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

**1. CALL TO ORDER**

The meeting was called to order at 5:05 p.m. by Board President Peter Horikoshi.

**2. ROLL CALL:**

PRESENT: President Peter Horikoshi, Members Linda McHugh, Marguerite Malloy, Zara Santos (late)

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

ABSENT: Vice President Dean Batchelor

**3. MINUTES:**

**A. Approval of Minutes of the Regular meeting of January 7, 2015.**

Board Member Malloy moved that the January 7, 2015 Minutes be approved with the following corrections:

- On page 3, of January 7, 2015 Civil Service Board Minutes, paragraph five, “you cannot” be deleted. The second sentence in paragraph five should read: “Under the law you have an obligation to go through the reasonable accommodation process.”

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**Motion was seconded by Board Member McHugh which was passed by a 3-0 vote (Batchelor-absent, Santos-late).**

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

| <b>4-A-i. ELIGIBLE LIST ESTABLISHED</b>                                                                            | <b>DATE ESTABLISHED</b> | <b>EXAM NO.</b> |
|--------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------|
| (Dec. 1, 2014 – Feb. 28, 2015)                                                                                     |                         |                 |
| Administrative Services Coordinator –<br>(Community Development & Resiliency Coordinator)                          | 12/30/2014              | 2014-49         |
| Deputy Public Works Director                                                                                       | 01/22/2015              | 2015-04PR       |
| Financial Services Supervisor                                                                                      | 12/18/2014              | 2014-45         |
| Fire/Building Code Compliance Officer                                                                              | 01/07/2015              | 2014-50PR       |
| Fire Administrative Services Supervisor<br>(Designed from Senior Human Resources Analyst)                          | 01/06/2015              | 2014-41         |
| Maintenance Worker II                                                                                              | 03/04/2015              | 2014-51         |
| Meter Reader                                                                                                       | 01/12/2015              | 2014-42         |
| Paralegal                                                                                                          | 03/04/2015              | 2015-03         |
| Public Information Officer                                                                                         | 02/19/2015              | 2015-02         |
| Senior Human Resources Analyst                                                                                     | 12/17/2014              | 2014-41         |
| Storekeeper                                                                                                        | 02/03/2015              | 2014-47         |
| Support Services Supervisor<br>(Utility Procurement Administrator)                                                 | 03/03/2015              | 2015-01         |
| Utility Information Systems Billing Specialist                                                                     | 12/22/2014              | 2014-46         |
| Utility Information Systems Billing Technician<br>(Designated from Utility Information Systems Billing Specialist) | 01/22/2015              | 2014-46         |

| <b>4-A-ii. ELIGIBLE LIST EXTENDED</b>   | <b>DATE ESTABLISHED</b> | <b>EXAM NO.</b> |
|-----------------------------------------|-------------------------|-----------------|
| Police Lieutenant                       | 02/06/2014              | 2013-40PR       |
| Public Safety Communications Supervisor | 08/12/2014              | 2014-30PR       |

| <b>4-A-iii. ELIGIBLE LIST EXPIRED/<br/>CANCELLED/EXHAUSTED</b>                            | <b>DATE ESTABLISHED</b> | <b>EXAM NO.</b> |
|-------------------------------------------------------------------------------------------|-------------------------|-----------------|
| Assistant General Manager –<br>Energy Resources Planning                                  | 09/02/2014              | 2014-23         |
| Deputy Public Works Director                                                              | 01/22/2015              | 2015-04PR       |
| Division Chief                                                                            | 02/04/2014              | 2013-39PR       |
| Fire Administrative Services Supervisor<br>(Designed from Senior Human Resources Analyst) | 01/06/2015              | 2014-41         |
| Fire/Building Code Compliance Officer                                                     | 01/07/2015              | 2014-50PR       |
| Permit Technician I                                                                       | 09/04/2014              | 2014-28         |
| Planner I                                                                                 | 03/06/2014              | 2014-02         |
| Police Officer                                                                            | 02/19/2013              | 2013-05         |
| Police Officer                                                                            | 12/09/2013              | 2013-05         |
| Police Officer                                                                            | 07/08/2014              | 2013-05         |
| Police Sergeant                                                                           | 03/05/2013              | 2013-03PR       |
| Recreation Services Specialist                                                            | 09/03/2014              | 2014-25         |
| Senior Utility Accountant                                                                 | 09/02/2014              | 2014-32PR       |
| Technology Services Coordinator<br>(CAD/RMS/MDT Specialist)                               | 08/19/2014              | 2014-24         |

