



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, OCTOBER 2, 2013**

1. CALL TO ORDER

The meeting was called to order at 5:02 p.m. by Board President Peter Horikoshi.

2. ROLL CALL:

PRESENT: President Peter Horikoshi, Members Linda McHugh, Marguerite Malloy and Zara Santos

ABSENT: Vice President Dean Batchelor
Stephanie Sierra, Assistant City Attorney II
Beth Fritz, Administrative Assistant II

STAFF PRESENT: Jill Kovacs, Acting Human Resources Director and Executive Secretary to the Board
Liz Warmerdam, Assistant City Manager (late)
Rachel LaRoux, Attorney
Chris Low, Senior Management Analyst
Tiffany Ilacqua, Human Resources Analyst I
Sharlene Shikhmuradova, Administrative Tech II
Terry Flippo, ACEA Representative

3. MINUTES:

A. Approval of Minutes of the Regular meeting of July 24, 2013.

Member Santos moved that the July 24, 2013 Minutes be approved as written. Motion was seconded by Member McHugh which was passed by a 4-0-1 vote (Vice President Batchelor absent).

4. CONSENT CALENDAR:

**SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR
OCTOBER 2, 2013**

4-A.i. ELIGIBLE LISTS ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Distribution Engineer	09/09/2013	2013-22
Fire/Building Code Compliance Officer	08/14/2013	2013-23

Library Technician	08/01/2013	2013-16
Maintenance Worker I	09/19/2013	2013-26

4-A.ii. ELIGIBLE LISTS EXTENDED		DATE ESTABLISHED	EXAM NO.
Police Sergeant		03/05/2013	2013-03PR
Supervising Planner		03/14/2013	2012-47
Police Officer		02/19/2013	2013-05
Bal, Cameron	Horvath, Jason	Renfield, Levin	
Burnaugh, Michael	McCarthy, Nicholas	Schlitt, Alyssa	
Cruz, Randy	Mitchell, Stephen	Schock, Lindsey	
Garcia, Marshall	Parupia, Daniel	Sipes, Carson	
Grubb, Joel	Pola, Danelle		

Member McHugh moved that Consent Calendar items 4-A.i and 4-A.ii be approved. Motion was seconded by Member Santos which was passed by a 4-0-1 vote (Vice President Batchelor absent).

4-A.iii. ELIGIBLE LISTS EXPIRED/CANCELLED/EXHAUSTED		
	DATE ESTABLISHED	EXAM NO.
Associate Engineer	08/30/2011	2011-21
Early Morning Street Sweeper Operator	04/30/2013	2013-18PR
Intermediate Clerk	02/11/2013	2012-40
Maintenance Worker II	05/06/2013	2013-17PR
Police Lieutenant	02/13/2013	2012-02PR
Public Works Coordinator	07/16/2012	2012-24
(Public Works Administrative Services Manager)		
Public Works Supervisor	08/14/2013	2013-24PR
Senior Engineer	07/24/2012	2012-22

Member McHugh asked for clarification on what the Public Works Administrative Services Manager reference in parenthesis means. Acting Human Resources Director Kovacs stated that the Public Works Coordinator is the actual title, but sometimes a working title is used that is more industry accepted. For instance, Human Resources uses the title Senior Management Analyst, but might also say Senior Human Resources Analyst. Member McHugh asked if this was just an alias. Acting Human Resources Director Kovacs stated yes.

Member Malloy asked for clarification that the Maintenance Worker II list is being cancelled. Acting Human Resources Director Kovacs stated yes, that is correct. Member Malloy stated that the list was established in May and would have expired in November and asked if the intent was to open a new exam for that position now. Acting Human Resources Director Kovacs stated yes, that the current list had one remaining name on it which was an insufficient pool from which to draw and it was determined that the individual on the list was not strong in the knowledge and skills needed for the particular current opening.

Member Malloy asked that to get on the list, the individuals would have to be qualified? Acting Human Resources Director Kovacs stated yes, on a general basis. For instance, in the Public Works

Maintenance Department an opening might be on the concrete crew, plumbing crew, traffic signal crew, etc. The particular opening that was left in this situation was in the concrete crew and the person would have to be particularly versed in reading blue prints and designs. An Eligible List might include individuals who have passed the general qualifications for a classification but did not excel in a particular area of a given position vacancy. In such cases, departments may need a larger list to select from.

Member Malloy asked if there were selections made from the list prior to it only having one person on it. Acting Human Resources Director Kovacs stated yes, the list was a promotional list. Originally there were three names on it and two people were selected for other positions. There is one remaining vacant position and the one candidate left on the list was not strong in the particular skill area of the current position vacancy.

Member Malloy asked if the new list will be promotional only or open. Acting Human Resources Director Kovacs stated it will be open.

Member Malloy stated that many times departments just do not want the third or fourth person on a list. So the list is closed early to exclude the person, as opposed to them not having the skill set. Acting Human Resources Director Kovacs stated we want our employees to have promotional opportunities so when appropriate, a promotional exam is done first. That way, the department has the chance to interview all candidates that meet the minimum qualifications, looking at the particular opening, which shop they are trying to staff, and what the skill expertise is for that particular assignment.

