



Draft

**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JULY 11, 2012**

1. The meeting was called to order at 5:03 p.m. by Board President Avonnet Peeler.

2. **ROLL CALL:**

PRESENT: President Avonnet Peeler, Vice President Peter Horikoshi, Members Dean Batchelor, Linda McHugh, Marguerite Malloy (late), and Executive Secretary Holly Brock-Cohn.

ABSENT: Senior Management Analysts Jill Kovacs and Chris Low

STAFF PRESENT: City Attorney Janet Kern (for Item 5.B)

3. **MINUTES:**

President Peeler questioned, on page 5 of the minutes, where HR Director Brock stated there is no annual training, but in the Sunshine Ordinance on page 29 (#293.5) states that the training will be held annually. HR Director Brock-Cohn will research and clarify.

The minutes of the regular meeting of April 18, 2012 were presented for Board approval. Vice President Horikoshi moved that the minutes be accepted; Member Batchelor seconded the motion which passed by a 4-0 vote.

The minutes of the special meeting of June 6, 2012 were presented for Board approval. Vice President Horikoshi moved that the minutes be accepted; Member McHugh seconded the motion which passed by a 4-0 vote.

4. **CONSENT CALENDAR:**

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 11, 2012

4-A. ELIGIBLE LIST ESTABLISHED

None.

4-B. ELIGIBLE LIST EXTENDED

None.

4-C. ELIGIBLE LIST EXPIRED/CANCELLED/EXHAUSTED

None

Draft

4-D. LIST OF SPECIFICATIONS
Existing Classification Specification Revision:

City Planner (New Class)
Deputy City Clerk (Redline)
Senior Fire Code Compliance Officer (New Class)
Supervising Librarian (Redline)

Member Malloy asked that the City Planner Classification be removed from the Consent Calendar for further clarification and asked for the history of the new classification for the City Planner.

HR Director Brock-Cohn stated that this was a new classification approved by Council for the new budget. Council approved work force changes and that was the purpose of the new classification. There have been a lot of elimination and readjusting of positions. This was a new classification requested to help them better manage the functions of the Community Development Department.

Member Malloy stated she wanted to get a sense of what people, who work for the city, would be potential candidates. Brock Cohn stated that she would have to go back and check. She believes that anybody who is currently a planner would be eligible, or most likely would qualify. But, she needs to confirm and get back to the Board.

Vice President Horikoshi asked in which department that the position was located. HR Director Brock-Cohn stated it is still part of Community Development.

Member Malloy clarified that the position was not in the zoning area. HR Director Brock-Cohn stated that it is in the Community Development Department. The department has had a number of changes and has eliminated some positions. Also, there were some higher level positions that were eliminated. The City Planner position is actually a lower level which saves them money.

Member Malloy stated that it states it is administration and management of all city planning, so it makes her think that it is being done in a variety of locations and this is an attempt to centralize. Ms. Malloy is wondering if the function is actually happening elsewhere and what happens to those other functions, or are all those functions themselves being reclassified? This is all city planning and that is a very big envelop to put all planning in. HR Director Brock-Cohn stated that she will confirm, but the idea is that because they have had multiple positions and eliminated some, that is why they combined what other functions had done into one position.

Member Malloy stated that it seems to her that on some level when City Council approves new classifications, the Civil Service Board approves them and then it hits later on how it effects other departments.

President Peeler asked if the Board would like to entertain a motion to approve. Member Malloy asked that the City Planner Classification be removed from the Consent Calendar for further clarification and moved to approve the other Classification Specifications. Member McHugh seconded the motion which carried by a 5-0 vote.

Member McHugh stated that it would seem to her that it is incumbent on the Board to enforce the civil service rules. When City Council is thinking about a change like this it would make sense for the Board to look at the positions and consider them against the civil service rules before they (Council) go ahead and vote money and decide to lay people off, etc. to make sure we are consistent with the rules before there is a City Council decision. Is there a reason that we do not do it that way? HR Director Brock-Cohn stated that she is not sure she has the answer other than that has been the prior practice. She would need to look at what the Board

Draft

handles versus what the Council handles. Generally, any new positions are created, authorized, along with funding by the City Council. That is not under the Civil Service Board's purview. HR Director Brock-Cohn will need to research and confirm.

Member McHugh stated that makes sense when it is a completely new position, but when they are sort of getting rid of positions and replacing them with others it does not feel like the same situation.

Member Malloy asked how the Board knows that they are new to the City. We (Board) are trying to get more information on the two roles. We appreciate that they create the positions and decide that it is needed and then it is the Civil Service Board's role to make sure that within the civil service rules interests are protected.

Member McHugh stated the Board wants to be consistent and in compliance with the rules. HR Director Brock-Cohn will do more research and bring a response back to the Board at their next meeting.

5. REGULAR AGENDA ITEMS

5-A. Activity Report – Period of March 1, 2012 through May 31, 2012.

Civil Service Board reviewed the Activity Report for March 1, 2012 through May 31, 2012.

Member Malloy asked for clarification on the Separations. HR Director Brock-Cohn stated that the Separations were resignations. The separation from AMP was to go to another job and for the Library it was for personal reasons.

President Peeler asked for a motion to approve the Activity Report. Member McHugh so moved; Member Malloy seconded the motion which carried by a 5-0 vote.

5-B. Scheduling Special Meeting to Receive Results of the Investigation Regarding Recreation Services Specialist Examination.

President Peeler asked for an update on the investigation. HR Director Brock-Cohn stated that the investigator has started the investigation and expects to be done in early August. A special meeting needs to be scheduled to hear the results.

Discussion of possible dates for the special meeting was discussed. City Attorney Kern was present for discussion.

It was the Civil Service Board's consensus that August 28, 2012 would be the special meeting date. Meeting will begin at 5:00 p.m.

City Attorney Kern stated that Karen Kramer is the investigator from California Association of Work Place Investigators. She has been working with Randy Riddle, outside counsel for the Board, and they have worked through the questions from the Civil Service Board. Ms. Kramer has already completed quite a bit of the interviewing of individuals. It is anticipated that the report will be done by August 15. This will help us meet the seven day review period (per Sunshine Ordinance) before the meeting.

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

Mr. Gossman, Union representative for Operating Engineers Local 3 for Alameda City Employee Association, expressed their appreciation to the Civil Service Board for going forward with the investigation.

Draft

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

President Peeler asked that the next regular Civil Service Board meeting to be held on Wednesday, October 3, 2012 be rescheduled due to a prior commitment. The Board agreed to move the meeting to Wednesday, October 10, 2012.

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

None.

9. **ADJOURNMENT**

President Peeler asked for a motion to adjourn the meeting at 5:25 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