



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, JANUARY 9, 2013**

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, and Executive Secretary Holly Brock-Cohn.

ABSENT: None

STAFF PRESENT: Sharlene Shikhmuradova

3. **MINUTES:**

**A. Approval of Minutes of the Regular meeting of October 10, 2012.**

President Peeler stated that item A on the minutes, Attorney Kern was at the meeting and stated that the Sunshine Ordinance training was a one-time training, but the Ordinance states that it is an annual training. She would like the Ordinance changed to adhere to the Ordinance. The Ordinance needs to be changed so that we are not out of compliance. Director Brock stated that her understanding is that they are viewing it as one time but she will follow-up and confirm with the City Attorney's Office.

Member Malloy asked when the last time the Ordinance was amended. President Peeler stated that it was her understanding that they were still working/developing the Ordinance.

Member McHugh stated that in the Minutes what is being said is being captured but sometimes if the person was not at the meeting the meaning is lost. She feels that the Board needs to be a little clearer when they are asking questions so that it is all recorded and will make sense.

Member McHugh stated she had the following corrections to the minutes:

- Page four, third paragraph, first sentence should read .....Planning Services Managers so that all ~~decisions~~ divisions would have division head.....
- Page four, fourth paragraph, second to last sentence should read .....At hand today is not the positions per se, the issues are, do the job specifications represent the work to be performed, .....
- Page four, fifth paragraph, third sentence needs to be clarified.
- Page five, second paragraph, third sentence - Sentence needs to refer back to the rolling list for clarity.
- Page six, sixth paragraph, - Add sentence, Policy was changed due to high incidents of injuries.
- Page seven, fifth paragraph, first sentence, change "the business" to ...."more expertise needed and requires more detail....."
- Page eight, first sentence, appellants made should be changed to "appellants raised any concerns...."

**Member McHugh moved that the October 10, 2012 Minutes be approved with corrections specified and**

**clarification on the Sunshine Ordinance annual training. Motion was seconded by Member Malloy which was passed by a 5-0 vote.**

**4. CONSENT CALENDAR:  
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR  
OCTOBER 10, 2012**

<b>4-A.i. ELIGIBLE LIST ESTABLISHED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Assistant City Attorney II	11/05/2012	2012-26
Assistant Engineer	11/21/2012	2012-37PR
Firefighter	11/14/2012	2012-31
Public Works Maintenance Team Leader	10/29/2012	2012-30
Senior Energy Resources Analyst	11/8/2012	2012-35
Supervising Civil Engineer	12/10/2012	2012-36
Utility Energy Analyst	05/24/2012	2012-14

<b>4-A.ii. ELIGIBLE LIST EXTENDED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Custodian	05/18/2012	2012-23
Supervising Librarian	05/24/2012	2012-18

Police Officer		4/16/2012	2012-05
Anderson, Jeffrey	Groh, Jay	Olsen, James	Vieira-Riberio, Alexander
Asefi, Mostafa	Goyt, Shane	Perdue, Dan	Viera, Jonathan
Boyer, Coopy	Halog, Jordan	Rhodus, Steven	Viveros, Victor
Concepcion, Pete	Holmes, Benjamin	Rhoton, Kyle	Wagner, Justin
Cote, Tyler	Houdashelt, Richard	Saffold, Darryl	
Deys, Jon	Howells, David	Sanjideh, Arvin	
Elliot, Joseph	Huff, Jonathan	Sherman, Matthew	
Fuller, Christopher	Lew, Eugene	Slater, Ari	
Glaspay, Daniel	Moore, Aaron	Stevenson, Bryce	
Green, Andrew	Mourdriak, Sergey	Tatarian, Vatche	

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

	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Administrative Services Coordinator	12/19/2011	2011-26PR
Administrative Technician II	05/29/2012	2012-20
Assistant City Clerk	05/03/2012	2012-19PR
Customer Service Representative	4/19/2012	2012-13

Member McHugh asked why there was a delay in the dates established and why there is a delay in reporting them to the Board. Vice President Horikoshi stated specifically looking at the Utility Energy Analyst which was established on 5/24/2012. If it was established in May why is it not reported until now. Discussion was held regarding the list for Utility Energy Analyst and Assistant City Attorney II. Questions will be addressed by staff at the next meeting.

