



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JULY 24, 2013**

1. CALL TO ORDER

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

President Horikoshi called attention to the memo from the City Manager to the Civil Service Board designating the Human Resources Manager to serve as Acting Human Resources Director and Executive Secretary of the Civil Service Board. The FY 2013/2014 and FY 2014/2015 budget does not include the Human Resources Director position.

Jill Kovacs, Acting Human Resources Director, stated that there is no longer a Human Resources Director. Also, eventually there will be a recruitment and appointment to the Human Resources Manager position but until that time; she will be serving as the Interim Human Resource Manager.

Member McHugh asked if the Human Resources Director position was eliminated. Acting Human Resources Director Kovacs stated yes the position is eliminated but not the classification.

President Horikoshi asked that if sometime in the future they wanted to fund that position they could. Acting Human Resources Director Kovacs stated yes.

2. ROLL CALL:

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

Acting Human Resources Director Kovacs introduced Zara Santos who is the newly appointed Civil Service Board Member.

ABSENT: Liz Warmerdam, Assistant City Manager

STAFF PRESENT: Jill Kovacs, Acting Human Resources Director and Executive Secretary to the Board
Stephanie Sierra, Assistant City Attorney II
Fred Marsh, Finance Director
Chris Low, Senior Management Analyst
Tiffany Ilacqua, Human Resources Analyst I
Sharlene Shikhmuradova, Administrative Tech II
Beth Fritz, Administrative Assistant II

3. MINUTES:

A. Approval of Minutes of the Regular meeting of April 10, 2013.

Member McHugh moved that the April 10, 2013 Minutes be approved as written. Motion was seconded by Vice President Batchelor which was passed by a 5-0 vote.

4. CONSENT CALENDAR:

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 24, 2013

4-A.i. ELIGIBLE LISTS ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Administrative Management Analyst (designated to Police Records Supervisor)	06/04/2013	2013-13
City Planner	01/10/2013	2013-02PR
Early Morning Street Sweeper Operator	04/30/2013	2013-18PR
Electrical Maintenance Technician	01/28/2013	2012-41
Fire Apparatus Operator	07/03/2013	2013-11PR
Human Resources Analyst I	06/27/2013	2013-21PR
Journey Lineworker	03/11/2013	2013-04
Maintenance Worker II	05/06/2013	2013-17PR
Paralegal	04/18/2013	2013-09
Police Captain	05/01/2013	2013-12PR
Supervising Civil Engineer	04/30/2013	2013-10

4-A.ii. ELIGIBLE LISTS EXTENDED	DATE ESTABLISHED	EXAM NO.
Administrative Technician II	01/09/2013	2012-42
Public Works Coordinator	08/29/2012	2012-24
Supervising Librarian	05/24/2012	2012-18

Police Officer	02/19/2013	2013-05
Bal, Cameron	Pola, Danelle	
Burnaugh, Michael	Renfield, Levin	
Garcia, Marshall	Schlitt, Alyssa	
Grubb, Joel	Schock, Lindsey	
Horvath, Jason		

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

4-A.iii. ELIGIBLE LISTS EXPIRED/CANCELLED/EXHAUSTED

	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Administrative Services Coordinator (designated to Library Services Coordinator)	01/23/2013	2012-43
Administrative Management Analyst (designated to Police Records Supervisor)	06/04/2013	2013-13
Assistant City Attorney II	11/05/2012	2012-26
Assistant Engineer	11/21/2012	2012-37PR
City Planner	01/10/2013	2013-02PR
Customer Services Supervisor	02/28/2013	2013-08PR
Electrical Maintenance Technician	01/28/2013	2012-41
Librarian	01/23/2013	2012-44
Line Working Supervisor	01/02/2013	2012-39
Maintenance Team Leader	10/29/2012	2012-30
Planner I	05/04/2011	2011-12
Police Officer	01/10/2013	2012-33
Senior Energy Resources Analyst	11/08/2012	2012-35
Senior Fire Code Compliance Officer	01/10/2013	2012-48PR
Senior Librarian	08/27/2012	2012-10
Senior Management Analyst	01/10/2013	2013-01PR
Utility Energy Analyst	05/24/2012	2012-14

4-A.iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:
Division Chief

New Class Specifications:
Communications Engagement Specialist
Human Resources Analyst I
Police Records Supervisor

Member Malloy moved that the Consent Calendar items be approved. Motion was seconded by Member McHugh which was passed by a 5-0 vote.

