



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 4, 2012**

1. The meeting was called to order at 5:00 p.m. by Board President Avonnet Peeler.
2. **ROLL CALL:** President Avonnet Peeler, Vice President Peter Horikoshi, Members Dean Batchelor, Linda McHugh, Marguerite Malloy, and Executive Secretary Holly Brock-Cohn.

STAFF PRESENT: Senior Management Analysts Jill Kovacs and Chris Low.

3. **MINUTES:**

The minutes of the regular meeting of October 12, 2011 were presented for Board approval. Member McHugh moved that the minutes be accepted; Member Batchelor seconded the motion which passed by a 5-0 vote.

The minutes of the special meeting of December 19, 2011 were presented for Board approval. There was a question as to why the board members names were not included in the minutes showing they had attended the meeting. It was unanimously felt that the names of the members in attendance be included just as they would be on all other minutes. Vice President Horikoshi moved that the minutes be accepted with the addition of the board member names; Member Malloy seconded the motion which passed by a 5-0 vote.

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

4-A. ELIGIBLE LISTS ESTABLISHED

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Accounting Officer	10/24/2011	2011-34PR
Administrative Technician II	11/21/2011	2011-31PR
Division Chief	10/10/2011	2011-16PR
Library Tech	10/18/2011	2011-35
Senior Engineer	10/06/2011	2011-23
Senior Management Analyst-HR	10/25/2011	2011-36PR

4-B. ELIGIBLE LISTS EXTENDED

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Associate Civil Engineer	08/30/2011	2011-21
Emergency Medical Svcs Education Coordinator	01/07/2011	2010-36
Office Assistant	07/19/2011	2011-15
Public Works Mtce Team Leader	08/16/2011	2011-20PR

4-B. ELIGIBLE LISTS EXTENDED (continued)

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Police Officer (RECRUIT)	07/30/2010	2010-18
Abbitt, Lamont	Elmore, Jonathan	Meas, Sinoeun
Aguado, Anthony	Houston, Nicholas	Miller, Stephen
Anderson, Joshua	Hundley, Timothy	Moreno, Robert
Ashford, James	Kim, Gregory	Podany, Jason
Blide, Gregory	Klenovits, Nikolaus	Robason, Michael
Castaneda, Lawrence	Kohn, Zachary	Sanderson, Ryan
Christianson, Aaron	Leiva, Emanuel	Stasenka, Donald
Chu, Ronnie	Locke, Jon	Tangataevaha, Michael
Davis, Anthony	Lorensen, Dustin	Vongnakhone, Peter
Davis, Scott	Manriquez, Roy	Wasserman, David
De La Rosa, Ernesto	Maples, Cameron	Yunck, Shannon
DeBolt, Albert	McGhehey, Garrett	

Senior Management Analyst Low explained that the names left on the Police Officer (RECRUIT) list were names of candidates that had not yet been interviewed.

4-C. ELIGIBLE LISTS EXPIRED/CANCELLED/EXHAUSTED

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Maintenance Worker II	02/03/2010	209-37PR
Permit Technician III	08/18/2011	2011-27PR

4-D. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:
Energy Resources Analyst

Member McHugh asked if this revision was part of the effort to align positions. Senior Management Analyst Low explained that there had been some recent legislative and regulatory changes that impacted the work of this position. Because the incumbent had resigned, they took that opportunity to update the job description. Member Batchelor asked if bringing the required experience up from one to two years would hinder recruitment efforts. Low responded that they had already received some good applications where the candidates had the newly required two years of experience.

Member McHugh moved to accept the specification as written; Vice President Horikoshi seconded the motion which carried by a 5-0 vote.

5. **REGULAR AGENDA ITEMS**

5-A. Activity Report – Period of September 1, 2011 through November 30, 2011

Vice President Horikoshi asked who the Senior Management Analyst from Human Resources was that had retired. Senior Management Analyst Kovacs indicated that it was Susan Freeman. Kovacs went on to explain that Admin Management Analyst Emily Hung had been promoted into that position, and the Admin Management Analyst position had been eliminated.

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

There were no members of the public present.

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

Member Malloy wished the Board a Happy New Year. President Peeler asked if the Board would like to get a card for departing Human Resources Director and Executive Secretary to the Civil Service Board, Karen Willis. Peeler indicated that she had purchased a personal card and would pass it on to Human Resources staff for forwarding on to Willis. After some discussion, it was decided that each Board member would act independently if they chose to send a card to Willis.

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

Senior Management Analyst Kovacs introduced new Human Resources Director and Civil Service Board Executive Secretary, Holly Brock-Cohn. Brock-Cohn spoke about her past experience, all within the public sector, as either a City employee or an independent contractor/consultant. She started her career 25-30 years ago with the City of Burbank, then moved up to the Bay Area and went to work for the Town of Danville. From there she went to Antioch, then Hayward, and most recently was with the City of Livermore.

Senior Management Analyst Kovacs alerted the Board that there was another round of layoffs due to the transfer of the City's Animal Shelter to the non-profit group FAAS (Friends of the Alameda Animal Shelter). There were 5 full-time employees affected; 2 were able to keep jobs, one by bumping into a vacant position at the Police Department and the other by bumping into a position at the Public Works Department recently vacated due to promotion of the incumbent to a position at the Housing Authority. The other 3 Animal Shelter employees were laid off.

The next Civil Service Board meeting will be held on April 4, 2012.

9. **ADJOURNMENT**

President Peeler asked for a motion to adjourn the meeting at 5:28 p.m. Member McHugh so moved; Vice President Horikoshi seconded the motion which carried by a 5-0 vote.

Respectfully submitted,



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