



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, October 7, 2015**

**1. CALL TO ORDER**

The meeting was called to order at 5:03 p.m. by Board President Dean Batchelor.

**2. ROLL CALL:**

**PRESENT:** President Dean Batchelor, Vice President Marguerite Malloy, and Member Jan Brandt

**ABSENT:** Member Zara Santos  
Michael Roush, Attorney – Civil Service Board Legal Counsel

**STAFF PRESENT:** Jill Kovacs, Acting Human Resources Director and Executive Secretary to the Board  
Susan Gonzales, Interim Human Resources Director  
Beth Fritz, 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  
Scott Cuellar, AMP Representative

Executive Secretary Kovacs stated that Member Cookie Robles-Wong submitted her resignation. It is anticipated that a new Board Member will be onboard by the January 2016 Civil Service Board meeting.

Executive Secretary Kovacs introduced Susan Gonzales as the Interim Human Resources Director and announced that Stephanie Garrabrant-Sierra took a position with the City of Tracy as their Assistant City Manager.

Executive Secretary Kovacs stated that recruitments are being conducted for Human Resources Director, Human Resources Manager, and Human Resources Administrative Technician.

**3. MINUTES:**

**A. Approval of Minutes of the Regular meeting of July 1, 2015.**

Vice President Malloy moved that the July 1, 2015 Minutes be approved. Motion was

**seconded by Member Brandt which was passed by a 3-0 vote (Santos-absent).**

Vice President Malloy asked for clarification of how employees move to/from the Community Paramedicine Program. Executive Secretary Kovacs explained that the incumbents move from the regularly funded Fire Department position to the specially funded Community Paramedicine Program position by applying for Civil Service leave of absence while they participate in the specially funded program. Individuals appointed to fill the subsequent regular Fire Department vacancies are advised that they are in a Paramedicine Program backfill position, and that when the program ends or program funding ends, and the incumbent employee returns to regular service, they may be subject to demotion or layoff. Currently, one Division Chief and two Firefighters are assigned to the Paramedicine Program and have been granted a leave of absence from their regular Civil Service positions according to Article IX, Section 4, of the Civil Service Rules. New Firefighters are hired but they are advised when they accept the position that this is a backfill position and they could be subject to layoff when the incumbent returns. There have already been two regular Firefighter vacancies that have occurred, so two of the backfill Firefighters have already moved from the positions that were subject to layoff into regular Civil Service positions.

Vice President Malloy asked the duration of the leave of absence. Human Resources Analyst Ilacqua stated that the leave of absence is for the length of the program.

4. **CONSENT CALENDAR:**  
**SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR OCTOBER 7, 2015.**

<b>4-A-i. ELIGIBLE LIST ESTABLISHED</b> (June 1, 2015 – August 31, 2015)	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Assistant General Manager - Engineering & Operations	07/21/2015	2015-23
Park Maintenance Equipment Operator	06/09/2015	2015-27
Executive Assistant	08/27/2015	2015-45
Financial Services Manager	07/13/2015	2015-33
Public Works Project Manager II	08/05/2015	2015-34
Senior Clerk	08/04/2015	2015-39PR
Supervising Building Inspector	08/12/2015	2015-44PR
Utility Accountant	07/21/2015	2015-40PR
Utility Database Analyst	08/17/2015	2015-25
Utility Geographic Information Systems Analyst	08/20/2015	2015-26
Police Officer		
Allison Adle	06/24/2015	2015-31PT
Rustin Hendrix	06/24/2015	2015-31PT
Sean Hurley	06/24/2015	2015-31PT
Joe Finegan	06/24/2015	2015-31PT
Walled Asefi	06/24/2015	2015-31PT
Johnny-Janes Lujan	06/24/2015	2015-31PT
Alfonso Avila	06/24/2015	2015-31PT
Wesley Sarchett	06/24/2015	2015-31PT
Austin Gatdula	06/24/2015	2015-31PT
David Anderson	06/24/2015	2015-31PT
Harris Smiler	06/24/2015	2015-31PT

