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**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, January 7, 2015**

1. CALL TO ORDER

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

2. ROLL CALL:

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

STAFF PRESENT: Jill Kovacs, Acting Human Resources Director and Executive Secretary to the Board
Beth Fritz, Administrative Assistant II
Michael Roush, Attorney – Civil Service Board Legal Counsel
Chris Low, Senior Human Resources Analyst-AMP
Tiffany Ilacqua, Human Resources Analyst I
Monica Selles, Human Resources Analyst II
Sharlene Shikhmuradova, Administrative Technician II
Terry Flippo, ACEA Representative

ABSENT: Stephanie Garrabrant-Sierra, Administrative Services Director

3. MINUTES:

A. Approval of Minutes of the Regular meeting of October 27, 2014.

Member Malloy moved that the October 27, 2014 Minutes be approved. Motion was seconded by Member McHugh which was passed by a 5-0 vote.

**4. CONSENT CALENDAR:
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR
JANUARY 7, 2015.**

4-A-i. ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Assistant General Manager – Customer Resources	10/6/2014	2014-23
City Engineer	10/13/2014	2014-33R
Combination Building Inspector	10/28/2014	2014-31

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Library Technician	12/08/2014	2014-39
Planning Services Manager	10/21/2014	2014-36PR
Supervising Librarian	12/03/2014	2014-43
System Operator Trainee	10/06/2014	2014-38PR

4-A-ii. ELIGIBLE LIST EXTENDED

	DATE ESTABLISHED	EXAM NO.
Fire Apparatus Operator	07/03/2013	2013-11PR
Fire Captain	07/03/2014	2014-11PR
Human Resources Analyst I	06/27/2013	2013-21PR
Office Assistant	10/28/2013	2013-31
Police Captain	05/01/2013	2013-12PR
Public Safety Dispatcher	06/25/2014	2014-10

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

	DATE ESTABLISHED	EXAM NO.
Administrative Technician I (Media and Communications Technician)	06/30/2014	2014-16
Apprentice Lineworker	06/02/2014	2014-09PR
Electrical Maintenance Technician	07/01/2014	2014-14
Paralegal	07/27/2014	2014-22
Planning Services Manager	10/21/2014	2014-36PR
Public Works Coordinator	06/19/2014	2014-17
System Dispatcher	07/02/2014	2014-15

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Senior Utility Accountant (re-presented delayed until April 1, 2015)
- Financial Services Supervisor
- Gardener
- Meter Reader
- Storekeeper
- Utility Information Systems Billing Specialist

New Class Specifications:

- Public Information Officer

Board Member McHugh made a motion to approve the Consent Calendar items with the exception of the Meter Reader specification. Vice President Batchelor seconded the motion. Motion was approved 5-0.

Board Member Malloy questioned the language under Ability, "...maintain physical condition appropriate to the performance of assigned duties and responsibilities...", stating that language seems like it should be on Police Department or Fire Department job specifications, and asked why is it on the Meter Reader specification. Senior Human Resources Analyst-AMP Low stated that it is was put on this job description to reflect what they normally do, similar to other classifications in terms of maintaining their ability to learn technical developments. This was added to address the physical nature of the work that these people do: walk long distances, stand for long periods of time, and work in inclement weather. Such language could also be in public safety specifications. Senior Human

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Resources Analyst-AMP Low further explained that as AMP was going out to recruit for this position, staff wanted applicants to really understand that meter reading is not an easy job and that is physically demanding. Staff wanted them to understand the physical nature under which they would be working.

Board Member Malloy stated that her concern from an ADA perspective is that the suggestion of maintaining the physical condition appropriate to perform the job, just seems like we are opening up the opportunity for people to say they are not selected for the position because they do not appear to either meet the requirements physically or be able to maintain them physically. She is sure that this would not be the basis for discipline nor for selection. The City cannot discriminate against someone based upon their body appearance. Senior Human Resources Analyst-AMP Low stated Member Malloy is correct we cannot. This particular ability would only come into play should an employee's performance decline and discussions conducted with that employee to ensure appropriate discussions in compliance with ADA and FEHA.

Board Member Malloy further stated that she had just read a study that stated that the most obese people in the United States are cops. She does not believe employers are having conversations with police who are obese and their ability to run down the road.

