



# City of Alameda

## Meeting Agenda

### Civil Service Board

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Wednesday, April 1, 2015

5:00 PM

City Hall, 2263 Santa Clara Avenue, Council  
Chambers, 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 Peter Horikoshi, Vice President Dean Batchelor, Members Marguerite Malloy, Linda McHugh, Zara Santos and Interim Human Resources Manager Jill Kovacs, Acting Human Resources Director and Executive Secretary of the Civil Service Board.**

**3 MINUTES**

**3-A [2015-1515](#) 3-A. MINUTES**

**Attachments:** [2015-01-07 CSB Minutes-Final Draft.pdf](#)

**4 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.**

**4-A [2015-1516](#) 4. 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.

A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATION FOR APRIL 1, 2015.

4-A-i. ELIGIBLE LISTS ESTABLISHED.

See attached Report

4-B-ii. ELIGIBLE LISTS EXTENDED

See attached Report

4-C-iii ELIGIBLE LISTS EXPIRED/CANCELLED/EXHAUSTED

See attached Report

4-A-iv LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

See attached Report

New Classification Specifications:

See attached Report

**Attachments:** [2015-4-1 CSB Eligible List Final.pdf](#)  
[2015-04-01 CSB Specs for Mtg.pdf](#)

**5 REGULAR AGENDA ITEMS**

- 5-A** [2015-1518](#) 5-A. Designation of Eligible List - Senior Human Resources Analyst, 2014-41 for Fire Administrative Services Supervisor Vacancy, FD.4605.001

**Attachments:** [2015-04-01 CSB Pkt Agenda Item 5-A.pdf](#)

- 5-B** [2015-1519](#) 5-B. Designation of Eligible List - Utility Information Systems Billing Specialist, 2014-46 for Utility Information Systems Billing Technician Vacancy, AP.7311.002

**Attachments:** [2015-04-01 CSB Pkt Agenda Item 5-B.pdf](#)

- 5-C** [2015-1520](#) 5-C. Activity Report - Period of December 1, 2014 through February 28, 2015.

**Attachments:** [04-01-15 CSB Dec14-Feb15.pdf](#)

- 5-D** [2015-1517](#) 5-D. Elections of Civil Service Board President and Vice President.

**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).

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

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

- 9-A** [2015-1525](#) Wednesday, July 1, 2015

**10 ADJOURNMENT****\*\*\*\*NOTE\*\*\*\***

- 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.