



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 6, 2016**

1. CALL TO ORDER

The meeting was called to order at 5:07 p.m. by Board Vice President Marguerite Malloy.

2. ROLL CALL:

PRESENT: Vice President Marguerite Malloy, Member Jan Brandt, Member Zara Santos, and Member John Nolan

ABSENT: President Dean Batchelor
Michael Roush, Attorney – Civil Service Board Legal Counsel

STAFF PRESENT: Susan Gonzales, Interim Human Resources Director and Executive Secretary to the Board
Mayor Trish Herrera Spencer
Hannah Husby, Administrative Assistant II
Alan Cohen, Assistant City Attorney II
Chris Low, Senior Human Resources Analyst
Robin Young, Senior Human Resources Analyst
Tiffany Ilacqua, Human Resources Analyst I
Monica Selles, Human Resources Analyst II
Sharlene Shikhmuradova, Administrative Technician II
Paul Roller, Chief of Police
Bill Garvine, EUPA President

3. MINUTES:

A. Approval of Minutes of the Regular meeting of October 7, 2015.

Member Brandt moved that the October 7, 2015 Minutes be approved. Motion was seconded by Member Santos which was passed by a 4-0 vote (Batchelor-absent).

4. **CONSENT CALENDAR:**

A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JANUARY 6, 2016.

4-A-i. ELIGIBLE LIST ESTABLISHED (September 1, 2015 – November 30, 2015)	DATE ESTABLISHED	EXAM NO.
Administrative Technician II	10/21/2015	2015-67
Combination Building Inspector	09/02/2015	2015-53
Compliance Superintendent	10/13/2015	2015-58
Deputy City Clerk	09/02/2015	2015-54
Division Chief	10/23/2015	2015-16PR
Economic Development Manager	10/13/2015	2015-51
Electrical Maintenance Technician	09/15/2015	2015-63
Human Resources Manager	11/02/2015	2015-70
Journey Lineworker	09/22/2015	2015-69PR
Permit Technician I	11/24/2015	2015-82
Program Specialist II	10/28/2015	2015-73PR
Public Information Officer	11/10/2015	2015-37
Public Safety Dispatcher – Academy Graduate	09/24/2015	2015-56
Public Safety Dispatcher – Recruit	09/28/2015	2015-56
Public Works Maintenance Foreperson	09/21/2015	2015-62PR
Public Works Supervisor	10/08/2015	2015-46
Redevelopment Project Manager	10/20/2015	2015-52
Senior Clerk	11/03/2015	2015-72
Senior Fleet Mechanic (designated from Public Works Supervisor)	11/10/2015	2015-83
Substation and Meter Supervisor	11/24/2015	2015-59
Traffic Signal Maintenance Technician	10/13/2015	2015-60
Utility Analyst	11/19/2015	2015-82a
Utility Information Technology Manager	10/21/2015	2015-65PR
Police Officer		
Stanford, Jeffrey	09/14/2015	2015-47PT
Phillips, Andrew	09/14/2015	2015-47PT
Pulido, Jesus	09/14/2015	2015-47PT
Wong, Tony	09/14/2015	2015-47PT
Abreu, Jeffrey	09/14/2015	2015-47PT
Allen, Benjamin	09/14/2015	2015-47PT
Thai, John	09/14/2015	2015-47PT
Campos, Moises	09/14/2015	2015-47PT
Serero, Raz	09/14/2015	2015-47PT
Clem, Paul	09/14/2015	2015-47PT
Sipes, Carson	09/14/2015	2015-49
Tracy, Cameron	09/14/2015	2015-50
Pagan, Reinaldo	09/14/2015	2015-50
Wixson, Adam	10/22/2015	2015-74PT
Whitney, Rhonda	10/22/2015	2015-74PT
Gandara, Joel	11/05/2015	2015-74PT
Fehely, Thomas	11/05/2015	2015-74PT
Lucha, Justin	11/05/2015	2015-74PT
O'Connor, Andrew	11/13/2015	2015-74PT
Parker, Cameron	11/13/2015	2015-74PT
Ramirez, Rodrigo	11/13/2015	2015-74PT
Wilhite, Adam	10/22/2015	2015-76
Tozier, Evan	10/22/2015	2015-76
Toy, Michael	10/22/2015	2015-76
McKee-Parks, Sean	11/05/2015	2015-76

