



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, July 2, 2014**

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, Vice President Dean Batchelor, Members Linda McHugh, Marguerite Malloy, Zara Santos

ABSENT: Beth Fritz, Administrative Assistant II

STAFF PRESENT: Jill Kovacs, Acting Human Resources Director and Executive Secretary to the Board

Stephanie Sierra, Administrative Services Director

Michael Roush, Attorney – Civil Service Board Legal Counsel

Chris Low, Senior Human Resources Analyst-AMP

Monica Selles, Human Resources Analyst II

Sharlene Shikhmuradova, Administrative Technician II

3. MINUTES:

A. Approval of Minutes of the Regular meeting of April 2, 2014.

Member McHugh moved that the April 2, 2014 Minutes be approved. Motion was seconded by Vice President Batchelor, and was passed by a 5-0 vote.

4. CONSENT CALENDAR:

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 2, 2014.

4-A-i. ELIGIBLE LIST ESTABLISHED

	DATE ESTABLISHED	EXAM NO.
Firefighter	05/08/2014	2012-31
Human Resources Manager	05/20/2014	2014-12PR
Management Analyst	05/07/2014	2014-08PR
Senior Account Clerk	04/08/2014	2014-06

4-A-ii. ELIGIBLE LIST EXTENDED

	DATE ESTABLISHED	EXAM NO.
Finance Supervisor	11/13/2013	2013-32
Human Resources Analyst I	06/27/2013	2013-21PR
Intermediate Clerk	10/10/2013	2013-30
Office Assistant	10/28/2013	2013-31
Police Captain	05/01/2013	2013-12PR
Police Officer John Yu	12/09/2013	2013-05

**4-A-iii. ELIGIBLE LIST EXPIRED/CANCELLED/
EXHAUSTED**

	DATE ESTABLISHED	EXAM NO.
Administrative Technician II	01/09/2013	2012-42
Electrical Maintenance Technician	02/19/2014	2013-34R
Human Resources Analyst II	10/17/2013	2013-28
Senior Building Code Compliance Officer	02/24/2014	2014-05PR
Supervising Librarian	05/24/2012	2012-18

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

None

New Class Specifications:

- Deputy Public Works Director
- Police Maintenance Technician
- Police Technician
- Public Safety Communications Supervisor

Vice President Batchelor stated that he had a question regarding the Police Maintenance Technician specification. Member Malloy stated that she had a question regarding the Police Technician specification.

Vice President Batchelor stated that the examples of duties in the Police Maintenance Technician specification sounds like some of the duties are no longer going to be performed by Public Works. Acting Human Resources Director Kovacs stated yes, that is correct. Vice President Batchelor stated there are a lot of duties for this individual job, including routine Police Department building maintenance work plus maintenance on police vehicles, possibly including mobile computers inside

the vehicles, and conducting surveys. It seems like there are a lot of duties for this one individual. Acting Human Resources Director Kovacs stated there are a lot of duties. Right now they have a dedicated maintenance/custodian position. Over time the position has evolved and the work requires proficiency in specialized needs of the Police Department. For instance, troubleshooting the issues with the security systems, sirens on automobiles, and coordination of taking vehicles to the shop, etc. It is anticipated that this would be a promotional opportunity. It is not appropriate to upgrade the position to a Maintenance Worker II because the specialization and nature of the work is not interchangeable with what would be represented by a Maintenance Worker II in Public Works. The skill set is very different.

Vice President Batchelor stated that it seems that Public Works should be able to take care of the building. Acting Human Resources Director Kovacs stated that is correct. But they only have one position in the Police Department. Vice President Batchelor asked if we were creating this position for this individual. Acting Human Resources Director Kovacs stated that there would be a promotional opportunity in the Police Department. Any maintenance workers or employees throughout the City would be able to apply.

