



**MINUTES OF THE REGULAR MEETING OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JULY 13, 2005**

1. The meeting was called to order at 6:22 p.m.
2. **ROLL CALL:** Members Michael Rich, Michael Robles-Wong, William J. Smith, and Executive Secretary Karen Willis.

ABSENT: Member Roberto Rocha.

STAFF PRESENT: Terri Highsmith, Assistant City Attorney, Donna Mooney, Deputy City Attorney and Marsha Merrick, Executive Assistant, Human Resources.

OTHERS IN ATTENDANCE: Mary M. Leichliter, Attorney.

3. **MINUTES:** The minutes of the regular meeting of April 7, 2005 were presented for approval. Member Rich asked that one section under agenda item 8. **Civil Service Board Communications from Staff** be modified. Staff will revise per Board direction and present for final approval at the October 2005 meeting.

THE MEETING WAS MOVED TO CLOSED SESSION AT 6:28 P.M.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION: The Board decided to grant a continuance of The hearing to October 12, 2005. If the appellant is not present, then the hearing will not be continued. The Civil Service Board will consider this abandonment.

REGULAR MEETING RESUMED AT 7:52 P.M.

4. **CONSENT CALENDAR:** Member Smith made a motion to accept the Consent Calendar as presented, seconded by Member Rich, and carried by a 3-0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF APRIL, MAY AND JUNE 2005:

4-A ELIGIBLE LISTS ESTABLISHED:	DATE ESTABLISHED
Associate Civil Engineer – Land Development & Transportation	06/14/05
Community Development Program Manager (Promotional)	04/28/05
Development Coordinator (Promotional)	05/10/05
Distribution Engineer	05/18/05
Electrical Engineer	05/17/05
Emergency Medical Services Education Coordinator	04/13/05
Inventory Control Clerk	06/08/05
Police Officer – Academy Graduate	05/11/05
Police Officer – Lateral	05/11/05
Police Officer – Recruit	05/11/05
Public Safety Dispatcher	06/03/05
Senior Account Clerk	05/19/05
Stock Clerk	06/07/05
Storekeeper (Promotional)	04/21/05
Telecommunications Engineer	05/12/05

4-B ELIGIBLE LISTS EXTENDED: DATE ESTABLISHED

Assistant Line Superintendent	11/17/04
CATV Line Technician	11/17/04
City Engineer	12/02/04
Electrical Helper	11/20/04
Executive Assistant	10/22/04
Fire Apparatus Operator (Promotional)	10/01/03
Firefighter/Paramedic – Entry Level	12/14/04
Firefighter/Paramedic – Lateral Level	12/14/04
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
Program Specialist I – Alternative Modes	11/03/04
Public Works Maintenance Foreperson (Promotional)	11/19/03
Public Works Superintendent	11/26/03
Senior Fleet Mechanic	12/10/03

4-C ELIGIBLE LISTS EXPIRED/CANCELLED: DATE ESTABLISHED

Administrative Services Coordinator	12/07/04
Associate Civil Engineer – Plan Check Review	12/09/04
Data Technician	11/18/04
Financial Services Supervisor	11/09/04
Lineworking Supervisor	11/09/04
Police Officer – Lateral Level	12/01/04
Police Technician II – Dispatcher	11/04/04
Police Technician II – Dispatcher	12/22/04
Utility Analyst	12/16/04
Video Production Artist	12/07/04

4-D LIST OF SPECIFICATIONS:

Animal Control Officer
Inventory Control Clerk
Marketing Specialist

5. REGULAR AGENDA ITEMS

- The Activity Report for the period of March 1, 2005 through May 31, 2005 was reviewed.
- A discussion was held regarding Rule of the List. Member Robles-Wong inquired if Executive Secretary Willis had spoken with other Department Heads to see if they would be comfortable going to this method. Ms. Willis expressed a general feeling throughout the City that for open/competitive examinations this would be an acceptable alternative to the current procedure, however, it would not be reasonable in the case of promotional examinations. She went on to explain the additional values of having a Rule of the List method in place, mainly by giving departments more alternatives in the interviewing process.

Member Rich expressed reservations on equality to applicants if the departments were to circumvent normal procedure and interview candidates that may be ranked lower on the list prior to interviewing the top 5 or 10. He asked if departments are held accountable for fair interviewing practices i.e., do we require that they go down the list in order. Executive Secretary Willis explained it is always Human Resources instructions to the departments that they do that, however, there are no checks in place to ensure this procedure is followed.

Before going forward with the Rule of the List implementation process, it was agreed that Human Resources would re-survey the cities originally polled in 2002 to see if they were still using the same methods. Human Resources will also research when rule of the list was implemented for the Fire Department's open/competitive examinations, and check the ethnicity stats surrounding that time period.

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

None

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

None

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

An informational memorandum was presented regarding the reinstatement of an employee previously released from probation. There were no questions from the Board.

9. **ADJOURNMENT:**

Chair Robles-Wong asked for a motion to adjourn, which was provided by Member Smith, Member Rich seconded, and carried by a 3-0 vote. There being no further business to come before the Board, the meeting was adjourned at 8:38 p.m.

Respectfully submitted,

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