



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, July 1, 2015**

1. **CALL TO ORDER**

The meeting was called to order at 5:06 p.m. by Board President Dean Batchelor.

2. **ROLL CALL:**

PRESENT: President Dean Batchelor, Members Jan Brandt, Zara Santos, and Cookie Robles-Wong (arrived @ 5:11 p.m. – late)

STAFF PRESENT: Jill Kovacs, Acting Human Resources Director and Executive Secretary to the Board
Stephanie Garrabrant-Sierra, Administrative Services Director
Beth Fritz, Administrative Assistant II
Michael Roush, Attorney – Civil Service Board Legal Counsel
Chris Low, Senior Human Resources Analyst
Robin Young, Senior Human Resources Analyst
Tiffany Ilacqua, Human Resources Analyst I
Monica Selles, Human Resources Analyst II
Sharlene Shikmuradova, Administrative Technician II
Bill Garvine, EUPA Representative
Terry Flippo, ACEA Representative

ABSENT: Vice President Marguerite Malloy
Beth Fritz, Administrative Assistant II

3. **MINUTES:**

A. **Approval of Minutes of the Regular meeting of April 1, 2015.**

Member Santos moved that the April 1, 2015 Minutes be approved. Motion was seconded by President Bachelor which was passed by a 3-0 vote (Malloy-absent, Robles-Wong-late).

4. **SPECIAL AGENDA ITEM:**

4-A. Presentation: Park Maintenance Equipment Operator Practical Skills Test

Tiffany Ilacqua, Human Resources Analyst I, provided an overview to the Board regarding the Park Maintenance Equipment Operator Practical Skills Test. Ilacqua worked with John McDonald, Park Manager to fill the vacancy in the Alameda Recreation and Park Department (ARPD). The recruitment opened in May 2015 and was open for two weeks. There were 81 applicants and 17

were invited to the Practical Skills Test. There were 12 applicants who followed protocol, confirming they wanted to participate in the exam.

Ilacqua provided handouts (bulletin, supplemental questionnaire, etc.) to the Board. There were eight applicants who showed up on the day of the Practical Skills Test. Applicants were given an injury, illness, and liability waiver form and an equipment proficiency questionnaire to complete before they took the test. They were asked to complete a criminal history questionnaire in compliance with a new law that went into effect in July 2014. The new law requires that applicants not be required to provide criminal history information until after it is determined that they meet the minimum qualifications of the job.

The skills test was held at the multipurpose field at Alameda Point and both the field and part of the sidewalk were used to complete the five different exercises:

- Driving a tractor and moving materials with the tractor
- Properly loading a truck
- Changing a blade on a chain saw and then starting the chain saw
- Correctly identifying different fuels and which equipment uses what fuel
- Driving a mower and mowing the lawn properly

Each exercise was worth 20 points with a total of 100 points overall. Of the eight applicants who tested, seven passed the practical test and were placed on the Eligible List. The List was provided to ARPD two days after the test was completed. Ilacqua stated that she anticipates receiving the final candidate selection from ARPD soon.

Executive Secretary Kovacs stated that this overview was provided so that new Board Members would have an understanding of how a merit based Civil Service recruitment and testing is conducted.

President Batchelor asked if the exercises were done on a timed basis and were candidates timed as they did the exercises. Ilacqua stated they were not timed as there was a problem with some of the equipment. Board Member Brandt asked who the evaluating proctors were. Ilacqua stated that skilled workers/subject matter experts oversaw and proctored the different exercises. Executive Secretary Kovacs stated there were supervisors from Public Works, AMP, and ARPD who served as proctors of the exercises.

5. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 1, 2015.

5-A-i. ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
(Mar. 2, 2015 – May 31, 2015)		

