



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, APRIL 18, 2012**

1. The meeting was called to order at 5:04 p.m. by Board Vice President Peter Horikoshi.

2. **ROLL CALL:**

PRESENT: Vice President Peter Horikoshi, Members Linda McHugh, Marguerite Malloy, and Executive Secretary Holly Brock-Cohn.

ABSENT: President Avonnet Peeler and Member Dean Batchelor.

STAFF PRESENT: Senior Management Analysts Jill Kovacs and Chris Low, and Recreation and Park Director, Dale Lillard.

3. **MINUTES:**

The minutes of the regular meeting of January 4, 2012 were presented for Board approval. Member McHugh moved that the minutes be accepted; Member Malloy seconded the motion which passed by a 3-0 vote.

4. **CONSENT CALENDAR:**  
**SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR APRIL 18, 2012**

Member McHugh asked about procedural questions regarding the redlined classification revisions. Vice President Horikoshi stated that if there are questions they should be removed from the consent calendar for discussion.

Member Malloy moved to remove Item 4.D. for discussion; Member McHugh seconded motion which passed by a 3-0 vote.

<b>4-A.ELIGIBLE LIST ESTABLISHED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Administrative Services Coordinator	12/19/2011	2011-26PR
Communications Engagement Specialist	1/18/2012	2011-39
Energy Resources Analyst	1/5/2012	2011-33
Housing Specialist II	12/13/2011	2011-41PR
Maintenance Worker I	3/12/2012	2012-01PR
Utility Information & Billing Systems Supervisor	3/20/2012	2012-12PR

#### 4-B. ELIGIBLE LIST EXTENDED

	DATE ESTABLISHED	EXAM NO.
Accounting Technician	11/10/2011	2011-37PR
Administrative Technician II	11/21/2011	2011-31PR
Division Chief	10/10/2011	2011-16PR
Fire Apparatus Operator	3/11/2011	2010-43PR
Intermediate Clerk	9/6/2011	2011-28PR
Library Tech	10/18/2011	2011-35
Meter Reader Collector	3/31/2011	2011-08
Police Officer	4/20/2011	2011-04
Police Sergeant	5/10/2011	2011-11PR
Public Safety Dispatcher	4/4/2011	2011-02
Public Works Supervisor	3/18/2011	2011-10PR
Senior Engineer	10/6/2011	2011-23
System Dispatcher	9/27/2011	2011-25

#### Police Officer (Academy Attendee/Graduate)

4/20/2011 2011-04

Almeida, Vincent	Marshall, Stephen
Barrier, Joshua	Masingale, Daniel
Bell, Mikale	McArthur, Christopher
Blaisell, Aaron	McMillen, Brian
Brady, Cory	Mota, Stephen
Brown, Daniel	Nakabayashi, Bryan
Brunicardi, Michael	Neese, John
Carlson, Justin	Neil, Jeremy
Carter, Shawn	Ochoa, Robert
Cydzik, Matthew	O'Connor, Todd
Duggan, Barry	Olaya, David
Duong, Quyen	Ordaz, Juan
Garcia, Jose	Pangelinan, Bryant
Green, Andrew	Reyes, Raul
Hynes, Roseanne	Robbins, Andrew
Jernigan, Thomas	Schmidt, Sean
Lawson, Leland	Velez, Jesse
Letterman, Thomas	Willson, Jeff
Liu, Julie	

#### 4-C. ELIGIBLE LIST EXPIRED/CANCELLED/EXHAUSTED

	DATE ESTABLISHED	EXAM NO.
Jailer	5/9/2011	2011-09
Journey Linerworker	6/1/2011	2010-37
Maintenance Worker I	7/7/2010	2010-13R
Permit Technician III	8/18/2011	2011-27PR
Public Works Superintendent	4/21/2010	2010-09
Senior Management Analyst-HR	10/25/2011	2011-36PR
Service Lineworker	4/21/2011	2011-13PR
Stock Clerk	4/5/2011	2011-07

**4-D. LIST OF SPECIFICATIONS**  
**Existing Classification Specification Revision:**

**Accounting Supervisor (Retitled)**

Vice President Horikoshi mentioned that there was a typo of an extra "t" in the title.

Member McHugh asked for clarification in that the position seems to be moving from a working supervisor role to a straight management role. Senior Management Analyst Kovacs stated that at one time there was an accounting manager position which was replaced with two supervising accountants. There has only been one supervising accountant for quite some time. The functions of the position are not changing, but the title is more accurately reflecting what the position has and will be doing. The incumbent is in the process of retiring and a replacement has been hired. The Controller feels that this change more accurately reflects the role of the position.

Vice President Horikoshi clarified that it was strictly a change in title. Senior Management Analyst Kovacs stated yes.

Member McHugh stated that it seemed the position will be spending more time managing and not doing active accounting. Senior Management Analyst Kovacs stated the position is doing both.

**Assistant City Attorney (Redline)**

Vice President Horikoshi stated that the experience on page two is a little different and that "a typical way to obtain the knowledge and abilities" was crossed out. It seemed that very specific education and experience requirements are what is now desired. The description of experience states five years of progressively responsible experience, etc. Vice President Horikoshi wonders if it should say, "at least." More importantly it is saying that they are requesting experience as a practicing attorney in California with progressively responsible municipal government law experience. It would seem to be more restricted to if a person is actually working as an attorney in a City. But perhaps it is not because there could possibly be attorneys who do not have that experience who may be well qualified for that kind of position.