Police Officer (continued)		
Fuentes, Anthony	11/05/2015	2015-76
Dickerson, Demetrius	11/05/2015	2015-76
Ginsbach, Jamie	11/05/2015	2015-76
Watson, Keyon	11/05/2015	2015-76
Spencer, DeAnte	11/05/2015	2015-76
Hackett, William	11/13/2015	2015-76
Mendez, Alexie	11/13/2015	2015-76
Granados, Rodolfo	10/22/2015	2015-77
Lopez, Carlos	10/22/2015	2015-77
Medina, Patrick	11/07/2015	2015-77
Wilde, Eric	11/23/2015	2015-77

4-A-ii. ELIGIBLE LIST EXTENDED

	DATE ESTABLISHED	EXAM NO.
Building Code Compliance Officer	04/08/2015	2015-14
Customer Service Representative	04/16/2015	2015-20
Distribution Engineer	04/16/2015	2015-11
Fire Captain	07/03/2014	2014-11PR
Library Technician	12/08/2014	2014-39
Office Assistant	05/11/2015	2015-36
Planner I	05/12/2015	2015-22
Stock Clerk	05/05/2015	2015-18

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

	DATE ESTABLISHED	EXAM NO.
Administrative Technician II	10/21/2015	2015-67
Chief System Dispatcher (designated from System Operations Superintendent)	05/26/2015	2015-05
Combination Building Inspector	09/02/2015	2015-53
Electrical Maintenance Technician	09/15/2015	2015-63
Executive Assistant	08/27/2015	2015-45
Intermediate Clerk (designated from Customer Service Representative)	06/22/2015	2015-42
Journey Lineworker	09/22/2015	2015-69PR
Office Assistant (Lateral Transfer)	05/11/2015	2015-36
Public Safety Dispatcher – Academy Graduate	09/24/2015	2015-56
Public Works Maintenance Foreperson	09/21/2015	2015-62PR
Substation and Meter Supervisor	11/24/2015	2015-59
System Operator	05/11/2015	2015-19
Utility Information Technology Manager	10/21/2015	2015-65PR

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Police Captain

New Classification Specifications:

- Media Coordinator

Member Nolan asked for clarification on item 4-Ai. He noticed that the Eligible Lists established only for Police Officer list all the people on the Eligible List. He further asked if there was a specific reason for that. Human Resources Analyst Ilacqua explained that Police Officer is a difficult position to fill, the recruitment is done on a Continuous basis. She further explained that there was an extensive background process for this position that typically takes a few months to complete. She concluded that the individual names

were certified and not the entire list. Member Nolan asked if this is the only classification for which this is done. Human Resources Analyst Ilacqua confirmed that is correct. Member Nolan further asked if the Chief of Police or the appointing officer had selection of the entire list. Human Resources Analyst Ilacqua responded that the Chief is provided the list of names which is continuously updated.

Vice President Malloy inquired if there were other questions regarding 4-A-i, 4-A-ii, or 4-A-iii. None of the members had questions.

Vice President Malloy asked the members of the Board for any questions regarding the item listed on item 4-iv. Member Santos asked if Police Captain is an internal promotion based on the experience requirement listed on the amended job description. Executive Secretary Gonzales explained that the changes made were to ensure that the job description is in line with the Memorandum of Understanding. Member Nolan asked if all promotions were internal. Executive Secretary Gonzales explained that Police Officer is an entry level position. Police Sergeant, Police Lieutenant, and Police Captain recruitments have always been conducted as promotional examinations.

Vice President Malloy inquired about the Knowledge and Abilities section on the Police Captain class specification. She noticed that budget review is listed as a duty. She further asked if it was a required knowledge or ability. Chief of Police Paul Roller responded that budget review is a function of the Police Captain.