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

**Existing Classification Specification Revisions:**

- Senior Utility Accountant (re-presented delayed until July 1, 2015)
- Customer Service Representative
- Financial Services Manager
- Fleet Mechanic
- Park Maintenance Equipment Operator
- Stock Clerk

**New Class Specifications:**

- Computer Services Technician – AMP
- Utility Database Analyst
- Utility Geographic Information Systems Analyst
- Utility Information Technology Business Analyst
- Utility Information Technology Manager

**Board Member Malloy made a motion to approve the Consent Calendar items. Board Member McHugh seconded the motion. Motion was approved 3-0 (Batchelor-absent, Santos-late).**

**5. REGULAR AGENDA ITEMS:**

**5-A. Designation of Eligible List – Senior Human Resources Analyst, 2014-41 for Fire Administrative Services Supervisor Vacancy, FD.4605.001**

Executive Secretary Kovacs stated that this report is an advisory/informational report and there is no action to be taken by the Civil Service Board. The Senior Human Resources Analyst Eligible List has been designated to fill the Fire Administrative Services Supervisor vacancy in the Fire Department. Before the specialized classifications were created, these two positions were both in the Senior Management Analyst classification. There was a short list with a very viable candidate for the Fire Department position.

**5-B. Designation of Eligible List – Utility Information Systems Billing Specialist, 2014-46 for Utility Information Systems Billing Technician Vacancy, AP.7311.002**

Executive Secretary Kovacs stated that this report is an advisory/informational report and there is no action to be taken by the Civil Service Board. The Utility Information Systems Billing Specialist has been designated to fill the Utility Information Systems Billing Technician vacancy. This is an example of a higher level classification Eligible List being used to fill a lower level vacancy in a similar career chain.

**5-C. Activity Report – Period of December 1, 2014 through February 28, 2015.**

**FULL-TIME HIRES**

| <b>DATE</b> | <b>DEPARTMENT</b> | <b>JOB CLASSIFICATION</b>       |
|-------------|-------------------|---------------------------------|
| 01/06/15    | Police            | Technology Services Coordinator |
| 01/12/15    | Police            | Public Safety Dispatcher        |
| 01/13/15    | Library           | Supervising Librarian           |

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|          |                         |                                         |
|----------|-------------------------|-----------------------------------------|
| 01/13/15 | Alameda Municipal Power | Financial Services Supervisor           |
| 01/26/15 | Alameda Municipal Power | Meter Reader                            |
| 01/26/15 | Community Development   | Administrative Services Coordinator     |
| 02/02/15 | Public Works            | Maintenance Worker I                    |
| 02/09/15 | Fire                    | Fire Administrative Services Supervisor |
| 02/09/15 | Human Resources         | Senior Human Resources Analyst          |
| 02/09/15 | Library                 | Library Technician                      |
| 02/23/15 | Finance                 | Finance Director                        |

### **PROMOTIONS**

| <b>DATE</b> | <b>DEPARTMENT</b>       | <b>JOB CLASSIFICATION</b>                      |
|-------------|-------------------------|------------------------------------------------|
| 12/14/14    | Fire                    | Fire Apparatus Operator                        |
| 01/25/15    | Fire                    | Fire Apparatus Operator                        |
| 01/25/15    | Fire                    | Division Chief                                 |
| 01/25/15    | Community Development   | Fire/Bldg Code Compliance Officer              |
| 02/08/15    | Alameda Municipal Power | Utility Information Systems Billing Technician |
| 02/08/15    | Public Works            | Deputy Public Works Director                   |
| 02/08/15    | Fire                    | Fire Captain (2)                               |
| 02/22/15    | Alameda Municipal Power | Storekeeper                                    |
| 02/22/15    | Police                  | Police Sergeant                                |
| 02/22/15    | Police                  | Police Lieutenant                              |

