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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.**

4-A-i. ELIGIBLE LIST ESTABLISHED (Dec. 1, 2014 – Feb. 28, 2015)	DATE ESTABLISHED	EXAM NO.
Administrative Services Coordinator – (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 (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 (Utility Procurement Administrator)	03/03/2015	2015-01
Utility Information Systems Billing Specialist	12/22/2014	2014-46
Utility Information Systems Billing Technician (Designated from Utility Information Systems Billing Specialist)	01/22/2015	2014-46

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

4-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Assistant General Manager – 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 (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 (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

DATE	DEPARTMENT	JOB CLASSIFICATION
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

DATE	DEPARTMENT	JOB CLASSIFICATION
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

DATE	DEPARTMENT	JOB CLASSIFICATION
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

DATE	DEPARTMENT	JOB CLASSIFICATION
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

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