Vice President Malloy stated that if the knowledge, skill or ability is required, it would be indicated within the class specification. Budget experience was also not listed in the Experience section of the class specification.

Member Brandt asked for clarification on requiring Police Lieutenants who apply for Police Captain to have budgeting experience. Chief of Police Roller responded that he did not believe it was a requirement.

Member Brandt stated she agreed with Vice President Malloy. She further stated that having something under the Knowledge section of the class specification that shows a requirement of some kind of budgeting experience would be of value, because it could help differentiate who is a better candidate.

Vice President Malloy stated that for department head type functions, a person's background experience will indicate that they have some strength in budgeting, to differentiate between candidates. She offered to staff to include budget review in the Knowledge section of the class specification but was not requiring its addition.

Vice President Malloy further stated that under Experience level, it indicated that there should be a certificate from the Commission for Police Officer Standards and Training (P.O.S.T.). She inquired if there had been any consideration for including a P.O.S.T. certificate demonstrating experience or knowledge in supervising personnel and having actual supervisory experience.

Executive Secretary Gonzales explained that the current class specification for Police Captain is how the original class specification was written in terms of education, experience requirements, and various certifications. She further explained that in 2013, a decision was made to change the qualifications to include a degree. As a result of more recent negotiations and discussions, the City is returning to the original class specification.

Member Nolan inquired if the Sergeant position listed supervisory training as a requirement. Chief of Police Roller stated that it did. Chief of Police Roller explained that each certificate is carried forward throughout a Police Officer's career. At the Sergeant's level, the incumbent receives a supervisory certificate, and at the Lieutenant's level, the incumbent receives the management certificates.

Vice President Malloy expressed her concern about the language within the Police Captain class specification regarding the incumbent's ability to provide leadership. She emphasized that the Police Captain position is a leadership role. She explained that the class specification indicated that the incumbent must be able to demonstrate effective leadership. She further explained that demonstration and providing leadership are slightly different things. She did not suggest making any revisions or edits but wanted the Board to discuss and consider her input.

The Board Members moved their focus to item 4-A-iv, Media Coordinator. Member Brandt stated that the class specification descriptive, "maintain effective audio and visual discrimination and perception needed to perform assigned duties" was confusing. The other Board members agreed.

Vice President Malloy inquired if the Media Coordinator job description position was similar to a web master. She further asked if the incumbent would do website-related work.

Senior Human Resources Analyst Low introduced himself as the Senior Human Resources Analyst assigned to Alameda Municipal Power (AMP). The Media Coordinator will be partially responsible for the website but will also be a critical classification that will work very closely with the Senior Communications Specialist, a classification that functions much like the City's Public Information Officer. The Media Coordinator will keep AMP customers, both residential and business, up to speed with AMP activities and work on both electronic and printed information with the Communications Specialist.

Vice President Malloy stated there was no indication within the class specification that the incumbent will be regulating or managing the rights of users. She further stated that this position is not really a web master. She speculated that this position is, therefore, someone who will maintain web content.

Vice President Malloy stated that under the Experience section, indicating three years of experience was a great benchmark. However, she stated that she preferred to see an

inclusion of language pertaining to experience with a similar organization size. She further stated that the incumbent's three years of experience in a larger or smaller organization will indicate if the level of experience approaches the requirements and applies to the position.

Member Nolan inquired if this position is strictly for AMP and if the incumbent would be available to help if the City had a need.

Senior Human Resources Analyst Low responded that the incumbent could help City IT staff. He stated that the City has an IT Department that services all of the departments besides AMP. He continued to explain that AMP does have a separate information systems staff. The City's IT staff work very closely together with AMP's IT staff to ensure that both AMP's and the City's information technology needs are met.

Vice President Malloy entertained a motion to approve Consent Calendar items 4-A-i, 4-A-ii, 4-A-iii and 4-A-iv. Member Brandt moved that the items be approved. Motion was seconded by Member Nolan which was passed by a 4-0 vote (Batchelor-absent).