Member McHugh stated that this was a very interesting mix of skills required to do this job. What happens if something happens to the employee? Then you would have to redefine the job? Then you would have to find someone that knows HVAC, security systems, locks, etc. It is a pretty broad spectrum. Acting Human Resources Director Kovacs stated that this is meeting the needs of the Police Department. It is not unusual that when an employee with long tenure departs a position, that it be reviewed, possibly redefined, and work distributed differently. For instance, in the Fire Department the same person had been doing their payroll for over 25 years and the position had been elevated to the level of an Administrative Tech III specializing in fire payroll. When that person retired, the position was reviewed and downgraded because the Fire Department could not justify having someone new to the work at the higher level. Someone who had background in the Finance Department filled that position as an Administrative Tech II. Maybe someday that person will develop the level of expertise to be at the advanced level.

Member Malloy asked if the Human Resources Department talks with the Department Heads and says to them that we do not want to create jobs for one position. And, if you are holding a budgeted position, is the Department going to fill that lower position? Are the Departments keeping these lower positions in their budgets? Acting Human Resources Director Kovacs stated no, it varies. In this particular case, a Police Maintenance Technician position is being added and a Maintenance Worker I position is being eliminated. A promotional examination will be conducted and the incumbent Maintenance Worker I has the opportunity to apply. You do run the risk of the incumbent employee not making the cut in the exam and they would be subject to layoff. That has happened before.

Member Santos stated that the duties #7 and #8 do not seem aligned with duties #1 thru #6. Are those duties in the specification as a catchall or is this incumbent actually doing these things. Acting Human Resources Director Kovacs stated that in this particular bargaining unit, there is a Police Technician, Property and Evidence Technician, and Crime Scene Investigators, and when the Police Department has an incident anybody who is available is expected to participate. They may need to control traffic, control crowds, etc. They need to be able to help in police actions as appropriate, whatever the police action might be.

Member McHugh stated that for the Police Technician specification it states that drug screening is required but she did not notice a drug screening requirement for the Police Maintenance Technician. Acting Human Resources Director Kovacs responded that the Police Maintenance Technician is part of Alameda City Employees Association (ACEA), which is the more general employee association bargaining unit, and the Police Technician is part of the Alameda Police Officer's Association Non-Sworn, which is a different bargaining unit. The Police Technician wears a uniform, works varying shifts, possibly including holidays, etc. The Police Maintenance Technician does not work on holidays, does not wear a uniform, and that employee is not going to be involved in law enforcement code work. Whereas, the Police Technician deals with abandoned vehicle reports, parking reports, etc. They are more involved in the direct nature of law enforcement. The Police Maintenance Technician does specialized skilled Police Department maintenance work, but is not regularly involved in activities that directly support law enforcement.

Member McHugh asked if there is a public safety issue or something else given all the things that this person (Police Maintenance Technician) would work on and that they are exempt from drug testing. Acting Human Resources Director Kovacs stated that the Department of Transportation – Drug & Alcohol Testing (DOT) requirements are very strict and this person is not required to have that level of driver's license that would make them subject to the DOT testing.

Member Malloy asked if the Police Technician is a new classification and if we are eliminating one. Acting Human Resources Director Kovacs stated that this job specification has been a long time in the making, since 2006. The City used to have Police Technicians I, II, and III classifications. In 2006, these classifications were segregated into Crime Scene Specialist, Senior Public Safety Dispatcher from Police Technician III; Dispatcher and Jailer from Police Technician II; and Police Technician I became Police Technician.

Administrative Services Director Sierra stated that although this particular position is not required to have drug testing the Board needs to keep in mind that there are a number of other positions within the City that also deal with security systems, locks, etc., especially maintenance workers who do work on locks, and security issues, and those employees are not required to have drug testing in addition to the IT Department.

Member Malloy stated that cognitively she cannot conceive of a person having a high school diploma and two years of experience and being required to do the examples of duties. It seems so far disconnected from what would be required of an individual to do the job. Is there something being eliminated? Member Malloy asked Acting Human Resources Director Kovacs to give her the rationale as to why you would believe that someone with a high school diploma and two years' experience working at McDonald's could conceptually, cognitively, do the things that are asked in the examples of the specifications. Acting Human Resources Director Kovacs stated that the education and experience requirements were carried-over from the original Police Technician I job specification. Like all job specifications this one is designed to provide latitude. A huge number of applicants are expected because the minimum qualifications/requirements are low. It would be up to staff and the Police Department, on the strength of the applicant pool, to take the strongest applicants with the most relevant work experience.

