

Presentation to the Civil Service Board

January 6, 2021



Civil Service Ordinance Merit Principles

In order to assure effective personnel management applicable to all categories of Civil Service Employees, governing officials of the City of Alameda will subscribe to the following Civil Service Merit Principles.

Merit Principle NO. 1

Recruiting, selecting and advancing of employees on the basis of their relative ability, knowledge, and skills including open competitive consideration of qualified applicants for initial appointment.

Merit Principle NO 2.

Retaining employees on the adequacy of their performance, correcting inadequate performance and separating employees whose inadequate performance cannot be corrected.

Merit Principles

Merit Principle NO 3 .

Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed color, national origin, ancestry, sex, age, disability, medical condition, marital status or sexual orientation and with proper regard for their privacy and other rights as afforded by law.

Merit Principle NO. 4

Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination of office.

Information Provided By Staff To CSB Members

Information provided at meetings:

- New and revised job specifications
- A list of Eligible Lists established, extended and exhausted
- Activity report – new hires, transfers, promotions, retirements and separations
- Changes in Civil Service status
- Request for discipline hearings
- Annual update on list of resources used for recruitment outreach – **New**
- Annual Report – Applicant Demographics (race/gender) by Category – **New**
- Annual Report – Employee Demographics (race/gender) - **New**

How Information is Routed to the CSB

Eligible List and Activity Report:

- Staff check-in with departments on Eligible Lists set to expire to discuss if they would like to extend or exhaust the lists depending on their upcoming recruitment needs and number of candidates on the lists.
- Human Resources staff also maintains all information about new hires, promotions and separations
- Human Resources staff compile this information and present to Civil Service Board

How Information is Routed to the CSB

New or Revised Job Specifications:

1. The City's budget process includes the ability for departments to request workforce changes.
2. The City evaluates job specifications when opening recruitments.
3. A Labor group may also request an evaluation of a job specification.

How Information is Routed to the CSB

Human Resources Review Process:

- Evaluate the current duties of the position to determine if job specification accurately reflects the responsibilities of the position
- Review Department Org Chart to evaluate role of position
- Review minimum qualifications to ensure that they are appropriate for the job level and do not create barriers to employment

How Information is Routed to the CSB

Final steps to finalize revised job specifications:

- Draft version of the updated job specification is shared with department (and employee if applicable) for final review
- Draft version of the updated job specification is shared with employee's labor group
- Updated job specification is then presented to CSB for final approval

New Information to be Shared with CSB

- Annual update on list of resources used for recruitment outreach
 - Human Resources will provide the current list at March meeting
 - CSB may provide additional organizations/resources for Human Resources to include in recruitment outreach efforts
- Annual Report – Applicant Race/Gender Data by Category
 - This report will show race/gender information by each stage of evaluation in the recruitment process (minimum qualification review, written exam, interview, etc.)
- Annual Report – Employee Race/Gender Data (overall, by department, by job type)

Questions/Discussion

The Civil Service Board

Approves:

- New and revised job specifications
- Eligible List establishment and extension
- Activity report on hires, promotions and retirements, separations and changes in Civil Service
- Changes in Civil Service Rules
- Discipline Appeals – suspension of over 30 days or discharge