5. REGULAR AGENDA ITEMS

5-A. Informational Report, December 21, 2015, Regarding Designation of Eligible List – Public Works Supervisor, 2015-46 for Senior Fleet Mechanic vacancy, PW.2370.001

The Civil Service Board accepted the Informational report.

5-B. Activity Report – Period of September 1, 2015 through November 30, 2015.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
09/08/15	Alameda Municipal Power	Distribution Engineer
09/08/15	Community Development	Combination Building Inspector
09/14/15	Finance	Financial Services Manager
10/05/15	Community Development	Combination Building Inspector
10/05/15	City Clerk	Deputy City Clerk
10/06/15	Alameda Municipal Power	Utility Geographic Information Systems Analyst
10/28/15	Alameda Municipal Power	Utility Database Analyst
11/02/15	Public Works	Public Works Project Manager II
11/16/15	Alameda Municipal Power	Compliance Superintendent
11/30/15	Public Works	Public Works Supervisor – Fleet Services
11/30/15	Public Works	Public Works Project Manager II

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/20/15	Alameda Municipal Power	Electrical Maintenance Technician (2)
10/04/15	Alameda Municipal Power	Journey Line Worker
10/08/15	Public Works	Public Works Maintenance Foreperson
11/01/15	Fire	Division Chief (2)
11/01/15	Alameda Municipal Power	Utility Information Technology Manager
11/15/15	Fire	Fire Captain (3)
11/23/15	Human Resources	Administrative Technician II
11/29/15	Public Works	Project Specialist II

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/10/15	Community Development	Combination Building Inspector
09/14/15	Alameda Municipal Power	Intermediate Clerk
09/17/15	Fire	Fire Captain
10/02/15	Alameda Municipal Power	Meter Reader
10/02/15	Finance	Administrative Technician III
10/06/15	Public Works	Senior Fleet Mechanic
10/09/15	Alameda Municipal Power	Electrical Distribution Technician

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/11/15	Alameda Municipal Power	Electrical Maintenance Technician
09/28/15	City Manager	Executive Assistant
10/01/15	Alameda Municipal Power	Communications Engagement Specialist
10/16/15	Public Works	Public Works Maintenance Team Leader

The Civil Service Board accepted the Activity report.

5-C. Informational Reports

December 21, 2015, Acknowledgment of Return to Civil Service Firefighter Position – Michael DeWindt

December 21, 2015, Acknowledgment of Return to Civil Service Firefighter Position – Stephen Lucero

November 19, 2015, Acknowledgment of Application to Temporarily Vacate Civil Service Position – Patrick Corder

December 8, 2015, Acknowledgment of Application to Temporarily Vacate Civil Service Position – David Wills

Member Brandt commented that under the Community Paramedicine Program, she noticed that two people were going off the program and two people were going onto the

program. She further asked for the reason of such movement of appointees.

Human Resources Analyst Ilacqua responded that the Community Paramedicine program is a grant funded program with the County of Alameda. She explained that Alameda City firefighters rotate into and out of the program so that multiple firefighters can have the experience.

Vice President Malloy commented that the program allows for staff development which encourages people to stick around.

The Civil Service Board accepted the Informational report.

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

(Any person may address the Civil Service Board in regard to any matter over which the Civil Service Board has jurisdiction or of which it may take cognizance that is not on the agenda).

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

Vice President Malloy stated she was happy to see new staff members in today's meeting.

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

Executive Secretary Gonzales stated that she really enjoyed working with the Civil Service Board. The new Human Resources Director, Nancy Bronstein, will begin January 25, 2016.


9. **CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING**

Wednesday, April 6, 2016.

10. **ADJOURNMENT**

Meeting was adjourned at 5:30 p.m.

Respectfully submitted,



Nancy Bronstein, Human Resources Director
for

Susan Gonzales

Interim Human Resources Director and
Executive Secretary to the Civil Service Board