



# City of Alameda

## Meeting Agenda

### Civil Service Board

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Wednesday, July 1, 2015

5:00 PM

City Hall, 2263 Santa Clara Avenue, Room 360,  
3rd Floor, Alameda, CA 94501

Meetings held the first Wednesday of each  
calendar quarter (January, April, July, October)  
at 5 p.m.

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**1 CALL TO ORDER**

**2 ROLL CALL - President Dean Batchelor, Vice President Marguerite Malloy, Members Jan Brandt, Cookie Robles-Wong, Zara Santos and Human Resources Manager Jill Kovacs, Acting Human Resources Director and Executive Secretary of the Civil Service Board.**

**3 MINUTES**

**3-A [2015-1836](#)** Approval of Minutes of the Regular Meeting of April 1, 2015.

**Attachments:** [2015-04-01 CSB Minutes-Final](#)

**4 SPECIAL AGENDA ITEM**

Presentation: Park maintenance Equipment Operator Practical Skills Test

**5 CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine and will be enacted, approved or adopted by one motion unless a request for removal for discussion or explanation is made by one of the Civil Service Board members or a member of the public.**

**5-A [2015-1839](#) SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 1, 2015**

**4-A-i. ELIGIBLE LIST ESTABLISHED**

See attachment

**4-A-ii. ELIGIBLE LIST EXTENDED**

See attachment

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

See attachment

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

##### Existing Classification Specifications 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

See attachment

**Attachments:** [2015-7-1 CSB Eligible List Final](#)  
[2015-07-01 CSB Mtg Specs - ALL](#)

## 6 REGULAR AGENDA ITEMS

- 6-A**     [2015-1840](#)     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
- Attachments:**     [Item 6-A 2015-07-01 CSB Mtg](#)
- 6-B**     [2015-1841](#)     Informational Report, March 10, 2015, Regarding Designation of Eligible List
- Public Information Officer, 2015-02 for Communications Engagement Specialist Vacancy, AP.7015001
- Attachments:**     [Item 6-B 2015-07-01 CSB Mtg Pkt](#)
- 6-C**     [2015-1842](#)     Informational Report, May 12, 2015, Regarding Designation of Eligible List -
- System Operations Superintendent, 2015-05 for Chief System Dispatcher Vacancy, AP.7018.001
- Attachments:**     [Item 6-C 2015-07-01 CSB Mtg](#)
- 6-D**     [2015-1843](#)     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)

**Attachments:** [Item 6-D Item 2015-07-01 CSB Mtg](#)

- 6-E**     [2015-1844](#)     Informational Report, June 17, 2015, Regarding Approval of Applications to Temporarily Vacate Civil Service Positions:
- Mark Sample
  - Michael DeWindt
  - Stephen Lucero

**Attachments:** [Item 6-E 2015-07-01 CSB Mtg](#)

- 6-F**     [2015-1845](#)     Activity Report - Period of March 1, 2015 through May 31, 2015.

**Attachments:** [07-01-15 CSB Mar15-May15](#)

- 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).

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

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

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

- 10-A**    [2015-1846](#)    Wednesday, October 7, 2015

- 11**       **ADJOURNMENT**

\*\*\*\*NOTE\*\*\*\*

- Translators or sign language interpreters will be available upon request.
- Equipment for the hearing impaired is available for public use.
- Accessible seating for persons with disabilities (including those using wheelchairs) is available.
- Minutes of the meeting can be made available in enlarged print.
- Please contact the Human Resources Department at (510) 747-4900 at least 72 hours prior to the meeting to request agenda materials in an alternative format, or any other reasonable accommodation that may be necessary to participate in and enjoy the benefits of the meeting.
- Documents related to this agenda are available for public inspection and copying at the Human Resources Department (Room 290) and the City Clerk's Office located at 2263 Santa Clara Avenue in addition to each Alameda Free Library location during normal business hours.

- **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE:** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City of Alameda exist to conduct the citizen of Alameda's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.
- **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION:** the address is 2263 Santa Clara Avenue, Room 380, Alameda, CA, 94501; phone number is 510-747-4800; fax number is 510-865-4048, e-mail address is [lweisiger@alamedaca.gov](mailto:lweisiger@alamedaca.gov) and contact is Lara Weisiger, City Clerk.
- In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.