was favorable, although he felt that rating dimensions for these positions could be expanded to include determination of a candidate's ability to interact effectively with the public.
- Member Smith read from the City Charter Article XIII Civil Service Board Sec. 13-1 to better define the Board's role in making recommendations to the City Council for changes in the Civil Service System policies. After much discussion, Chair Robles-Wong suggested that a member of the City Attorney's office be invited to the April 2005 meeting to more clearly define the Board's role in making such recommendations to the City Council. The Board welcomed this suggestion, and Executive Secretary Willis will be following up with the City Attorney's office.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

None

9. **ADJOURNMENT:**

A motion was made by Chair Robles-Wong that the meeting be adjourned in memory of Member Rocha's mother who had passed away over the New Years' weekend. Member Smith seconded and the motion was carried by a 4-0 vote. There being no further business to come before the Board, the meeting was adjourned at 6:38 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary of the Civil Service Board