Member McHugh asked which of the lists were cancelled. Director Brock stated that she believed that the Assistant City Clerk List was exhausted. The Admin Tech II list was cancelled by HR and they decided to not continue. Director Brock will double check on the others.

Member McHugh clarified that the cancelled list was determined by looking at the budget and the work and it was decided that the position was really needed; and not a result of any of the reorganization that has been done. Director Brock stated yes, there are no other vacant positions or anyone near retiring. If there is another vacancy a new recruitment will be done.

#### **4-A.iv. LIST OF SPECIFICATIONS**

None.

**Vice President Horikoshi moved that the Consent Calendar be approved. Motion was seconded by Member Batchelor which was passed by a 5-0 vote.**

#### **5. REGULAR AGENDA ITEMS**

##### **5-A. Activity Report – Period of September 1, 2012 through November 30, 2012.**

#### **FULL-TIME HIRES**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
10/08/12	Library	Library Technician
10/15/12	Public Works	Senior Engineer
10/21/12	Police	Police Officers (3)
11/05/12	Public Works	Public Works Coordinator
11/26/12	Police	Police Officers (3)

#### **PROMOTIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
09/02/12	Police	Police Sergeant
10/21/12	Library	Senior Librarian
11/26/12	Public Works	Assistant Engineers (2)

#### **REINSTATED TO FULL TIME**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
10/29/12	Alameda Municipal Power	Apprentice Line Worker

#### **LATERAL TRANSFER**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
09/04/12	to Recreation/Parks From Housing Authority (City)	Office Assistant
09/12/12	to Housing Authority (City) From Economic Development	Office Assistant

#### **RETIREMENTS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
09/04/12	Fire	Firefighter
09/06/12	Public Works	Intermediate Clerk

## **SEPARATIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
09/07/12	Alameda Municipal Power	Journey Line Worker
09/08/12	Police	Public Safety Dispatcher
09/10/12	Alameda Municipal Power	Energy Resources Analyst
09/27/12	Public Works	Supervising Engineer
10/01/12	City Attorney's Office	City Attorney II
10/04/12	Library	Administrative Services Coordinator
10/15/12	Police	Public Safety Dispatcher
11/20/12	Police	Police Officer
11/29/12	City Attorney's Office	Paralegal

Member Batchelor asked regarding the City Attorney II separation if it was one of the new positions, one of the new people that retired recently. Director Brock stated no, that was a person that left which resulted in the vacancy. Mr. Batchelor asked if the vacancy came open in October. Director Brock stated yes. The person that just recently started has filled that position.

Member McHugh stated that in the case of the Apprentice Line Worker being reinstated to full-time, was this a case where he/she was hurt and on light duty. Director Brock stated that this was a person with medical issues involved and they were released. Then there was an appeal and negotiations. The person went through some of the things that they needed to do to come back to work. There was a settlement offer but the person decided to not take the offer and come back to work. President Peeler asked if it was a disability issue. Director Brock stated yes.

Member Malloy asked if there were more retirements due to PERS reform changes. Director Brock stated no, the pension reform does not impact current/classic employees.

**Member McHugh moved that the Activity Report for the period of September 1, 2012 through November 30, 2012 be approved. Motion was seconded by Member Malloy which was passed by a 5-0 vote.**

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

None.

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

Member Malloy wished everyone a Happy New Year.

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

**A. Reminder – Election of Officers at next Civil Service Board meeting on April 3, 2013**

**1. President Peeler cannot attend the April 3, 2013 meeting.**

President Peeler asked for clarification on meeting absences. It is her understanding that there is only one absence allowed per year. Also, does the rule apply to regular meetings or special meetings? Director Brock will clarify the attendance rules.

Discussion was held on when to hold the next meeting. The Board agreed that the **next Civil Service Board Meeting will be held on Wednesday, April 10, 2013.**

Director Brock reminded Board Members to be sure to complete their Ethics Training.

Director Brock also reminded the Board that election-of-officers will be held at the April meeting. The Board should be thinking of who they would like serve as officers on the Board. President Peeler stated that her term will be ending soon.

9. **ADJOURNMENT**

Meeting was adjourned at 5:33 p.m.

Respectfully submitted,



Holly Brock-Cohn  
Human Resources Director and  
Executive Secretary to the Civil Service Board