



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, APRIL 5, 2006**

1. The meeting was called to order at 5:05 p.m.
2. **ROLL CALL:** Members Avonnet Peeler, Michael Rich, Michael Robles-Wong, and William J. Smith, and Executive Secretary Karen Willis

ABSENT: Roberto Rocha

STAFF PRESENT: Jill Kovacs, Senior Management Analyst.

OTHERS IN ATTENDANCE: Marion Miller, ACEA Past President.
3. **MINUTES:** The minutes of the regular meeting of January 11, 2006 were presented for Board approval. Member Peeler moved to accept, Member Rich seconded, and carried by a 4-0 vote.
4. **CONSENT CALENDAR:** Member Smith made a motion to accept the Consent Calendar as presented. Member Rich seconded, and carried by a 4-0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF JANUARY, FEBRUARY, AND MARCH 2006:

4-A	ELIGIBLE LISTS ESTABLISHED:	DATE ESTABLISHED	EXAM NO.
	Assistant City Attorney I-II	02/02/2006	206-12PR
	Associate Civil Engineer	03/03/2006	205-24
	Engineering Supervisor	03/28/2006	206-17PR
	Facilities Maintenance Worker	02/15/2006	206-06
	Maintenance Worker I	03/01/2006	205-58
	Maintenance Worker II	03/23/2006	205-65
	Plan Check Engineer	03/12/2006	206-05
	Program Specialist I-II	02/23/2006	205-64
	Public Safety Dispatcher	03/10/2006	205-25/26
	Public Works Maintenance Team Leader	03/16/2006	205-59
	Sales and Service Supervisor	02/23/2006	205-52
	Supervising Civil Engineer	03/23/2006	205-55
	System Dispatcher	03/17/2006	206-07
	Transportation Planner (Programs Specialist I/II)	03/03/2006	205-63
	Utility Construction Compliance Specialist	03/15/2006	205-66

4-B	ELIGIBLE LISTS EXTENDED:	DATE ESTABLISHED	EXAM NO.
	Administrative Technician I	08/12/2005	205-45PR
	EMS Education Coordinator	04/13/2005	205-10
	Executive Assistant	10/22/2004	204-54
	Fire Captain	10/12/2005	205-46PR
	Fire/Building Code Compliance Officer	09/21/2004	204-33
	Jailer	10/20/2005	205-48
	Police Lieutenant	07/06/2005	205-36PR
	Police Sergeant	09/15/2004	204-38PR
	Public Works Supervisor	08/17/2004	204-37
	Senior Construction Inspector	01/18/2005	204-69PR

4-C	ELIGIBLE LISTS EXPIRED/CANCELLED:	DATE ESTABLISHED	EXAM NO.
	Apprentice Lineworker	08/24/2005	205-27
	Cable Head-End Technician	10/13/2005	205-54
	CATV Technical Operations Superintendent	08/24/2005	205-28
	Combination Building Inspector	03/10/2005	205-13
	Electrical Distribution Technician	10/18/2005	205-42
	Financial Analyst	01/26/2005	204-74
	Intermediate Clerk	04/12/2004	204-18
	Line Working Supervisor	08/24/2005	205-41PR
	Maintenance Worker II	09/02/2004	204-36
	Planner III	01/20/2005	204-73
	Police Officer	05/11/2005	205-04
	Program Specialist II	10/13/2005	205-39
	Public Works Maintenance Team Leader	08/16/2005	205-40
	Sr. Combination Building Inspector	09/19/2005	205-51PR
	Utility Construction Compliance Specialist	07/26/2005	205-32

4-D	LIST OF SPECIFICATIONS:
	Permit Technician III (New)
	Police Records & Communications Manager (New)

5. REGULAR AGENDA ITEMS

5-A Activity Report – Period of December 1, 2005 through February 28, 2006

Discussion: Board Member Rich asked if separations were increasing. Executive Secretary Willis confirmed that they were. Member Rich further asked if this was due to an increase in resignations or retirement, and if resignations, how many were going to other agencies. Executive Secretary Willis and Jill Kovacs gave estimates. Board Member Smith commented that this provided opportunity for the city to diversify its workforce.

Board President Robles-Wong shared a special circumstance in January shortly following the CSB meeting where he was notified by staff of the need to revoke the cancellation of a Lateral Police Officer eligible list. He asked that this action be so noted in these minutes. Minutes reflect that the City is rescinding the cancellation of the Police Officer (Lateral) list, established on May 11, 2005 and cancelled at the Civil Service Board meeting on January 11, 2006.

5-B List of Positions Requiring Professional Certifications

A list of positions requiring professional certifications or advanced degree was distributed as requested. Member Rich stated that this was the information he was looking for. He stated that he had been concerned about the merit process but felt like it made sense to give more latitude to management with regard to those positions that are difficult to fill. Staff was directed to prepare language to modify Article VIII, Section 1 to expand the rule-of-the-list principles established for Firefighters to include all those on the list of positions requiring professional certifications or advanced degrees. Member Rich further asked that a policy be developed where the appointing department head or supervisor would explain in their hiring recommendation why they jumped out of order. Executive Secretary Willis explained that this is a rule change and the City would need to notice the bargaining units impacted by this change. It will be placed on the agenda for the July meeting.

5-C Result of Proposal to Modify Civil Service Language regarding Procedure on Appeals

The result of a Board proposal to modify civil service language regarding procedure on appeals was shared. Executive Secretary Willis reported that the rule change on Civil Service Rules Article XI, Section 3 had been distributed and was now in effect.

5-D Equal Employment Opportunity Language

Executive Secretary Willis stated that after review, Human Resources would immediately be adding "sexual orientation" to Equal Employment Opportunity language used on recruitment bulletins.

Executive Secretary Willis went over the process that would need to happen to revise the Civil Service Ordinance. This would require City Council action. Board President Robles-Wong recommended that Section 2 of the Civil Service Ordinance be revised at this time, stating that since there are no current issues related to these matters, it is a good time to address such changes. Executive Secretary Willis asked if the Board wished to revise all of Section 2. If they were going to focus only on revising Merit Principal 3 then Human Resources staff could work with the City Attorney's office to draft revised language. The Board indicated that they are only addressing Merit Principal 3.

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

None

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

Member Smith announced this was his last meeting as his appointment was ending and he would not be accepting an additional term. All provided thanks to Member Smith for his service to the Civil Service Board.

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

Executive Secretary Willis shared progress made in placing Civil Service Board agendas and minutes on the City's website. She requested Civil Service Board Member contact information for posting on the website. Human Resources staff will send an email to each Board Member asking for their preferred contact information to be included on the website.

9. There being no further business to come before the Board, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

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