### **RETIREMENTS**

| <b>DATE</b> | <b>DEPARTMENT</b>       | <b>JOB CLASSIFICATION</b>                      |
|-------------|-------------------------|------------------------------------------------|
| 12/02/14    | Library                 | Supervising Librarian                          |
| 12/13/14    | Fire                    | Division Chief                                 |
| 12/25/14    | Fire                    | Division Chief                                 |
| 12/26/14    | Fire                    | Fire Chief                                     |
| 12/26/14    | Fire                    | Fire Apparatus Operator                        |
| 12/26/14    | Alameda Municipal Power | Storekeeper                                    |
| 12/27/14    | Alameda Municipal Power | Utility Information Systems Billing Specialist |
| 12/30/14    | Recreation/Parks        | Equipment Operator                             |

### **SEPARATIONS**

| <b>DATE</b> | <b>DEPARTMENT</b>       | <b>JOB CLASSIFICATION</b>               |
|-------------|-------------------------|-----------------------------------------|
| 12/06/14    | Community Development   | Administrative Technician I             |
| 12/07/14    | Recreation/Parks        | Park Maintenance Worker                 |
| 01/06/15    | Community Development   | Planner I                               |
| 01/07/15    | Alameda Municipal Power | Support Services Supervisor             |
| 01/08/15    | Public Works            | Assistant Engineer                      |
| 01/14/15    | Fire                    | Fire Administrative Services Supervisor |
| 01/20/15    | Alameda Municipal Power | Distribution Engineer                   |
| 01/31/15    | Alameda Municipal Power | System Dispatcher                       |
| 02/13/15    | Fire                    | Firefighter                             |

Board Member Malloy asked the reasons for separation. Executive Secretary Kovacs stated that the

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reasons for separation were as follows:

- Administrative Technician I (Community Development) - Resignation
- Park Maintenance Worker (Recreation/Parks) – Death
- Planner I (Community Development) – Resigned
- Support Services Supervisor (AMP) – Released from Probation
- Assistant Engineer (Public Works) – Resigned
- Fire Administrative Services Supervisor - Resigned
- Distribution Engineer - Resigned
- System Dispatcher – Retirement (should be moved to Retirement list)
- Firefighter – Resigned

Board Member McHugh stated that there were a lot of resignations this time. Executive Secretary Kovacs stated that Human Resources staff were aware of the following resignation reasons:

- Firefighter left to take a position in Contra Costa County.
- Distribution Engineer resigned to be closer to family in southern California.
- Fire Administrative Services Supervisor resigned to take a position with the Federal Reserve Board in San Francisco.
- Assistant Engineer resigned to take a position in Roseville.
- Support Services Supervisor (AMP) was released from probation.
- Planner I resigned due to a family situation.
- Administrative Technician I resigned to work for a property management company.

Executive Secretary Kovacs welcomed Board Member Santos (late) to the meeting.

#### **5-D. Elections of Civil Service Board President and Vice President.**

President Horikoshi invited Executive Secretary Kovacs to conduct the elections and she opened nominations for President and Vice President.

**Board Member McHugh made a motion that Vice President Dean Batchelor be elected President of the Civil Service Board. Board Member Santos seconded the motion. Motion passed 4-0 (Batchelor-absent).**

**Board Member Santos made a motion that Board Member Malloy be elected Vice President of the Civil Service Board. Board Member Horikoshi seconded the motion. Motion passed 4-0 (Batchelor-absent).**

Vice President Malloy took over duties of conducting the meeting.

#### **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)

Bill Garvine, EUPA representative, congratulated Marguerite Malloy on being elected as the Civil Service Board Vice President and Dean Batchelor on being elected President.

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

Board Member Horikoshi welcomed the City of Alameda's new Mayor, Trish Herrera-Spencer, to the Civil Service Board Meeting.

Board Member McHugh thanked the Human Resources staff for their hard work over the years and stated that it had been a very collaborative experience.

Vice President Malloy thanked Board Members Peter Horikoshi and Linda McHugh for their service on the Civil Service Board.

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

Executive Secretary Kovacs thanked both Peter Horikoshi and Linda McHugh for their many years serving on the Civil Service Board and presented them with going away souvenirs.

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

Wednesday, July 1, 2015.

10. **ADJOURNMENT**

Meeting was adjourned at 5:17 p.m.

Respectfully submitted,

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