



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 24, 2007**

1. The meeting was called to order at 5:09 p.m.
2. **ROLL CALL:** Members Michael Robles-Wong, Avonnet Peeler, Michael Rich, Roberto Rocha, and Executive Secretary Karen Willis.

ABSENT: None

STAFF PRESENT: Jill Kovacs, Senior Management Analyst, and Stacey Meier, Administrative Technician I, Human Resources.

OTHERS IN ATTENDANCE: None

3. **MINUTES:** The minutes of the Special meeting of November 28, 2006 were presented for Board approval. Member Rocha moved to accept, Member Rich seconded, and carried by a 4-0 vote.
4. **CONSENT CALENDAR:** Member Rocha moved to accept the consent calendar, Member Peeler seconded and carried by a 4-0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 2006:

4-A	ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
	Administrative Technician I (HR)	11/29/2006	206-70
	Asst Line Superintendent	10/19/2006	206-54
	Computer Services Coordinator	10/10/2006	206-53
	Engineering Office Assistant	10/18/2006	206-46
	Office Assistant	10/17/2006	206-55
	Permit Technician I	10/3/2006	206-51
	Police Sergeant - 2 positions	11/14/2006	206-52PR
	Program Specialist II (Clean Water Program)	11/2/2006	206-48
	PW Maintenance Team Leader (Plumbing)	11/2/2006	206-62PR
	Redevelopment Manager	10/5/2006	206-45PR
	Utility Accountant	10/9/2006	206-57PR
4-B	ELIGIBLE LISTS EXTENDED:	DATE ESTABLISHED	EXAM NO.
	Accounting Technician	12/15/2005	205-57
	Administrative Management Analyst	6/7/2006	206-20
	Assistant City Attorney I/II	5/17/2006	206-16

Construction Inspector & Survey Supervisor	6/9/2006	206-22PR
Customer Service Representative	7/20/2006	206-09
Deputy City Attorney II	5/31/2006	206-16
Firefighter-Paramedic (Lateral)	12/14/2004	204-45
Intermediate Clerk	7/20/2006	206-34
Planner I	7/18/2006	206-38
Police Lieutenant (Promotional)	7/6/2005	205-36PR
Senior Account Clerk	5/19/2005	205-30

4-C	ELIGIBLE LIST EXPIRED/ CANCELLED/ EXHAUSTED	DATE ESTABLISHED	EXAM NO.
	Assistant Engineer	8/15/2006	206-36
	Cable Technician II	6/13/2006	206-27
	Combination Building Inspector	5/8/2006	206-23
	Firefighter Paramedic (Entry)	12/14/2004	204-44
	Journey Lineworker	8/7/2006	206-26
	Permit Technician I	7/3/2006	206-25PR
	Permit Technician III	7/3/2006	206-24PR
	Police Officer - Lateral	6/29/2006	206-31
	Police Officer (Recruit)	5/11/2005	205-07
	Supervising Planner	7/27/2006	206-29

4-D **LIST OF SPECIFICATIONS:**

Technology Services Coordinator (Revision)

5. **REGULAR AGENDA ITEMS**

5-A Activity Report - Period of September 1, 2006 through November 30, 2006

Board Member Rich stated that he read an article regarding the decline in the number of positions at Alameda Power and Telecom. Executive Secretary Willis stated that Alameda Power and Telecom is no longer staffing Studio 31. Of the two people employed at Studio 31, one has been reassigned and the other has been laid off. She also stated that Human Resources has noticed the bargaining unit regarding the lay-off. She explained that Studio 31 will still exist but if the public wishes to use it Alameda Power and Telecom will no longer help. The City is required to have public access but is not required to staff it.

Board Member Robles Wong questioned whether there has been a higher or lower percentage of turnover in the City. Executive Secretary Willis stated that it has stabilized at the numbers shown on the report from the last meeting but that it is higher than it has been in the past.

5-B Action Change from Reassignment to Transfer, Alameda Police Officers Association – Non-sworn, December 28, 2003 – December 24, 2006 MOU Implementation Classification/Step Reassignment of Incumbent Employees.

Executive Secretary Willis explained that Human Resources staff have completed the Personnel Action Change forms stating that the impacted employees were “transferred” instead of

“reassigned”, and these forms have been placed in their personnel files.

5-C Ordinance Review

Executive Secretary Willis stated that the language regarding positions which are exempt from the Civil Service Board has been changed to cover the group that doesn't fall under Civil Service. She also stated that the word “permanent” was changed to “regular” in Section 8.

Board Member Rich stated that he would like to keep the language regarding subpoenas in Section 9-A in the ordinance. Executive Secretary Willis stated that she would change the language back. She also explained that the next step in changing the ordinance is to put the Board's recommendations for changes in front of City Council, which will require placing it on the agenda twice, once to notice Council and once for vote.

Board President Robles-Wong moved to approve to recommend Rules changes to City Council with the understanding that Section 9-A will be changed. Board Member Rocha seconded and carried by a 4-0 vote.

5-D Civil Service Rules Review

Executive Secretary Willis explained that a Rules change is strictly for Civil Service Board approval and would not need to go before Council. Board President Robles-Wong stated that he would like Human Resources staff to go through the Rules first. He also asked which attorney is counsel to the Civil Service Board. Executive Secretary Willis stated that it is Assistant City Attorney Donna Mooney. Board President Robles-Wong stated that he would like Donna Mooney to attend a meeting after Human Resources reviews the Rules and presents them to the Board. He also stated that he would like to schedule a special meeting to review the Ordinance and Rules. All present agreed that a special meeting would be scheduled for March 7th.

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

None

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

Board Member Rich stated that he had received a comment from a recruitment candidate who will remain nameless that they were treated very well by Chris Low of Human Resources, and they were shocked at the good turnaround.

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

Executive Secretary Willis stated that not all of the Civil Service Board Members had taken the ethics training and that she would send the Board Members the link to the online training in hopes that they will take the course.

Executive Secretary Willis stated that the City has come to an agreement with ACEA on the MOU. She explained that a piece of the new MOU will potentially impact the Civil Service Board due to the fact that ACEA includes Housing Authority employees who are not currently under Civil Service Rules. Currently, when Housing Authority employees are terminated they do not have the same rights as other employees. Under the new MOU they will be granted the right to appeal to the Civil Service Board for a 30 day suspension or greater, and that any Civil Service Board decision would be final.

Board President Robles-Wong questioned if Housing Authority employees were only being given hearing rights and will not be Civil Service employees. Executive Secretary Willis confirmed that this is correct. Board President Robles-Wong questioned if in a layoff situation a Housing Authority employee would be able to bump a Civil Service employee. Executive Secretary Willis explained that if the Housing Authority employee had held another position within the City then they would be able to bump a Civil Service Employee, and that the MOU governs over the Civil Service Rules. She also stated that for all intents and purposes Housing Authority employees will be Civil Service employees.

Executive Secretary Willis apologized to the Board that the Civil Service portion of the City website has not been updated yet. She explained that the Information Technology Director had recently left the City.

9. There being no further business to come before the Board, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

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