Member Santos asked if the Police Technician job required following a set of procedures and parameters. Acting Human Resources Director Kovacs explained that the distinguishing features states "initially supervision and training are given in detail and as the incumbent becomes more

capable the incumbents work with a higher degree of independence." So yes, they do function in accordance with specific departmental policies and procedures.

Member Malloy asked if there was going to be one position or multiple positions. Acting Human Resources Director Kovacs stated the City currently has one position. She further explained that if the incumbent were to vacate the position they would likely hire someone who has less experience and would initially require a lot of supervision and training. After a number of years, the employee would operate with more independence and be compensated more as they moved up through the steps of the pay range.

Member Santos asked if we need to say supervision and training are given in detail. If we say "initially" in the specification it could last a few years. This would address that this is an entry-level job. Acting Human Resources Director Kovacs stated it is an entry-level job. This is our typical narrative.

Member Malloy asked if the role of the Civil Service Board is to rubber stamp whatever the City Council has approved as opposed to them being able to interject or suggest amendments or changes. Acting Human Resources Director Kovacs stated she would not say rubber stamp. The Board's function is to make sure specifications represent the work that is to be performed. It is up to Council to determine what the proper positions are, and the Board is to make sure specifications support and represent the work that is to be performed. The Board is also responsible for ensuring that recruitments and examinations are conducted in ways that represent and test for the skills, knowledge and experience that are necessary to do the designated work.

Mr. Roush, Attorney – Civil Service Board Legal Counsel, stated that he feels Member Malloy is asking if the Board has the discretion to modify the proposed class specification. He feels that the Board does, if the Board feels that there are parts of the specification that need to be modified, they have that discretion to do so. For example, if a specification had a certain education level that they felt should be raised or lowered, they should articulate that and then see what staff's position would be as to why that might be a good idea or a hindrance to recruitment, etc. It is within the Board's purview to make those kind of suggestions and to review and weigh in on whether this is a fair representation of what this class specification ought to be.

Member Malloy asked for a copy of the organizational charts that currently exist for each department. She feels this would give her a better perspective of how they fit into the grander scheme of the departments. Acting Human Resources Director Kovacs stated that there are organizational charts included in the two-year budget. Human Resources can provide an updated chart.

President Horikoshi stated it is not up to the Civil Service Board to say this seems like an odd mix of duties. If he were in Human Resources and working on a specification like this, his questions to the department would be that they should not be writing a job specification for just one person. The specification should be written according to what the department needs a position to do. Typically you would not have a position in the Police Department do all these things. Mr. Roush, stated that if the Board feels that the specification is too specific and should be more general then the Board should articulate that to staff and not approve it. The Board can direct staff to go back to the Police Department and talk to them about how the specification should be revised. Acting Human Resources Director Kovacs stated that the department's original vision was to move this position into the Police Technician classification, which also would have moved it into the non-sworn Police Officers Association bargaining unit. Given the scope of the work of the two individual positions,

great effort was made to put it in a general classification. It was determined that work of the Police Department maintenance position did not belong in that association or in the same job classification with the other position. They also looked at the use of the Maintenance Worker II classification. Like many other areas, maintenance entry-level positions could be interchangeable. But a Maintenance Worker II in Public Works could not come to the Police Department and do the same work as the proposed Police Maintenance Technician. Likewise, an incumbent Police Maintenance Technician would not be expected to go to Public Works Maintenance and do the work of a Maintenance Worker II position. We are looking at a scope of work that is just too different.