<b>4-A-ii. ELIGIBLE LIST EXTENDED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Fire Captain	07/03/2014	2014-11PR
Meter Reader	01/12/2015	2014-42
Paralegal	03/14/2015	2015-03
Police Lieutenant	02/06/2014	2013-40PR
<b>4-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Administrative Services Coordinator (Community Development & Resiliency Coordinator)	12/30/2014	2014-49
Administrative Technician I	03/18/2015	2015-24
Assistant Community Development Director	03/30/2015	2015-15PR
Communications Engagement Specialist	03/10/2015	2015-02
Executive Assistant	03/31/2015	2015-13PR
Financial Services Supervisor	12/18/2014	2014-45
Fire Apparatus Operator	07/03/2013	2013-11PR
Maintenance Worker I	07/28/2014	2014-20
Police Officer	05/27/2015	2015-06
Police Officer	05/27/2015	2015-10PT
Public Safety Communications Supervisor	08/12/2014	2014-30PR
Senior Clerk	08/04/2015	2015-39PR
Senior Human Resources Analyst	12/17/2014	2014-41
Storekeeper	02/03/2015	2014-47
Supervising Building Inspector	08/12/2015	2015-44PR
Support Services Supervisor (Utility Procurement Administrator)	03/03/2015	2015-01
System Operations and Field Services Superintendent	03/12/2015	2015-05
System Operator Trainee	10/06/2014	2014-38PR
Utility Accountant	07/21/2015	2015-40PR
Utility Information Systems Billing Technician	01/22/2014	2014-46

**Vice President Malloy moved that Consent Calendar items 4-A-i, 4-A-ii, 4-A-iii be approved. Motion was seconded by President Batchelor which was passed by a 3-0 vote (Santos-absent).**

## **5. REGULAR AGENDA ITEMS**

Item 4-A-iv, was moved to Regular Agenda for discussion by request from President Batchelor and Vice President Malloy for further discussion.

### **4-A-iv. LIST OF SPECIFICATIONS**

#### **Existing Classification Specification Revision:**

- Combination Building Inspector

#### **New Classification Specifications: None**

Vice President Malloy stated that the Combination Building Inspector specification Example of Duties, #7 states, "Answers questions and gives information regarding plumbing, mechanical, building, zoning, housing, electrical and related codes and ordinances." Vice President Malloy asked to whom

do they give that information? Executive Secretary Kovacs stated that it could be to a resident, contractor or a variety of people.

Vice President Malloy stated that in Example of Duties, # 8, it states, "Assists in court actions....." Vice President Malloy asked who do they assist, the City Attorney? Executive Secretary Kovacs stated that it could involve assisting attorneys, or the City Building Official, and that most instances like that would go through the Building Official. Vice President Malloy asked if they would assist the people that might be filing claims. Executive Secretary Kovacs stated no.

President Batchelor stated that under Educational/Experience, Experience it states "Three years of journey level building construction or inspection experience or equivalent" and in Other Requirements it states that the person would have to be certified in three of the following: (Building Inspection, Plumbing Inspection, Mechanical Inspection and/or Electrical Inspection). He wanted to clarify that they would still have "experience or equivalent AND certifications in three of the four listed areas." Executive Secretary Kovacs stated yes.

President Batchelor asked how someone would meet those minimal qualifications now, explaining that someone with inspection experience will probably have some type of certification, but a person with 15 years building construction experience will probably not have the inspection background. They would not have three out of the four, so they will not make the minimum? Executive Secretary Kovacs stated that is correct.

President Batchelor stated that we say "equivalent" and asked equivalent to what? Human Resources Analyst Ilacqua stated that the certifications are a requirement. There are no equivalent certifications that will be accepted. The equivalency refers to journey level building construction. They may have some building construction experience or maybe they have plumbing or another type of building trades experience. Executive Secretary Kovacs asked if they could have one year building construction experience, and have two years in HVAC repair? Human Resources Analyst Ilacqua stated yes.

President Batchelor asked if the certifications are required, and are not tied to the equivalency? Human Resources Analyst Ilacqua stated no, they are not tied to the equivalency.

**Vice President Malloy moved that specification revision for Combination Building Inspector be approved. Motion was seconded by Member Brandt which was passed by a 3-0 vote (Santos-absent).**

**5-A. Informational Report, June 22, 2015, Regarding Designation of Eligible List - Customer Service Representative, 2015-20 for Intermediate Clerk Vacancy, PD.1510.004**

Civil Service Board accepted informational report.

