



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

1. CALL TO ORDER

The meeting was called to order at 5:05 p.m. by Board President Peter Horikoshi.

2. ROLL CALL:

PRESENT: President Peter Horikoshi, Vice President Dean Batchelor, Members Linda McHugh, and Marguerite Malloy

ABSENT: Member Zara Santos
Sharlene Shikhmuradova, Administrative Technician 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
Tiffany Ilacqua, Human Resources Analyst I
Monica Selles, Human Resources Analyst II
Beth Fritz, Administrative Assistant II
Terry Flippo, ACEA Representative
Bill Garvine, EUPA Representative

3. MINUTES:

A. Approval of Minutes of the Regular meeting of January 15, 2014.

Member McHugh moved that the January 15, 2014 Minutes be approved with a few corrections. Motion was seconded by Vice President Batchelor which was passed by a 4-0 vote.

(Corrections were typos on page 2, 4-A-i. Eligible List "Estalished" should be Esta"b"lished and on page 4, paragraph nine in bold, Mallory should be Malloy.)

4. CONSENT CALENDAR:

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JANUARY 15, 2014.

4-A-i. ELIGIBLE LIST ESTABLISHED	DATES ESTABLISHED	EXAM NO.
Support Services Supervisor	01/27/2014	2013-33R
Permit Technician III	01/29/2014	2014-01PR
Economic Development Manager	02/03/2014	2013-36
Division Chief	02/04/2014	2013-39PR
Police Lieutenant	02/06/2014	2013-32PR
Combination Building Inspector	02/18/2014	2013-43
Electrical Maintenance Technician	02/19/2014	2013-34R
Senior Building Code Compliance Officer	02/24/2014	2014-05PR
Assistant City Attorney II	03/03/2014	2013-42
Substation and Meter Supervisor	03/03/2014	2014-04
Line Working Supervisor	03/06/2014	2014-03
Planner I	03/06/2014	2014-02

4-A-ii. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Police Sergeant	03/05/2013	2013-03PR
Fire Apparatus Operator	07/03/2013	2013-11PR
Code Compliance Officer	08/14/2013	2013-23
Maintenance Worker II	10/01/2013	2013-27

Police Officer	02/19/2013	2013-05
Anderson, Travis	Hernandez, Zachary	Reimche, Craig
Burnaugh, Michael	Ho, Scott	Rodriguez, Brauli
Canterbury, Robert	Martinez, Carlos	Sipes, Carson
Canty, Arsenio	McCarthy, Nicholas	
Garcia, Marshall	Melara, Fausto	

4-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Fire Captain	01/30/2012	2011-32PR
Supervising Planner	03/14/2013	2012-47
Library Technician	08/01/2013	2013-16
Distribution Engineer	09/09/2013	2013-22
Maintenance Worker I	09/19/2013	2013-26
Energy Resources Analyst	10/02/2013	2013-25
Traffic Signal Maintenance Technician	12/19/2013	2013-35PR
Permit Technician III	01/29/2014	2014-01PR

Member Malloy moved that Consent Calendar items 4-A-i, 4-A-ii, and 4-A-iii be approved. Motion was seconded by Member McHugh which was passed by a 4-0 vote.

- 4-A-iv. LIST OF SPECIFICATIONS**
Existing Classification Specification Revision:
 Administrative Services Coordinator
 Executive Assistant
 Office Assistant

President Horikoshi stated that there was a minor correction on Office Assistant under Examples of Duties, #2, the extra word "and" at the end of the sentence should be removed.

New Class Specifications:

Administrative Services Coordinator – Alameda Municipal Power (AMP)
City Engineer
Executive Assistant – Alameda Municipal Power (AMP)
Human Resources Manager
Office Assistant – Alameda Municipal Power (AMP)
Senior Human Resources Analyst – Alameda Municipal Power (AMP)

Member Malloy asked about the Human Resources Manager specification; is the chain of command that there is not a Director anymore? Acting Human Resources Director Kovacs stated that there is no longer a Human Resources Director position and that Human Resources is now reporting to the Administrative Services Director.

Member Malloy asked Acting Human Resources Director Kovacs if she was no longer serving as the Human Resources Director. Acting Human Resources Director Kovacs stated that for the purposes of serving as secretary to the Civil Service Board, she is.

Member McHugh stated that the Human Resources Manager specification does not indicate that supervisory experience is necessary, and as that is usually looked for in a manager position, she asked for clarification. Senior Human Resources Analyst Low stated that supervision could be included in the specification. President Horikoshi stated that it does look like there is some supervisory experience required.

Member McHugh asked if someone would be put in that position that had no supervisory experience. Administrative Services Director Sierra stated that under the Experience section of the specification it states: Five years of broad human resources management experience including substantial supervisory experience, preferably in a public agency or governmental setting. So she believes it is covered.

Member McHugh asked for the meaning of substantial. Administrative Services Director Sierra explained that is a general term and that it would certainly be one year. Member McHugh asked if it would include a variety of human resources functions as well. Administrative Services Director Sierra stated not necessarily, someone who had substantial human resources management experience would be able to do the job.

Acting Human Resources Director Kovacs referred to the job specifications for Administrative Services Coordinator, Office Assistant, and Executive Assistant. She stated that the City has recently recognized two new employee groups, Electric Utility Professionals of Alameda (EUPA), for whom audience member Bill Garvine is the representative, and Alameda Municipal Power Unrepresented (AMPU). AMPU is made up of the Assistant General Manager classifications and the Senior Human Resources Analyst assigned to AMP. The purpose of these six specifications is to segregate the classifications in the two different employee groups from each other. For example, Executive Assistant that will serve for the City, versus the Executive Assistant who will serve at AMP. Some corrections were so basic, (e.g., removing references to typewriters and shorthand skills) that staff felt

compelled to bring the new AMP classifications and the City classifications to the Board.

