



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
THURSDAY, APRIL 7, 2005**

1. Meeting called to order at 5:07 p.m.
2. **ROLL CALL:** Members NakMin Oddie, Michael Rich, Michael Robles-Wong, Roberto Rocha, and Executive Secretary Karen Willis. Member William J. Smith arrived at 5:12 p.m., during which time the Board had moved past the Consent Calendar acceptance, and was on to item 6 on the agenda.

ABSENT: None.

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

3. **MINUTES:** The Minutes of the Regular Meeting of January 5, 2005, were reviewed; Member Oddie made a motion to accept, seconded by Member Rich, and carried by a 3-0 vote. Member Rocha abstained, as he was not present at the January 2005 meeting. Member Rocha, however, thanked the board for adjourning that meeting in memory of his mother, who had passed away closely preceding the January 2005 meeting.
4. **CONSENT CALENDAR:** Member Rocha made a motion to accept the Consent Calendar as presented, seconded by Member Rich, and carried by a 4-0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH 2005:

4-A ELIGIBLE LISTS ESTABLISHED:	DATE ESTABLISHED
Assistant Engineer	01/03/05
Buyer	01/13/05
Combined Building Inspector	03/10/05
Development Manager	01/18/05
Financial Analyst	01/26/05
Office Assistant	01/11/05
Planner III	01/20/05
Reconstruction Specialist II (Promotional)	03/03/05
Senior Construction Inspector	01/18/05
Street Light Maintenance Technician	03/05/05
System Dispatcher	03/24/05

4-B	ELIGIBLE LISTS EXTENDED:	DATE ESTABLISHED
	Code Compliance Officer	08/26/03
	Distribution Engineer	09/03/03
	Fire/Building Code Compliance Officer	09/21/04
	Maintenance Worker II	09/02/04
	Police Lieutenant (Promotional)	07/09/03
	Police Sergeant (Promotional)	09/15/04
	Program Specialist II (Clean Water Program)	09/30/03
	Public Works Supervisor	08/17/04
	Senior Electrical Engineer	08/19/04
	Traffic Signal Maintenance Technician	09/29/03

4-C	ELIGIBLE LISTS EXPIRED/CANCELLED:	DATE ESTABLISHED
	Administrative Services Coordinator	07/07/04
	Administrative Technician I (Promotional)	08/04/04
	Business Development Manager	07/12/04
	Construction Inspector	03/11/03
	Development Manager – Housing	03/13/03
	Management Analyst (Base Reuse and Redevelopment)	08/27/04
	Management Analyst (Community Programs)	09/30/04
	Management Analyst (Small Business Assistance)	09/17/04
	Program Specialist II (Community Programs)	07/22/04
	Senior Clerk	09/03/03
	Senior Utility Analyst	09/09/04
	Supervising Librarian	07/09/04

4-D **LIST OF SPECIFICATIONS:**

Deputy City Attorney I
Police Officer – Recruit

5. **REGULAR AGENDA ITEMS**

The Activity Report for the period of December 1, 2004 – February 28, 2005 was reviewed.

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)**

- Terri Highsmith, Assistant City Attorney, was in attendance to respond to questions regarding the Civil Service Board's role in making recommendations to the City Council for changes in Civil Service System policies. She began by describing what is contained in the City Charter, and how there is a "bright line" that separates the Boards responsibilities, from

those of the City Manager and his staff.

The Board is charged with the making of policy and procedure. The City Manager and his staff have authority over the implementation and operations of these policies and procedures. Assistant City Attorney Highsmith spent some time breaking this down for the members, and responding to the questions posed surrounding limitations of authority. The Board and staff give their thanks to Ms. Highsmith for her direction.

- While Assistant City Attorney Highsmith was present, a question came up on the proper procedure for agendizing items for future meetings. Ms. Highsmith advised that Executive Secretary Willis was their liaison in this matter, and she would be the one to set the agenda, including items of interest to the Board members. Member Smith stated his preference to make his requests through Chair Robles-Wong, who would then work through Ms. Willis, and it was agreed that this was a perfectly acceptable alternative.

In light of this, two requests were made to agendize items for the upcoming July 2005 meeting. Chair Robles-Wong requested that a discussion be held regarding Rule of the List and adjusting the language in the Civil Service Rules. Member Rich requested to see EEO-4 gender and ethnicity data to further a discussion initiated by Member Smith regarding workforce diversity and its impact on community relations. Member Rich also suggested that the City's anti-discrimination policy might be amended to include a commitment to recruitment outreach as a good faith effort to promote workforce diversity. Accordingly, Member Robles-Wong requested that the anti-discrimination policy be agendized for the next meeting.

- Revised language under Civil Service Rules, Article VII. Section 1 Establishment of Lists, to add National Guard members to our definition of veterans for preference point purposes, was presented to the Board for their approval. Member Rocha made a motion to accept, Member Smith seconded, and the item was carried by a 5-0 vote. Staff will move forward with a formal revision and re-distribution of the Rules.

9. **ADJOURNMENT:**

Chair Robles-Wong asked for a motion to adjourn, which was provided by Member Smith, Member Rocha seconded, and carried by a 5-0 vote. There being no further business to come before the Board, the meeting was adjourned at 6:07 p.m.

Respectfully submitted,

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