Member McHugh stated that if the duties were parsed by skill set, you would not have a full-time position. Acting Human Resources Director Kovacs agreed there would not be a full-time position. Member McHugh asked if it would justify two part-time people. Acting Human Resources Director Kovacs stated then you would be talking about a substantial change to the organizational structure. You would be eliminating a full-time position and replacing it with two part-time positions, initiating a layoff and meet and confer with impacted associations. Also, you would be replacing a full-time employee with two part-time employees, which is prohibited in the MOUs.

Member Malloy asked for the salary range for the Police Maintenance Technician and the Police Technician. Acting Human Resources Director Kovacs stated the Police Maintenance Technician will be equivalent to the Maintenance Worker II. She will have to get back to Member Malloy for the range of the Police Technician.

Member Malloy stated that if she had the salary range for the positions it would help her with the perception of the educational requirements and employment standards and why you would get many applicants for one job and not the other job. Seeing the salary ranges would help her determine if the City is doing a disservice by creating specs that reflect what we are not looking for. Acting Human Resources Director Kovacs stated that for the Police Technician we could be looking for someone who is experienced in social services or a medical environment where complex information is dealt with.

Vice President Batchelor stated that you are still dealing with only a high school education for either one of these positions. He would think that should be higher education and a little higher than two years of work experience in both of the specifications.

Member Santos stated that maybe one solution is to simply flush out the description on the experience to reflect the more specific skill set. You need to be careful to be accurate. You want it to be fairly accurate for purposes of defending against any sort of litigation. Acting Human Resources Director Kovacs stated that the approach is to allow the analyst the flexibility depending on what the labor market is at the time of the recruitment so that the specifications are living breathing documents and not stagnant and rigid. In a tight labor market, it can be difficult to get the candidates we need if the specification is too tight and this is why all specifications also say "any combination of education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be...". When you have a market where you are receiving only four applications, if two applications have experience that is directly related, they progress in the examination process. If a correlation can be made that the other two have applicable knowledge and experience, the analyst can determine that there is a relevant skill set and that the candidate/s should be invited to interview to present themselves with their credentials and background, and a determination made if the candidate could actually perform and execute the duties successfully.

When you have a bigger applicant pool of 80 applications, you could be much more stringent and tight in applying the standards.

Member Santos stated that she agrees that the specification should not be written tightly. She is wondering if it is possible to take some of the descriptions and put it into the experience and then put some of the requirements into the abilities.

Acting Human Resources Director Kovacs stated that for the Police Technician the top salary step is \$31.53 per hour with a 40-hour workweek. The Police Maintenance Technician top salary step is \$31.77 per hour with a 38 or 40-hour workweek.

Member Malloy made a motion to approve the Consent Calendar items with the exception of the Police Technician and the Police Maintenance Technician specifications. Board Member Santos seconded the motion. Motion was approved 5-0.

Member Malloy made a motion to direct staff to talk with the Police Department in regard to the Police Technician and Police Maintenance Technician and discuss whether or not they are open to explaining in more detail, information required with respect to recruiting and retaining people based upon education and experience and hopefully looking at the knowledge and abilities sections and incorporating information from those two areas into the job specifications. Member McHugh seconded the motion. Motion was approved 5-0.

5. REGULAR AGENDA ITEMS

5-A. Informational Reports Regarding Approval of Lateral Transfers:

- Administrative Management Analyst to Police Records Supervisor (McNiff)
- Executive Assistant to Executive Assistant-Alameda Municipal Power (Ablett)
- Executive Assistant to Executive Assistant-Alameda Municipal Power (Esparza)
- Office Assistant to Office Assistant-Alameda Municipal Power (Hanna)
- Administrative Services Coordinator to Administrative Services Coordinator-Alameda Municipal Power (Kelly)
- Administrative Services Coordinator to Administrative Services Coordinator-Alameda Municipal Power (Sibley)
- Senior Human Resources Analyst to Senior Human Resources Analyst-Alameda Municipal Power (Low)

Member Malloy asked how the transfer of Administrative Management Analyst to Police Record Supervisor is equivalent. Acting Human Resources Director Kovacs stated that they are not equivalent. This action is the result of ongoing staff work to convert use of generalist classifications to more function specific classifications where the function specific positions have been approved. The Board will be seeing more of these as work continues or as additional function specific positions are approved.