Member McHugh stated that this is similar to the situation that went on with the City Attorney's Office. Acting Human Resources Director Kovacs stated yes.

Member Malloy moved that Consent Calendar items 4-A.iii be approved. Motion was seconded by Member Santos which was passed by a 4-0-1 vote (Vice President Batchelor absent).

4-A.iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revisions:

Distribution Engineer
Meter Service Technician
Support Services Supervisor

New Class Specifications:

Human Resources Analyst II
Senior Building Code Compliance Officer

Acting Human Resources Director Kovacs stated that Chris Low, Senior Management Analyst, had additional information for the Board regarding the Meter Service Technician job specification.

Senior Management Analyst Low stated that before classification specifications, new or revised, come to the Board, the draft specification is sent to the appropriate bargaining unit for comment. The International Brotherhood of Electrical Workers (IBEW) had a minor concern regarding the Meter

Service Technician specification, #10 on the list of duties. After consideration, IBEW and Alameda Municipal Power (AMP) jointly recommend that #10 which currently reads:

“May perform ground work for line crews or service lineworker when required.”

Be replaced with:

“May occasionally perform work with service lineworker or electrical crews under limited circumstances.”

IBEW wanted language to ensure that AMP would not assign this type of work to this position on a regular basis. IBEW's interest is in line with AMP's original intent and AMP is supportive of this revision.

Members McHugh and Santos stated that they think the rewording is an improvement.

President Horikoshi stated that on the Distribution Engineer specification under Ability to: “performing engineering computations”; should be Ability to: “perform.....” Senior Management Analyst Low stated that he would make the correction.

Member Malloy asked why there is no requirement that they possess an Electrical Engineer Registration from the State of California. Senior Management Analyst Low stated that this is a sub-professional engineer classification. The City does have an Electrical Engineer classification which requires the certification.

Member Malloy asked if there are people currently holding this position who do have the certification. Senior Management Analyst Low stated no.

Member McHugh stated that it seems that Human Resources is trying to make it very clear that this is an entry level position. Is the difference between the Distribution Engineer and the Electrical Engineer that one may be doing some construction engineering and the other may be doing both some design and construction engineering? Senior Management Analyst Low stated that both will be doing some design work, but the work is distinguished by the complexity of the design work and the actual signing-off on plans attesting that they meet all the requirements of the electrical code of industry design. Only those individuals that have Professional Engineer Registration can sign-off on plans. The Distribution Engineer classification has been the City's way of growing electric power engineers in-house. Currently in the electrical industry, there are not a lot of college programs that specialize in power systems. AMP has had to bring in people who have electrical engineering degrees, maybe in a different specialty, then train them in the way of power systems and allow them to take the test for Professional Engineer Registration and then move qualified individuals into the professional engineer series by examination.

Member Santos asked if this position was eligible for overtime. Senior Management Analyst Low stated yes. Member Santos asked if the next level is exempt from overtime. Senior Management Analyst Low stated yes.

President Horikoshi stated that he had a minor correction for the Support Services Supervisor specification. In the Approved by CSB section at the top, the date is missing. Member Malloy asked

which version was the new one. Acting Human Resources Director Kovacs stated that the specification that says "DRAFT" is the proposed new specification and that the date the Board approves the specification, today's date in this case, will be inserted in the final specification.

Member McHugh stated that it appears some telecom related responsibilities have been removed. Senior Management Analyst Low stated yes. As positions are becoming vacant and classification/compensation reviews are being done, the specifications are being revised. Acting Human Resources Director Kovacs stated that redlined specifications are provided to the Board when possible.

Member McHugh stated that in the Human Resources Analyst II specification it looks like Human Resources is trying to build a generalist capability to have more flexibility with resources. Acting Human Resources Director Kovacs stated that in Human Resources there was not a Human Resources Analyst II before; incumbents were assigned to the generic general management series. Someone at the Human Resources Analyst II level would have been in the Administrative Management Analyst classification. This is part of the effort of moving away from the generalist classes in some areas. Currently, Human Resources is looking for a Human Resources Analyst II whose focus and concentration will be benefits.

Member McHugh stated that the City will then have people that have special expertise but will still be able to perform in the general areas as needed. Acting Human Resources Director Kovacs stated yes, in Human Resources, staff has to wear a lot of hats.

Member McHugh asked, referencing Duties #4 in the specification which states, "collects and analyzes survey data"; where is the survey coming from and who creates the survey itself? Senior Management Analyst Low stated that this refers to compensation surveys. With regard to test items, Human Resources does not write their own test items. There are not a lot of written exams given and those that are given are generally standardized. Typically, written exams are obtained from Cooperative Personnel Services in Sacramento or Peace Officers Standards and Training.