Administrative Technician I (Designated from Office Assistant-Lateral Transfer)	03/18/2015	2015-24
Assistant Community Development Director	03/30/2015	2015-15PR
Building Code Compliance Officer	04/08/2015	2015-14
Chief System Dispatcher (Designated from System Operations and Field Services Superintendent)	05/26/2015	2015-05
Communications Engagement Specialist (Designated from Public Information Officer)	03/10/2015	2015-02
Customer Service Representative	04/16/2015	2015-20
Distribution Engineer	04/16/2015	2015-11
Executive Assistant	03/31/2015	2015-13PR
Firefighter	12/11/2014	2014-34
Intermediate Clerk (lateral transfer)	05/11/2015	2015-35
Office Assistant (lateral transfer)	05/11/2015	2015-36
Permit Technician III	03/12/2015	2015-09
Planner I	05/12/2015	2015-22
Police Maintenance Technician	05/27/2015	2015-32PR
Public Works Project Manager III	04/01/2015	2015-17PR
Stock Clerk	05/05/2015	2015-18
System Operations and Field Services Superintendent (System Operations Superintendent)	03/12/2015	2015-05
System Operator	05/11/2015	2015-19

Police Officer

Daniel Schilling	05/27/2015	2015-06
Peter Kim	05/27/2015	2015-06
Dylan Westfall	05/27/2015	2015-06
Aaron Moore	05/27/2015	2015-06
Christopher Cypher	05/27/2015	2015-06
Evan Vigneault-Cubit	05/27/2015	2015-07
Ray Hamilton	05/27/2015	2015-07
Cameron McGee	05/27/2015	2015-10PT
Amanda Lanzarin	05/27/2015	2015-10PT
Kyle Emmitt	05/27/2015	2015-10PT
Dominic Bongiovanni	05/27/2015	2015-10PT
Garrett Brown	05/27/2015	2015-10PT
Shanna Holmes	05/27/2015	2015-10PT
James Wilson	05/27/2015	2015-10PT
Luis Buenrostro, Jr.	05/27/2015	2015-10PT
Sabi Mand	05/27/2015	2015-10PT
Anthony Flores	05/27/2015	2015-10PT
Juan Ramon Umali	05/27/2015	2015-10PT

5-A-ii. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Firefighter	12/11/2014	2014-34
Library Technician	12/08/2014	2014-39
System Operator Trainee	10/06/2014	2014-38PT

5-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Assistant General Manager – Customer Resources	10/06/2014	2014-27
City Engineer	10/13/2014	2014-33R
Combination Building Inspector	10/28/2014	2014-31

Finance Supervisor	11/13/2013	2013-32
Human Resources Analyst I	06/27/2013	2013-21PR
Intermediate Clerk	10/09/2013	2013-30
Intermediate Clerk (lateral transfer)	06/11/2015	2015-35
Office Assistant	10/28/2013	2013-31
Permit Technician III	03/12/2015	2015-09
Police Captain	05/01/2013	2013-12PR
Police Maintenance Technician	05/27/2015	2015-32PR
Police Officer	07/08/2014	2012-33
Police Officer	07/08/2014	2013-20PT
Public Information Officer	02/19/2015	2015-02
Public Safety Dispatcher	06/25/2014	2014-10
Public Works Project Manager III	04/01/2015	2015-17PR
Supervising Librarian	12/03/2014	2014-43
Utility Information System Billing Specialist	12/22/2014	2014-46

5-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Assistant General Manager – Engineering and Operations
- Chief System Operator
- Division Chief
- Park Maintenance Foreperson (Reactivated)
- Permit Technician I
- Permit Technician II
- Public Works Supervisor
- Redevelopment Project Manager
- Senior Communications Specialist
- Senior Utility Accountant

New Class Specifications:

- Media Specialist
- Utility Analyst
- Utility Project Manager

Executive Secretary Kovacs stated that staff is pulling the new class specification for Media Specialist from the agenda as there are last minute questions and concerns that need to be addressed.

Board Member Brandt stated that there is a typo in the Assistant General Manager Job Specification. On #1, first line, “selectin” should be “selection.” Also, it appears that all of the positions require a valid California Driver’s License and a good driving record. Board Member Brandt asked why the Media Specialist/Web Designer needs to be able to drive. Senior Human Resources Analyst Low stated that within various specifications there are times when a Driver’s License is absolutely needed for the job. For instance a Police Officer or Line Worker would need a license to drive around the city. Classifications are written in a broad sense and a web specialist may be doing web work 99 percent of the time at their desk. But some positions may require off-site work and thus require the need for a driver’s license.

Bill Garvine, EUPA President and representative, stated that AMP requested that Human Resources pull the Media Specialist. The Media Specialist at AMP would often times be asked to supervise art

work which would include using an independent contractor which may require travel to contractors offices, etc.