Member McHugh asked for clarification of the Definition section of the City Engineer specification which references, "engineering and public works project management" and Examples of Duties #3 which states, "...directs the project management, planning...". She felt it was either redundant or unclear. Administrative Services Director Sierra stated that the City Engineer would be expected to supervise both projects and project managers, so they should know project management as a topic well. This way they can either take a major project as their own project or supervise other project managers. The City wants someone with broad major project management experience.

Member McHugh stated that saying "managing project managers" might be clearer. Administrative Services Director Sierra stated that general management is a skill and project management is a different skill. Once you have a skill as a manager it can be adapted to other things if you know the field. Project management is a specific skill set. The City wants the individual to have both general management skills and project management skills.

Member McHugh asked if the City Engineer would be required to be Project Management Professional (PMP) certified. Administrative Services Director Sierra stated that we would encourage any project manager to acquire that certification in the future, but that it is very hard to find people with that certification, especially civil engineers.

Member McHugh moved that Consent Calendar items 4-A-iv be approved with the minor corrections. Motion was seconded by Member Malloy which was passed by a 4-0 vote.

5. REGULAR AGENDA ITEMS

5-A. Activity Report – Period of December 1, 2013 through February 28, 2014.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/02/13	Alameda Municipal Power	Energy Resources Analyst
12/09/13	Alameda Municipal Power	Energy Resources Analyst
12/16/13	Finance	Intermediate Clerk
12/17/13	Police	Police Officer
12/17/13	Police	Police Officer
01/06/14	Community Development	Office Assistant
02/10/14	Police	Intermediate Clerk
02/18/14	Alameda Municipal Power	Utility Support Services Supervisor & Procurement Administrator
02/24/14	Community Development	Combination Building Inspector

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/15/13	Police	Police Captain
12/29/13	Alameda Municipal Power	System Operations & Field Services Superintendent
12/29/13	Alameda Municipal Power	Compliance Superintendent

01/26/14	Public Works	Traffic Signal Maintenance Technician
01/26/14	Finance	Finance Supervisor
01/28/14	Fire	Fire Captain
01/29/14	Fire	Fire Captain
02/09/14	Community Development	Permit Technician III
02/20/14	Fire	Fire Apparatus Operator

LATERAL TRANSFER TO NEW CLASSIFICATION

DATE	DEPARTMENT	JOB CLASSIFICATION
12/15/13	Alameda Municipal Power From	Senior Human Resources Analyst Senior Management Analyst

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/06/13	Library	Executive Assistant
12/28/13	Fire	Fire Captain
12/26/13	Fire	Fire Apparatus Operator

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/19/13	Community Development	Planner I
12/20/13	Public Works	Maintenance Worker II
12/20/13	Public Works	Senior Management Analyst
01/03/14	Alameda Municipal Power	General Manager – AMP
02/13/14	Police	Police Officer

Member Malloy asked the reasons for the Separations. Acting Human Resources Director Kovacs stated that Separations were for the following reasons:

Planner I – Left for a job in San Francisco
Maintenance Worker II – Left for a job at the Port of Oakland
Senior Management Analyst – Passed away
General Manager (AMP) – Left for a position in Riverside
Police Officer – Released from probation

President Horikoshi asked if changes in benefits for Police Officers have made it more difficult to recruit police officers. Acting Human Resources Director Kovacs stated that it is not difficult to recruit Police Officers; it is very difficult for them to qualify and pass the background test.

Member McHugh asked if the City was doing better in retaining the Officers that go through the Police Academy. Acting Human Resources Director Kovacs stated that retention of Police Officers hired as recruits to attend the Academy was going very well. For a while the Police Department was focusing their hiring efforts on laterals from outside agencies, but the retention rate was not as successful as with recruits. The City did better with Police Officers who were trained in our way of policing as opposed to retaining those from another agency.

Vice President Batchelor moved that the Activity Report for December 1, 2013 through February 28, 2014 be approved. Motion was seconded by Member McHugh which was passed by a 4-0 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).

Bill Garvine, AMP Senior Customer Program Coordinator and Electric Utility Professionals of Alameda (EUPA) representative, explained to the Civil Service Board that the two new employee groups, (Electric Utility Professionals of Alameda (EUPA) and Alameda Municipal Power Unrepresented (AMPU)), have recently been recognized by the City.

These changes have come about as a result of the Public Utility Board Strategic Planning, which has concluded that it has been very difficult to recruit and train employees for AMP and because AMP positions are funded differently in relation with other City groups. Public Utility Board Strategic Planning felt that it would help to create an independent bargaining unit that would then be able to advocate for an exclusive class of utility employees. Mr. Garvine stated that they have had great support from the IBEW, MCEA, and ACEA groups.

Mr. Garvine thanked the Civil Service Board, City Council, and City staff for their work on the new classifications with regard to AMP.

7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)

President Horikoshi and Acting Human Resources Director Kovacs reminded the Civil Service Board that election of officers will be held at the July meeting. President Horikoshi directed that the election of officers be put on the next Civil Service Board Meeting agenda.

8. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

Acting Human Resources Director Kovacs stated that the Women's League of Voters has given the Civil Service Board invitations to their Public Officials Night. She also thanked the Civil Service Board for turning in their Form 700 to the City Clerk's Office.

The Board was also informed that Human Resources staff member, Sharlene Shikhmuradova (Administrative Technician II) delivered a healthy baby girl, Alessandra, on February 22. Mother and baby are doing very well.

9. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

Wednesday, July 2, 2014

10. **ADJOURNMENT**

Meeting was adjourned at 5:29 p.m.

Respectfully submitted,



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