Senior Management Analyst Low stated that surveys which have to do with compensation typically look at the labor market, matching classifications, comparing base salaries, benefits provided, etc. Member McHugh stated these types of surveys can be very tricky. Acting Human Resources Director Kovacs agreed and stated that they have become very complicated. For example, do employees get education incentives, longevity pay, administrative leave pay, etc? These are all forms of compensation that can go into the employees pocket and increase their net income. Pension reform approved by the California Legislature has created another survey tier by distinguishing between "classic" and "new" employees. The Analyst will figure out the survey criteria and the data that is to be collected.

Member McHugh moved that Consent Calendar items 4-A.iv be approved. Motion was seconded by Member Santos which was passed by a 4-0-1 vote (Vice President Batchelor absent).

5. REGULAR AGENDA ITEMS

5-A. Informational Report on Cancellation of Eligible List - Maintenance Worker II, 2013-17PR

Item discussed under item 4-A.iii, Eligible Lists Expired/Cancelled/Exhausted.

5-B. Activity Report – Period of June 1, 2013 through August 31, 2013.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
06/24/13	Public Works	Supervising Civil Engineer
07/29/13	Public Works	Intermediate Clerk

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/30/13	Public Works	Maintenance Worker II
07/08/13	Human Resources	Human Resources Analyst I
07/21/13	Public Works	Maintenance Worker II
08/11/13	Public Works	Associate Civil Engineer
08/11/13	Police	Police Lieutenant

DEMOTION (RETURNED TO FORMER POSITION IN LIEU OF LAY OFF)

DATE	DEPARTMENT	JOB CLASSIFICATION
07/01/13	Alameda Municipal Power From Finance	Administrative Services Coordinator Purchasing and Payables Coordinator

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
07/03/13	Fire	Firefighter
08/29/13	Police	Police Lieutenant

VOLUNTARY LAY OFFS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/13/13	Finance	Senior Account Clerk
06/13/13	Info Technology	Admin Management Analyst
06/13/13	Community Development	Supervising Building Inspector
06/13/13	Community Development	Combination Building Inspector
06/13/13	Human Resources	Senior Management Analyst
06/13/13	City Manager's Office	Senior Management Analyst
06/21/13	Alameda Municipal Power	Support Services Supervisor
06/21/13	Alameda Municipal Power	Senior Account Clerk
06/21/13	Alameda Municipal Power	Electrical Maintenance Technician

LAY OFFS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/27/13	Community Development	Administrative Services Coordinator
06/27/13	Finance	Accountant II

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/17/13	Public Works	Senior Engineer
06/20/13	Public Works	Associate Civil Engineer
07/30/13	Public Works	Intermediate Clerk
07/31/13	Public Works	Maintenance Worker II
08/15/13	Public Works	Supervising Civil Engineer

Member McHugh asked if the voluntary Lay Offs included some sort of package. Acting Human Resources Director Kovacs stated yes, employees were invited to accept a voluntary package. As incentive, they were offered the cash equivalent of 12 weeks salary to a maximum of \$25,000. One Human Resources employee took advantage of the incentive and is now with the City of San Leandro. Human Resources had to absorb the cost which means the position could not be filled until mid-September.

Member McHugh asked if the City had received the response they expected. Acting Human Resources Director Kovacs stated that yes, the City had hoped that approximately ten employees would accept the package.

Member Malloy asked how much time the employees have to request a hearing on a non-voluntary separation. Acting Human Resources Director Kovacs stated that if it is a layoff they do not get a hearing. She believes that on a non-voluntary separation it would be 90 days, but will need to clarify.

Member McHugh asked if the separations were for cause or if employees quit. Acting Human Resources Director Kovacs stated that the Senior Engineer moved to Wisconsin, the Associate Civil Engineer found other employment, the Intermediate Clerk only worked two days and determined that the commute was too much, the Maintenance Worker II was a non-work related death, and the Supervising Civil Engineer resigned.

Acting Human Resources Director Kovacs stated that there have been staffing changes in the Public Works Department. There have been some separations from the Public Works Department and it is hoped that some of the changes in the department are addressing problems that there may be.

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

None.

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

Member Malloy asked if the Sunshine Ordinance Training is on an annual basis. President Horikoshi stated that the training is annual. Member Malloy asked if the training is at the end of 2013 or in 2014. Staff will find out the information and pass it on to the Board.

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

Acting Human Resources Director Kovacs stated that at the last meeting, Member Santos was speaking with Assistant City Attorney Garrabrant-Sierra regarding the Civil Service Ordinance/Rules. Member Santos had concerns that the ordinance was ADA compliant.

Member McHugh asked staff to review the Civil Service Ordinance/Rules and bring the findings back to the Board.

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

Discussion was held regarding the 2014 Civil Service Board Meeting dates.

Next Civil Service Board Meeting will be held on Wednesday, January 15, 2014. A list of the 2014 Civil Service Board Meeting dates were distributed to the Board.

10. **ADJOURNMENT**

Meeting was adjourned at 5:38 p.m.

Respectfully submitted,



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