Board Member Brandt stated that on the Utility Analyst specification, under definition, it states "...provides management assistance...", but then under Distinguishing Features it states, "Work in the class is distinguished from that of lower classes in that it involves full responsibility for various staff and project functions." And, in Examples of Duties, #13, it states, "May administer or manage specific project, programs, and or services." Nowhere in the experience requirement does it say that they need to have management or project management experience. Senior Human Resources Analyst Low stated the Utility Analyst is a brand new classification and is similar to the Management Analyst classification. It is not truly a project manager because there are specific Project Manager classifications for whom job specifications were recently adopted. This Utility Analyst is going to be more of a general analyst who will be working in support of utility specific programs and projects.

Executive Secretary Kovacs stated that in the general analyst series, which this classification equates to, it is equivalent to the entry level analyst classification. People could qualify via a variety of routes. This could be a transitional position for someone going into the professional classes from administrative classes. The expectation would be they would have extensive administrative experience. It could also be a vehicle where somebody enters the work force from professional internships where they have done support work in overseeing projects and programs. Board Member Brandt stated that theoretically this could be someone who did the work well and now is entering into a leadership role? Executive Secretary Kovacs stated yes.

President Batchelor stated that in looking at the Senior Communications Specialist and the Senior Utility Accountant specifications, there is not supervision in the Senior Communications Specialist specifications, but in looking at the Senior Utility Accountant specification, one level below the Senior Communication Specialist, it talks about supervising activities of Utility Accountants and Senior Account Clerks. Why use the title of "Senior" when there is no supervision? Senior Human Resources Analyst Low stated that the Senior Communications Specialist is a title change from what was previously called a Communications Engagement Specialist. The Communications Engagement Specialist was a bad title as AMP does not engage in communications, they engage their customers. That is the first reason for the change in title. It is at the same level as a Senior Management Analyst or Senior Human Resources Analyst. This communications position has very high level duties with regard to both internal and external communication plans and strategies. Although there is not a Communications Specialist classification below it, this particular position may provide project or assignment supervision or direction to other classifications such as an Administrative Services Coordinator which is an entry level classification between highly productive administrative and entry level management classifications. President Batchelor clarified that then "Senior" was just kept as a title. Senior Human Resources Analyst Low stated yes.

Board Member Robles-Wong stated if there is no classification family leading to this classification, what would be the leading position or the position right below it. Senior Human Resources Analyst Low stated that right now there is no infrastructure or classification to dovetail into the Senior Communications Specialist position; AMP is too small. There are other energy classifications that could feed into this particular classification if the person had a very strong background.

Executive Secretary Kovacs stated that this particular employee group, EUPA, is relatively new. They broke away from the citywide Management and Confidential Employees Association (MCEA)

approximately a year ago. When MCEA broke away, they took the AMP specialized classes with them and they became part of the EUPA group. EUPA does not have that general analyst classification series any longer (e.g., the Management Analyst, Administrative Management Analyst and Senior Management Analyst). She further stated classifications are built as they are needed. Right now AMP does not have a journey level need; right now they have an advanced need. Down the road they may come back for a journey level classification. Senior Human Resources Analyst Young stated that the term "Senior" typically illustrates one of two things: lead direction or an advanced professional position.

Mayor Herrera-Spencer stated that with relation to possession of a Driver's License, the City would really like to encourage the use of public transportation, bicycling or walking. If there was any way a City employee could do a job without a Driver's License, she would encourage it. She would discourage using a single occupancy form of transportation for work.

Member Brandt moved that the Consent Calendar be approved with the Media Specialist pulled for further review. Motion was seconded by Member Santos which was passed by a 4-0 vote (Malloy-absent).

6. REGULAR AGENDA ITEMS

- 6-A. Informational Report, March 18, 2015, Regarding Eligible List and Appointment Certification -
- Office Assistant Lateral Transfer Request List for Administrative Technician I vacancy, DS.1470.001

Executive Secretary Kovacs stated that at various times there will be actions taken by staff. These are actions taken by the Acting Human Resources Director and Executive Secretary. The following reports are to advise the Civil Service Board of such actions.