Member Malloy asked if the Board could get a copy of the specifications attached to the requests for the lateral transfers to help the Board do a comparison.

Vice President Batchelor asked about the delay of a year's time in seeing the job description. Acting

Human Resources Director Kovacs stated the classification was approved but we do not have the staff resources to immediately write the job specifications. There is a large backlog of job specifications. The Police Technician has been on the list for almost a decade.

Vice President Batchelor stated that he thought the job specification was done before the classification. Acting Human Resources Director Kovacs stated no, not necessarily.

5-B. Informational Report on Cancellation of Eligible List – Electrical Maintenance Technician, 2013-34R

The Interim General Manager-AMP has informed Human Resources that the eligible list for Electrical Maintenance Technician no longer meets the needs of the City and requested that the list be cancelled. The eligible list includes two candidates who are qualified, but are no longer interested in working for the City. Therefore, neither of the two remaining candidates meets the organization's business requirements or hiring needs. A new recruitment for Electrical Maintenance Technician will be conducted.

5-C. Activity Report – Period of March 1, 2014 through May 31, 2014.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
03/24/14	Alameda Municipal Power	Electrical Maintenance Technician
04/07/14	Community Development	Planner I
04/07/14	Community Development	Economic Development Manager
04/14/14	Community Development	Planner I
04/21/14	Community Development	Fire/Bldg Code Compliance Officer
04/28/14	Public Works	Maintenance Worker II
05/05/14	City Attorney	Assistant City Attorney II
05/27/14	Fire	Firefighter (2)

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/09/14	Alameda Municipal Power	Substation and Meter Supervisor
03/23/14	Police	Police Lieutenant
03/23/14	Police	Police Sergeant
03/24/14	Alameda Municipal Power	Line Working Supervisor
04/06/14	Community Development	Senior Building Code Compliance Officer
05/04/14	Finance	Senior Account Clerk
05/18/14	Public Works	Maintenance Worker II
05/18/14	Public Works	Management Analyst

RECERTIFICATION TO FULL-TIME

DATE	DEPARTMENT	JOB CLASSIFICATION
03/24/14	Community Development	Combination Building Inspector
05/19/14	Alameda Municipal Power	Administrative Services Coordinator

(Reinstated from Layoff)

LATERAL TRANSFER TO NEW POSITION

DATE	DEPARTMENT	JOB CLASSIFICATION
05/28/14	Library	Administrative Technician II
From	City Attorney	Administrative Technician II

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
04/19/14	Police	Crime Scene Specialist
05/02/14	Alameda Municipal Power	Electrical Maintenance Technician

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
04/11/14	Public Works	Maintenance Worker I
04/14/14	Alameda Municipal Power	Assistant General Manager-Energy Resources

5-D. Elections of Civil Service Board President and Vice President

Vice President Batchelor moved that President Horikoshi be reelected as the Civil Service Board President. Motion was seconded by Member Malloy, and was passed by a 5-0 vote.

Member Santos moved that Vice President Batchelor be reelected as the Civil Service Vice President. Motion was seconded by Member McHugh, and was passed by a 5-0 vote.

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 Batchelor asked about the Sunshine Ordinance completion form. Human Resources staff will check the status of the Board form submissions.

President Horikoshi shared with the Board a letter that was received on April 2. He asked that the letter be put on the next agenda. Acting Human Resources Director Kovacs stated it will be agendized with an informational report.

8. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

Acting Human Resources Director Kovacs congratulated Member Malloy on her reappointment to the Civil Service Board.

Acting Human Resources Director Kovacs also welcomed Sharlene Shikhmuradova, Administrative Technician II, back to Human Resources after her leave of absence.

Acting Human Resources Director Kovacs stated that Glenn Steiger has been hired as the new General Manager of Alameda Municipal Power.

9. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

Wednesday, October 1, 2014

10. ADJOURNMENT

Meeting was adjourned at 5:58 p.m.

Respectfully submitted,



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