**5-B. Activity Report – Period of June 1, 2015 through August 31, 2015.**

**FULL-TIME HIRES**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
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06/02/2015	Community Development	Fire/Bldg Code Compliance Officer
06/08/2015	City Attorney's Office	Paralegal
06/15/2015	Alameda Municipal Power	Distribution Engineer
06/15/2015	Alameda Municipal Power	Stock Clerk
06/15/2015	Alameda Municipal Power	System Operator
06/29/2015	Community Development	Planner I
07/13/2015	Recreation	Park Maintenance Equipment Operator

DATE	DEPARTMENT	JOB CLASSIFICATION
07/13/2015	Fire	Firefighters (8)
08/31/2015	Alameda Municipal Power	Meter Reader

### LATERAL TRANSFERS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/01/2015	To Recreation From City Clerk	Office Assistant

### PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/14/2015	Alameda Municipal Power	Chief System Dispatcher
06/14/2015	Police	Police Maintenance Technician
06/28/2015	Fire	Fire Apparatus Operator
06/28/2015	Fire	Fire Captains (2)
07/01/2015	City Manager's Office	Executive Assistants (2)
07/12/2015	Community Development	Assistant Community Development Director
07/12/2015	Community Development	Executive Assistant
07/26/2015	Police	Public Safety Communications Supervisor
08/09/2015	Alameda Municipal Power	Assistant General Manager-Engineering & Operations
08/09/2015	Alameda Municipal Power	Utility Accountant
08/09/2015	Alameda Municipal Power	System Operator
08/23/2015	Public Works	Senior Clerk
08/23/2015	Community Development	Supervising Building Inspector

### VOLUNTARY LAY OFFS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/11/2015	Recreation	Office Assistant

### RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/07/2015	Fire	Fire Captain
06/15/2015	Public Works	Public Works Supervisor
07/11/2015	Public Works	Traffic Signal Maintenance Technician
07/24/2015	Police	Police Lieutenant
07/31/2015	Police	Senior Public Safety Dispatcher

### SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
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06/18/2015	Fire	Firefighter
06/19/2015	Alameda Municipal Power	Electrical Maintenance Technician
06/20/2015	Alameda Municipal Power	System Operator
07/24/2015	Alameda Municipal Power	Distribution Engineer
07/30/2015	Fire	Firefighter
08/12/2015	Fire	Firefighter

Executive Secretary Kovacs explained that over the last few years the City has used a Voluntary Layoff Program and that this is the third time we have done so. In this case, the program was made available to the employees in the Recreation and Park Department, particularly due to Park Division staffing restructuring. Before beginning to address restructuring, the City wanted to offer the Voluntary Layoff Program. One individual took advantage of the opportunity, taking the layoff and then subsequently retiring.

Vice President Malloy asked for information regarding the provisions of the Voluntary Layoff Program because it was department specific rather than citywide, and asked if it was a resolution? Executive Secretary Kovacs stated she does not believe that it was a resolution approved by Council, but that it was approved by the City Manager and that staff would confirm and provide the Board with documentation. Vice President Malloy asked for a copy to be e-mailed to her.

Vice President Malloy asked if any of the Separations were involuntary. Executive Secretary Kovacs stated that all of the Separations listed were releases from probation.

Member Brandt asked for clarification of being released from probation. Executive Secretary Kovacs stated that the probationary period is designed to be the final component of the examination and qualification process. Most positions have a 12 month probationary period, so at any time during that period the employee can be released from probation.

**Vice President Malloy moved that the Activity Report be approved. Motion was seconded by Member Brandt which was passed by a 3-0 vote (Santos-absent).**

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

(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)

None.

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

Vice President Malloy thanked Executive Secretary Kovacs for all of her hard work dedication and wished her a wonderful, happy and long retirement.

President Batchelor wanted to thank Executive Secretary Kovacs for all of her years and wished her a wonderful retirement.

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

Executive Secretary Kovacs thanked the Civil Service Board and announced that Beth Fritz will also be leaving Human Resources. Human Resources staff will be absorbing all of the responsibilities to

provide staff support to the Board.

Executive Secretary Kovacs stated that at the last Council Meeting, Certificates of Service were presented to former Civil Service Board Members Peter Horikoshi and Linda McHugh.

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

Wednesday, January 6, 2016

2016 Calendar for the Civil Service Board Meetings was given to the Board.

**11. ADJOURNMENT**

Meeting was adjourned at 5:21 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jill Kovacs', followed by the initials 'FDR'.

Jill Kovacs  
Acting Human Resources Director and  
Executive Secretary to the Civil Service Board