- 6-B. Informational Report, March 10, 2015, Regarding Designation of Eligible List
- Public Information Officer, 2015-02 for Communications Engagement Specialist vacancy, AP.7015.001
- 6-C. Informational Report, May 12, 2015, Regarding Designation of Eligible List
- System Operations Superintendent, 2015-05 for Chief System Dispatcher vacancy, AP.7018.001
- 6-D. Informational Report, June 18, 2015, Regarding Lateral Transfer
- Senior Human Resources Analyst – AMP (Classification Code 7007) to Senior Human Resources Analyst (AMP) (Classification Code 1265)
- 6-E. Information Report, June 17, 2015, Regarding Approval of Applications to Temporarily Vacate Civil Service Positions:
- Mark Sample
 - Michael DeWindt
 - Stephen Lucero

Executive Secretary Kovacs stated that the Community Paramedicine Program is excluded by Ordinance from Civil Service due to its special funding. The incumbents have submitted requests to vacate their Civil Service positions in order to be assigned to the Community Paramedicine Program. At the end of their assignment, they will return to their Civil Service positions.

President Batchelor stated that in regard to the Division Chief classification there is not an inclusion of office assignment and asked for clarification. Executive Secretary Kovacs stated that a Division Chief is usually assigned to fire suppression which means they work 24 hour shifts and are in command at emergency calls. This particular Paramedicine assignment is what is called an office assignment, so the incumbent is coming off of a fire suppression assignment to a non-suppression traditional work schedule, working Monday through Friday, 8:00 a.m. to 5:00 p.m. The office differential is established in the Memorandum of Understanding (MOU) to provide incentive to the employee who goes from the suppression shift schedule to the non-suppression traditional schedule.

6-F. Activity Report – Period of March 1, 2015 through May 31, 2015.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
03/23/15	Alameda Municipal Power	Support Services Supervisor
04/06/15	Police	Police Officer
04/06/15	Public Works	Maintenance Worker II
04/20/15	Alameda Municipal Power	Communications Engagement Specialist
05/18/15	Alameda Municipal Power	Customer Service Representative

CERTIFIED TO CIVIL SERVICE (FROM SAFER PROGRAM)

DATE	DEPARTMENT	JOB CLASSIFICATION
03/08/15	Fire	Firefighters (6)

LATERAL TRANSFERS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/23/15	Community Development	to Administrative Technician I from Office Assistant

REINSTATED TO FORMER POSITION

DATE	DEPARTMENT	JOB CLASSIFICATION
04/19/15	Alameda Municipal Power	to Electrical Maintenance Technician from System Dispatcher

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
04/05/15	Fire	Fire Apparatus Operator
04/09/15	Alameda Municipal Power	Systems Ops & Field Service Superintendent
04/19/15	Community Development	Assistant Community Development Director
04/19/15	Library	Executive Assistant
04/19/15	Fire	Fire Chief (Appointed by City Manager)
05/03/15	Public Works	Public Works Project Manager II

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
04/02/15	Community Development	Permit Technician III
05/30/15	Fire	Captain

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/17/15	Police	Police Officer
04/02/15	Police	Intermediate Clerk
04/03/15	Alameda Municipal Power	Asst. General Manager-Engineering and Operations
04/30/15	Community Development	Economic Development Manager
05/01/15	City Manager	City Manager
05/01/15	City Manager	Assistant City Manager
05/07/15	Finance	Finance Supervisor

Executive Secretary Kovacs stated that for clarification to new Board Members Brandt and Robles-Wong, the Activity Report lists the various Civil Service and related activities that have been processed during the last three month period.

Regarding Separations:

- Police Officer was released from Probation
- Police Intermediate Clerk resigned to take another position
- Alameda Municipal Power Asst. General Manager-Engineering and Operations moved out of the area
- Community Development Economic Development Manager resigned and moved out of area
- City Manager took another position in Riverside, CA
- Assistant City Manager took another position in Riverside, CA
- Finance Supervisor resigned and is the Finance Director for the City of Pittsburg, CA

7. **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

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

Board Member Santos wanted to let the Human Resources staff know that the new Fair Labor Standards Act (FLSA) regulations were released June 30 which may impact salaries. Executive Secretary Kovacs stated that the City of Alameda is not impacted because our lowest salary ranges meet the new thresholds.

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

Executive Secretary Kovacs introduced new Board Members to meeting attendees.

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

Wednesday, October 7, 2015.

11. **ADJOURNMENT**

Meeting was adjourned at 5:46 p.m.

Respectfully submitted,



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