



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JULY 6, 2016**

1. **CALL TO ORDER**

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

2. **ROLL CALL:**

PRESENT: President Dean Batchelor, Vice President Marguerite Malloy (arrived at 5:06), Members John Nolan and Jan Brandt

ABSENT: Member Zara Santos and Member Jan Brandt

STAFF PRESENT: Nancy Bronstein, Human Resources Director and Executive Secretary to the Board
Mayor Trish Herrera Spencer
Chris Low, Senior Human Resources Analyst
Robin Young, Senior Human Resources Analyst
Monica Selles, Human Resources Analyst II
Sharlene Shikhmuradova, Administrative Technician II

3. **MINUTES:**

3-A Approval of Minutes of the Regular meeting of April 6, 2016.

President Batchelor moved that the April 6, 2016 Minutes be approved. Motion was seconded by Member Nolan which was passed by a 3-0 vote.

4. **CONSENT CALENDAR:**

4-A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 6, 2016.

4-A-i. ELIGIBLE LIST ESTABLISHED
(March 1, 2016 – May 31, 2016)

DATE ESTABLISHED

EXAM NO.

Administrative Technician II	03/02/2016	2016-81a
City Engineer	03/03/2016	2016-02
Combination Building Inspector	05/03/2016	2016-15
Emergency Medical Services Education Coordinator	04/05/2016	2016-13
Facilities Maintenance Worker	03/24/2016	2016-11
Fire/Building Code Compliance Officer	05/31/2016	2016-16
Librarian	04/05/2016	2016-09
Management Analyst (Designated from Economic Development Manager)	03/17/2016	2016-17
Media Coordinator	04/13/2016	2016-14PR
Park Maintenance Foreperson	03/28/2016	2016-07
Public Safety IT Systems Coordinator	05/31/2016	2016-20
System Operator	04/13/2016	2016-12PR
Utility Construction Compliance Specialist	04/28/2016	2016-01
Police Officer		
Liu, Ethan	03/10/2016	2015-86c
Bang, Roy	03/10/2016	2015-86c
Baird, Christina	03/10/2016	2015-84PTc
Pistello, Nicholas	03/10/2016	2015-84PTc
Kim, James	03/10/2016	2015-84PTc
Shock, Lindsey	03/10/2016	2015-84PTc
Avalos, Anthony	03/10/2016	2015-84PTc
Tandel, Sunil	03/10/2016	2015-84PTc
Wu, Jerry	03/28/2016	2015-86c
Sarmiento, Alexis	03/28/2016	2015-86c
Castillo, Raymond	03/28/2016	2015-86c
Smith, Mark	03/28/2016	2015-84PTc
Small, Christopher	03/28/2016	2015-84PTc
Leaks, Jennifer	03/28/2016	2015-84PTc
Pineda, Ivan	03/28/2016	2015-84PTc
Nolasco, Robert	03/28/2016	2015-84PTc
Alvarez, Charlie	03/28/2016	2015-86c
Griffin, Corey	04/21/2016	2015-84PTc
Alejandro, Raymond	04/21/2016	2015-84PTc
Stephens, Michael	04/21/2016	2015-84PTc
King, Michelle	04/21/2016	2015-86c
Knecht, Jeffery	04/21/2016	2015-86c
Johnston, Michael	04/21/2016	2015-86c
Cangco, Alvin	04/21/2016	2015-86c
Singh, Malcolm	04/21/2016	2015-85c
Kopp, April	05/12/2016	2015-84PTc
Lamothe, Alexander	05/12/2016	2015-84PTc
Jimenez, Luis	05/12/2016	2015-84PTc
Knopf, Alexander	05/12/2016	2015-84PTc
Sayavanh, Nicholas	05/12/2016	2015-84PTc
Moosayar, Mohammad	05/12/2016	2015-86c
Hovsepian, Jared	05/12/2016	2015-86c
Blanco, German	05/12/2016	2015-86c

4-A-ii. ELIGIBLE LIST EXTENDED

Executive Assistant – Alameda Municipal Power

DATE ESTABLISHED

12/23/2015

EXAM NO.

2015-88

Firefighter	12/11/2014	2014-34
Human Resources Manager	11/02/2015	2015-70
Library Technician	12/08/2014	2014-39
Permit Technician I	11/24/2015	2015-82
Public Information Officer	11/20/2015	2015-37
Redevelopment Project Manager	10/20/2015	2015-52
Senior Clerk	11/03/2015	2015-72
Traffic Signal Maintenance Technician	10/13/2015	2015-60

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

DATE ESTABLISHED EXAM NO.