Executive Secretary Brock-Cohn stated that there are law firms that deal almost exclusively with the public sector. Vice President Horikoshi stated that perhaps they are experts in municipal government law so maybe that is alright. Executive Secretary Brock-Cohn stated that the intent of this specification was to hire an attorney that has a fair amount of public sector experience, litigation in particular, and human resources liability issues. Staff will look at that area and make it clearer.

Senior management Analyst Kovacs stated that generally staff would fall back on what is usually said about recruitment. A lot depends on the strength of your applicant pool for any given recruitment. You may have a recruitment that is strong in people with direct municipal government experience and will score higher in the screening and evaluations as opposed to someone who does not have that direct experience. There could also be a shallower response to the recruitment and staff may have to reach out further to people to bring in those whose experience might be directly in municipal government but indirectly related.

Member McHugh asked if in that case would human resources use advertising materials to emphasize areas that they are primarily interested in, rather than letting the job description go out because people might self-select out. Kovacs stated yes.

Vice President Horikoshi stated that he was asking more questions rather than saying the description should be more one way or another.

Member Malloy stated that she feels what Vice President Horikoshi is saying is that maybe it should be phrased to say, "...not less, at least five years progressive public sector experience preferably municipal experience." Obviously the department has felt that this meets their need and will work through advertising.

Member McHugh stated that she has worked with a lot of attorneys that are consultants in special areas and does not think that anyone would read this description and feel excluded.

#### **Assistant City Clerk (Redline)**

There were no questions.

#### **Recreation Services Specialist (New Class)**

Member Malloy asked if this classification will be sandwiched between others or added at the bottom of the list of qualifications for this department. Senior Management Analyst Kovacs stated that this classification is just below the manager classification. Those persons in this classification oversee the day-to-day operations. This item is part of a staffing change recently approved by City Council. Some lower level positions were eliminated and this higher level position is being created to reflect the changing needs of the department to be self-funding. The recruitment has just closed and there will be some positions eliminated and some people may be impacted.

Member McHugh asked if this will be like eliminations before with regards to bumping rights, etc. Senior Management Analyst Kovacs stated there will not be any bumping because these individuals do not have any bumping rights.

Member McHugh asked if they were bargaining unit positions. Senior Management Analyst Kovacs stated yes. Executive Secretary Brock-Cohn stated bargaining units have been informed and are aware of the situation.

#### **Senior Librarian (Redline)**

There were no questions.

Vice President Horikoshi asked for a motion to approve the Classification Specifications. Member Malloy so moved; Member McHugh seconded the motion which carried by a 3-0 vote.

### **5. REGULAR AGENDA ITEMS**

#### **5-A. Activity Report – Period of December 1, 2011 through February 29, 2012**

Civil Service Board reviewed the Activity Report for December 1, 2011 through February 29, 2012.

Vice President Horikoshi asked for clarification on the layoffs at the Animal Shelter. Senior Management Analyst Kovacs stated that administrative staff was able to go to other positions within the City. Animal Control staff was not placed.

**5-B. Discussion of the City's New Sunshine Ordinance.**

Executive Secretary Brock-Cohn provided the Board with copies of the City's new Sunshine Ordinance. These new requirements will need to be adhered too when holding meetings. One of the requirements is that whoever serves on a board/commission where the ordinance involves them, needs to attend training and sign an affidavit.

At the next Civil Service Board meeting in July there will be a video training for the Board. Senior Management Analyst Kovacs provided the Board with copies of the full ordinance and a copy of a brochure being distributed to the public.

Member McHugh asked if this training will need to be completed every year. Executive Secretary Brock-Cohn stated no. At this time they are not saying that it will be a yearly requirement.

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

William Richardson, College of Alameda student, is taking a social science class and had some questions for the Civil Service Board and staff regarding their policies, procedures, etc. Staff provided information to Mr. Richardson.

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

Vice President Horikoshi announced that he will be retiring at the end of the month.

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

Senior Management Analyst Kovacs introduced Beth Fritz to the Board who will be helping with the administrative functions (e.g., agendas, minutes, etc.) for the Civil Service Board

Executive Brock-Cohn stated that on the most recent City Council agenda there is an item to consider consolidating/reorganizing some of the City's Boards and Commissions. One consideration is the possibility of combining the Pension Board and the Civil Service Board. The Executive Secretary wanted to inform the Board in case they hear anything about it from the public.

Member Malloy asked if Human Resources was the liaison for the Pension Board in addition to the Civil Service Board. Executive Secretary Brock-Cohn stated yes. The Pension Board is more of a finance issue but Human Resources coordinates the process. It is a joint effort between the Finance and Human Resources Departments.

Member Malloy asked whether or not the charter allows Boards to have Committees or Sub-Committees. Perhaps there is a way that it could be a sub-committee of the Civil Service Board. Therefore, it could meet quarterly or twice a year but receive quarterly reports, etc.

Member McHugh stated that it seems that the Pension Board has more of a fiduciary responsibility then the Civil Service Board. Executive Secretary Brock-Cohn stated that is correct.

Senior Management Analyst Kovacs stated that the next Civil Service Board meeting is scheduled for Wednesday, July 4<sup>th</sup> which is a holiday. Civil Service Board agreed to reschedule the meeting to Wednesday, July 11<sup>th</sup>.

9. **ADJOURNMENT**

Vice President Horikoshi asked for a motion to adjourn the meeting at 5:37 p.m. Member McHugh so moved; Member Malloy seconded the motion which carried by a 3-0 vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Holly B. Cohn".

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