5. REGULAR AGENDA ITEMS

5-A. Approval of Request for Lateral Transfer to New Classification
- Senior Management Analyst to Fire Administrative Service Supervisor

Information was provided to Board. No action required.

Acting Human Resources Director Kovacs stated that at their last few meetings, the Board has been discussing the shift in the City's approach in the classification structure. The City has had some classifications that are very generic in general and used in multiple departments. With advances in technology and special technical skills required in different areas, the City has found that it would be better served to have position specific classifications in many cases. Over time, staff will be working to make those changes. As is in all cases, while work is done to develop new classifications and specifications, City operations must continue and as Secretary to the Civil Service Board, the Human

Resources Director has the authority approve certain actions such as lateral transfers or designation of eligible lists.

Member Santos asked if this means that the transfer is done on an incumbent basis. Acting Human Resources Director Kovacs stated yes. Member Santos stated, so the idea is that if there are other incumbents in the Senior Management Analyst classification, they would subsequently be moved to a more specific classification. Acting Human Resources Director Kovacs stated that is correct. For instance, this Senior Management Analyst is moving to the Fire Administrative Services Supervisor classification. In Human Resources, there is another Senior Management Analyst and sometime in the future the Board will be presented with a Senior Human Resources Analyst job specification to approve and be advised of a lateral transfer of an incumbent from the general Senior Management Analyst classification to the specialized Senior Human Resources Management Analyst classification. Member Santos stated the idea being, the incumbent is already qualified and it is just a cleanup of the classification. Acting Human Resources Director Kovacs stated yes.

President Horikoshi asked if this person was already working in the Fire Department. Acting Human Resources Director Kovacs stated yes.

Vice President Batchelor asked if this person who was a Senior Management Analyst, has met the majority of the examples of duties of the new Fire Administrative Services Supervisor job specification. He further stated, that the Senior Management Analyst job specification establishes that incumbents are to supervise assigned staff, and asked if this particular individual possessed the skills to be able to supervise this new group. Acting Human Resources Director Kovacs stated, yes, and added that this is not a new group of employees that will be supervised. The Senior Management Analyst assigned to the Fire Department currently supervises these employees.

Member McHugh asked if there was change in duties. Acting Human Resources Director Kovacs stated no.

President Horikoshi stated that it sounds like what is being stated is that the Senior Management Analyst classification has been used in more than one department. And now Human Resources is working to make the positions more specific, and that it does not necessarily mean that that part of the organization will change or that the structure will change. The title will be more reflective of the actual duties of that particular position. Acting Human Resources Director Kovacs stated that is correct and further stated that the job specification supports that title.

Vice President Batchelor asked if the Senior Management Analyst classification stays open, can other people be assigned to it? Acting Human Resources Director Kovacs stated that the classification will probably be retained. There may be instances where the City would want a general position.

Vice President Batchelor asked if the City has made the decision to get rid of the Senior Management Analyst positions and move folks into other more specific classifications, but will retain the general classification as well. Acting Human Resources Director Kovacs stated that the City will still retain the general classification to possibly use at a later date. But, in those unique circumstances where there is a certain specialized expertise or skill set required, specialized classifications will be used as opposed to a general classification. Member Santos stated, for clarification, the position is not open but the classification is still there.