Compliance Superintendent	10/13/2015	2015-58
Customer Service Representative	04/16/2015	2015-20
Distribution Engineer	04/16/2015	2015-11
Economic Development Manager	10/13/2015	2015-51
Emergency Medical Services Coordinator	04/05/2016	2016-13
Executive Assistant	12/15/2015	2015-78
Facilities Maintenance Worker	03/24/2016	2016-11
Fire Captain	04/03/2014	2014-11PR
Media Coordinator	04/13/2016	2016-14PR
Planner I	05/12/2015	2015-22
Program Specialist II	10/28/2015	2015-73PR
Public Works Supervisor	10/08/2015	2015-46
Senior Fleet Mechanic (Designated from Public Works Supervisor)	11/10/2015	2015-83
Stock Clerk	05/05/2015	2015-18
System Operator	04/13/2016	2016-12PR
Utility Analyst	11/19/2015	2015-82
Utility Project Manager	12/22/2015	2015-81

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Executive Assistant
- Public Works Maintenance Foreperson
- Public Works Supervisor

New Classification Specifications:

- Information Technology Systems Coordinator
- Public Safety Information Technology Systems Analyst

President Batchelor moved to approve Consent Calendar items 4-A-i, 4-A-ii, and 4-A-iii. Motion was seconded by Members Nolan and Brandt which was passed by a 3-0 vote.

President Batchelor requested to pull item 4-A-iv for further discussion. President Batchelor asked why there are two job descriptions for the Information Technology System Coordinator and the Public Safety Information Technology Systems Analyst when there are similar examples of duties listed. Senior Human Resources Analyst Robin Young responded by describing that the City has allocated positions through the budget

process based on operational needs prior to creating the classification. The two in question classifications were added around 2013 to the allocations but only recently finalized the job descriptions. She noted that she could not fully answer the question because she along with other staff members were not involved during the 2013 discussions.

Human Resources Director and Executive Secretary to the Board, Nancy Bronstein added that although having specific classifications does allow to conduct recruitments to what department needs, there can perhaps be a discussion on setting up classifications that can be used in different ways instead of having specific classifications. She also would like to discuss later in the meeting, limited certifications, which will allow to do general job classes verses specific job classes.

Vice President Malloy had a question on the 50lb lifting requirement for the Information Technology Systems Coordinator and the Public Safety Information Technology Systems Analyst and where that number came from. Senior Human Resources Analyst Young answered that the number came from the new Information Technology Director based on the needs of the job such as lifting monitors and arranging new systems and assumes that the IT Director discussed this with the subject matter experts to come up with that requirement. Vice President Malloy questions this number based on the weight of technology changing over the years and becoming lighter. Senior HR Analyst Young mentioned she can reach out to the IT Director with these concerns and can perhaps have her complete a physical job analysis form. Vice President Malloy added that the 50lb requirement as an essential job function may not be realistic.

Vice President Malloy had a question on the Public Works Maintenance Foreperson and where it falls in the organization chart and what is the probationary period. Senior HR Analyst Young answered that this classification is between a Public Works Supervisor and a Maintenance Worker II. Vice President Malloy wanted to know the probationary period because there are cases where it can take six months to get a certificate and so the ability to evaluate the person relates to when that person has everything needed for their job which may or may not occur if it's a six month probationary period. Human Resources Director and Executive Secretary to the Board, Bronstein added that the department does have the ability to extend probations to meet requirements such as obtaining job related certifications and this is explained to the employee during the evaluation process. Senior HR Analyst Young confirmed by looking in the MOU that the probationary period is twelve months.

President Batchelor had a question on the Public Works Supervisor requirement and whether the International Municipal Signal Association level 2 certification needs to be more specific. This is because there are three different types of signal certifications: Field Technician, Traffic Signal Bench Technician and Traffic Signal Construction. He suggested to go back to the department to see what they are looking for. Senior HR Analyst Young agreed she will check with the department.

Human Resources Director and Executive Secretary to the Board, Bronstein brought up

that it may make sense to move away from typing requirement of 65 WPM for the Executive Assistant classification and to recognize what the positions does. She also mentioned that there will be an Executive Assistant for AMP position with the same typing requirement that may need to be adjusted as well.

President Batchelor moved to approve Consent Calendar item 4-A-iv with the exception of the Information Technology Systems Coordinator and Public Safety Information Technology Systems Analyst. Motion was seconded by Vice President Malloy which was passed by a 3-0 vote.