Board Member McHugh stated that the specification states having the physical abilities requirement, but the number one example of duties states, "...drive a city owned vehicle...". Also, knowing that AMP is implementing smart meter technology, which means that meter readers will be able to drive around to collect the data electronically, it seems like there is a miss-match. Executive Secretary Kovacs recommended changing the language to remove the section "...maintain physical condition appropriate to the performance of assigned duties and responsibilities..." and insert with something along the lines of "...ability to effectively perform assigned Meter Reader field work...", and as a result, the specification language is focused on the work.

Board Member McHugh stated that before the smart meter readers you could have someone who used a wheelchair and could get around just fine. They wouldn't have the physical condition but would still be able to do the job house-to-house. Senior Human Resources Analyst-AMP Low stated that is majorly correct but there are some meters in pretty difficult areas to access such as backyards, etc. Vice President Batchelor stated that some could be located in staircases, basements, etc. If the person chosen was using a wheelchair, they would have a problem.

Board Member Malloy also stated that such a person can be accommodated by not having a route with those issues. To take issue with the physical condition is her challenge. Under the law you cannot, you have an obligation to go through the reasonable accommodation process. She feels having that wording is problematic and it would be just as problematic if it was in the Police or Fire specifications.

Board Member Malloy strongly recommended that the wording Executive Secretary Kovacs suggested be used. Senior Human Resources Analyst-AMP Low stated that he is willing to defer to Executive Secretary Kovacs suggested language.

Board Member McHugh asked to also include something about reasonable accommodation to stay consistent. Executive Secretary Kovacs stated that we do not include reasonable accommodation language in the job specifications, that it is always included in the job announcements.

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Motion was made by Board Member Malloy to use the language "...ability to effectively perform assigned Meter Reader field work...." Or, that staff could come up with wording on their own. Motion was seconded by Board Member Santos. Motion was approved 4-1 (Batchelor-opposed).

5. **REGULAR AGENDA ITEMS**

5-A. Activity Report – Period of September 1, 2014 through November 30, 2014.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
09/22/14	Community Development	Permit Technician I
09/23/14	Police	Police Officers (2)
10/06/14	Police	Public Safety Dispatcher
10/20/14	Recreation/Parks	Recreation Services Specialist
10/21/14	Recreation/Parks	Recreation Services Specialist
11/03/14	Community Development	Combination Building Inspector
11/17/14	Community Development	Planner I

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/21/14	Alameda Municipal Power	Asst General Manager-Energy Resources Planning
10/05/14	Alameda Municipal Power	Senior Utility Accountant
10/19/14	Alameda Municipal Power	Asst General Manager-Customer Resources
10/19/14	Fire	Division Chief
11/02/14	Community Development	Planning Services Manager
11/30/14	Alameda Municipal Power	System Operator Trainee

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/04/14	Alameda Municipal Power	Systems Ops & Field Svc Superintendent
09/06/14	Police	Police Officer
10/31/14	Recreation/Parks	Recreation Services Specialist

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/03/14	Police	Public Safety Dispatcher
09/11/14	Library	Library Technician
09/18/14	Community Development	Fire/Bldg Code Compliance Officer
10/27/14	Police	Police Officer

Executive Secretary Kovacs stated with regard to separations: the Public Safety Dispatcher resigned but stayed onboard as a part-time employee, the Library Technician resigned, and the Fire/Bldg Code Compliance Officer and the Police Officer were both released from probation.

Board Member McHugh asked if the Library Technician position was going to be filled. Executive Secretary Kovacs stated that the position has already been filled.

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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)

None.

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

President Horikoshi stated that his term is up at the end of June 2015 and requested that the Elections of Officers be on the agenda for the next Civil Service Board Meeting (April 1, 2015). Executive Secretary Kovacs stated that staff will be working with the City Clerk's Office on prospective nominees.

President Horikoshi asked about the due date for Form 700. Michael Roush, Attorney-Civil Service Board Legal Counsel, stated those forms are usually due at the end of March. Typically the City Clerk's Office sends the forms out sometime in January.

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

Executive Secretary Kovacs stated that both President Horikoshi and Board Member McHugh are ending their Civil Service Board terms on June 30, 2015, and thanked them both for their commitment and service.

Executive Secretary Kovacs provided the Civil Service Board with a binder containing City Salary Schedules for future reference. The Civil Service Board has been added to the Salary Schedule e-mail list so when there is a change in salaries, they will be sent the new schedule to update their binder.

Executive Secretary Kovacs stated that a new Senior Human Resources Analyst will begin on January 26, 2015. This is a new Council approved position for Human Resources.

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

Wednesday, April 1, 2015

10. **ADJOURNMENT**

Meeting was adjourned at 5:20 p.m.

Respectfully submitted,

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