Member Santos asked if creating these new classifications is based on the actual job duties as well as duties that are a goal down the road for career development and promotions. She also asked if the process for this is basically looking at the incumbent's current duties or were there additional duties listed for what the needs of that position might be in the future. Acting Human Resources Director Kovacs stated that whenever a classification and the corresponding job specification is developed, the intent is that it is fluid and flexible, so that the job specification does not have to be reviewed and reapproved by the Civil Service Board every few months. Acting Human Resources Director Kovacs further stated that this is why job specifications say "Example of Duties." An incumbent might not necessarily perform every single duty that is listed in the specification at a given time. However, operational needs and employee duties may change in the department and the job specification is designed to accommodate such shifts.

5-B. Designation of Eligible List

- **Administrative Management Analyst, 2013-13 for Police Records Supervisor vacancy. PD. 4065.001**

Information was provided to the Board. No action required.

Member McHugh asked if there was not a big response to the recruitment. Acting Human Resources Director Kovacs stated yes and that it is difficult to attract candidates for this position. There was only one candidate and when the position was offered to the individual they declined the position. The Police Department is also looking at other alternatives.

Member Malloy asked how long the prior person had been in the position. Acting Human Resources Director Kovacs stated approximately three to four years.

5-D. Activity Report – Period of March 1, 2013 through May 31, 2013.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
03/18/13	Police	Police Officers (2)
03/18/13	Police	Intermediate Clerk
03/18/13	Police	Public Safety Dispatchers (2)
04/08/13	Library	Library Circulation Coordinator
04/16/13	Police	Police Officers (2)
04/29/13	Alameda Municipal Power	Journey Line Worker
05/01/13	Library	Librarian
05/06/13	Alameda Municipal Power	Electrical Maintenance Technician
05/28/13	City Attorney's Office	Paralegal

RECERTIFICATION TO FULL TIME

DATE	DEPARTMENT	JOB CLASSIFICATION
05/13/13	Community Development	Supervising Planner

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/10/13	Alameda Municipal Power	Customer Service Supervisor
03/24/13	Police	Police Sergeant
05/13/13	Public Works	Early Morning Street Sweeper

JOB CLASS TITLE CHANGED

DATE	DEPARTMENT	JOB CLASSIFICATION
03/24/13	Fire	to Fire Administrative Svcs Coordinator

LATERAL TRANSFER

DATE	DEPARTMENT	JOB CLASSIFICATION
04/10/13	Fire From City Attorney	Administrative Technician I

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/29/13	Fire	Administrative Technician III
04/01/13	Community Development	Senior Combination Bldg Inspector
05/31/13	Police	Chief of Police

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/21/13	Police	Administrative Management Analyst
03/23/13	Police	Police Officer
04/01/13	Community Development	Planning Services Manager
04/19/13	Community Development	Community Development Director
05/29/13	Police	Public Safety Dispatcher

Acting Human Resources Director Kovacs stated that on the Activity Report, staff has divided out the categories more to show which separations are retirements. She further stated that under Separations, there were three people who resigned to accept employment elsewhere.

Member Santos asked if the Separations include resignations and terminations. Acting Human Resources Director Kovacs stated yes.

Member McHugh asked if those going elsewhere went to other municipalities. Acting Human Resources Director Kovacs stated yes.

Activity Report accepted by the Board.

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

None.

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

President Horikoshi welcomed Zara Santos to the Civil Service Board.

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

Acting Human Resources Director Kovacs stated that Chris Low, Human Resources Senior Management Analyst, is now officially in AMP and no longer with the Human Resources Department. Also, Emily Hung is no longer with the City of Alameda. She accepted a position with the City of San Leandro.

Acting Human Resources Director Kovacs introduced the new Human Resources Analyst I, Tiffany Ilacqua, to the Civil Service Board.

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

Next Civil Service Board Meeting will be held on Wednesday, October 2, 2013.

10. **ADJOURNMENT**

Meeting was adjourned at 5:26 p.m.

Respectfully submitted,



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