5. REGULAR AGENDA ITEMS

5-A. Activity Report – Period of March 1, 2016 through May 31, 2016

The Activity Report 5-A on the agenda will be corrected to list the correct item number of 5-A instead of 5-B.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
03/07/16	City Manager's Office	City Manager
03/08/16	Police	Police Officer (2)
03/14/16	Community Development	Permit Technician I
03/22/16	Alameda Municipal Power	Senior Communication Specialist
04/11/16	Alameda Municipal Power	Electrical Distribution Technician
04/18/16	Public Works	City Engineer
05/02/16	Fire	Emergency Medical Services Education Coordinator
05/15/16	Library	Librarian
05/16/16	Community Development	Management Analyst
05/23/16	Alameda Municipal Power	Meter Reader
05/23/16	City Manager's Office	Public Information Officer
05/23/16	Community Development	Combination Building Inspector

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/07/16	Community Development	Senior Combination Building Inspector
03/20/16	Police	Senior Public Safety Dispatcher
03/27/16	Police	Police Sergeant (2)
05/01/16	Alameda Municipal Power	System Operator
05/02/16	Public Works	Senior Fleet Mechanic
05/29/16	Finance	Administrative Technician II

LATERAL TRANSFER

DATE	DEPARTMENT	JOB CLASSIFICATION
04/17/16	Alameda Municipal Power	to Media Coordinator

05/02/16	Public Works	From Customer Programs Coordinator to Public Works Project Manager II From Public Works Superintendent
----------	--------------	--

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/04/16	Fire	Emergency Medical Services Education Coordinator
03/04/16	Alameda Municipal Power	Facilities Maintenance Worker
03/31/16	Alameda Municipal Power	System Operations & Field Service Superintendent
04/28/16	Public Works	Public Works Supervisor
05/02/16	Finance	Senior Account Clerk
05/10/16	Police	Intermediate Clerk
05/12/16	Police	Police Officer

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/30/16	Police	Police Officer
04/07/16	Human Resources	Human Resources Analyst I
04/14/16	Alameda Municipal Power	Utility Database Analyst
04/28/16	Fire	Firefighter
05/17/16	Police	Police Officer
05/20/16	Alameda Municipal Power	Meter Reader

The Civil Service Board accepted the activity report.

5-B. Informational Report, Regarding Designation of Eligible List – Economic Development Manager, 2015-51 for Management Analyst vacancy, DS.1420.001

The Civil Service Board accepted the Activity report.

5-C. Informational Reports

President Batchelor had a question for HR Director Bronstein regarding the Administrative Assignment for the Firefighters and whether the City automatically banks the additional 40 holiday hours and if yes, does the City have to pay out those hours if the employees leave the City. HR Director Bronstein confirmed the holiday hours are front loaded and Administrative Technician Shikmuradova added that holiday hours are not paid out.

Member Malloy asked if Firefighter Baldizan will remain active on the Firefighter list while he is on office assignment. HR Director Bronstein answered he has return rights because he is temporarily vacating the position.

The Civil Service Board accepted the Activity report.

6. ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENTS)

(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).

7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)

HR Director Bronstein wanted to get the Civil Service Board's thoughts on block budgeting or flexible staffing. She went on to describe how currently if someone is brought in at a lower level position, even though the position is budgeted at a higher level, in order to move an employee to level two or three, a recruitment needs to be conducted. She described how in a merit system, if the position is funded at a higher level but hire at the lower level, once the employee meets all necessary requirements, he/she may be able to automatically move up granted the amount of employees at the entry level position does not greatly outnumber the amount of positions available at the higher level in which case you would open a recruitment.

President Batchelor replied that as long as the position is being budgeted at the higher level, he doesn't see a problem. Member Malloy commented that she is fine with the concept of flexible staffing but would require some formal objective analysis that the person is ready as supposed to what she calls, pure flexing, where after a period of time a supervisor automatically grants a promotion. She further explains that the employee must clearly demonstrate their ability through perhaps a panel or examination verses just a performance evaluation from a supervisor.

HR Director Bronstein mentioned that she would like to come back with the job descriptions with competencies and language for certain classifications for the October 5, 2016 CSB meeting for the Board's thoughts. She goes on to say that there may be recruitments in the future where using demonstrated measurement will bring more value verses opening a recruitment and doing interviews for certain classifications.

HR Director Bronstein wanted to further discuss limited certification and how currently if there is a documented need for a certain certification for an employee, it will allow the department to move down the certified eligible list until you reach that candidate. Member Nolan asked what is the certification rule for eligible lists. HR Director Bronstein answered that per the Civil Service Rule, ten (10) names are certified for entry level positions and other levels are five (5) names. She explained the department can interview the top five (5) or move down the list if those candidates do not meet their needs. Member Malloy recommended having multiple eligible lists as oppose to one eligible list to capture specific needs, specialists, or special certifications. HR Director Bronstein acknowledged that perhaps a system can be set up for a process of selective certification and have Human Resources monitor that process.

Member Brandt mentioned having problems opening the links to the Civil Service Board agenda packet. HR Director Bronstein suggested having a PDF of the entire packet and a separate attachment for the minutes in the email.

8. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

9. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

Wednesday, October 5, 2016.

10. ADJOURNMENT

Meeting was adjourned at 5:44p.m.

Respectfully submitted,

Nancy Bronstein, Human Resources Director
and
Executive Secretary to the Civil Service Board