



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, July 24, 2019**

**1. CALL TO ORDER**

The meeting was called to order at 5:07 p.m. by President, Marguerite Malloy.

**2. ROLL CALL:**

**PRESENT:** President Marguerite Malloy, Members Bob Barde, John Nolan, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

**ABSENT:** Donna Hom, Troy Hosmer

**STAFF PRESENT:** Chris Low, Senior Human Resources Analyst  
Sabina Netto, Senior Human Resources Analyst  
Jessica Romeo, Senior Human Resources Analyst  
Steven Woo, Human Resources Analyst II  
Nafisah Ali, Human Resources Analyst I  
Chad Barr, Administrative Technician II

**3. MINUTES:**

President Malloy moved to accept the April 03, 2019 Minutes. Motion was seconded by Member Barde which was passed by a 3-0 vote.

**4. CONSENT CALENDAR:**

**4-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR April 3, 2019.**

**4-A-i. ELIGIBLE LIST ESTABLISHED**      **DATE ESTABLISHED**      **EXAM NO.**  
(March 1, 2019 – May 31, 2019)

Account Clerk	03/06/2019	2018-1610-02
Account Manager	04/17/2019	2019-7616-01

Administrative Management Analyst	05/13/2019	2019-1410-01
Administrative Technician II	04/15/2019	2019-1465-01
Associate Civil Engineer	05/16/2019	2019-3140-01
Electrical Engineer – Promotional	03/04/2019	2019-7230-01
Financial Services Manager	04/08/2019	2018-1695-01
Fire Captain – Promotional	03/07/2019	2019-4520-01
Human Resources Analyst I – Promotional	05/29/2019	2019-1258-01
Human Resources Analyst II – Promotional	05/30/2019	2019-1260-01
Investigation Divisions Office Assistant (Office Assistant)	04/16/2019	2019-1550-01
Maintenance Worker II	04/15/2019	2019-2520-02
Permit Technician II – Promotional	05/28/2019	2019-3270-01
Permit Technician III – Promotional	04/23/2019	2019-3274-01
Police Lieutenant – Promotional	04/30/2019	2019-4020-01
Senior Account Manager	04/17/2019	2019-7617-01
Senior Building Code Compliance Officer	03/21/2019	2019-3246-01
Senior Human Resources Analyst - Promotional	05/29/2019	2019-1265-01
System Operator Trainee – Promotional	03/06/2019	2019-7761-01

**4-A-ii. CONTINUOUS ELIGIBLE LISTS    DATE FIRST ESTABLISHED    EXAM NO.**

Combination Building Inspector	10/16/2018	2018-3245-01
Police Officer – Academy Graduate	10/12/2017	2017-4040-01
Police Officer – Lateral	09/11/2017	2017-4040-02
Police Officer – Recruit	09/15/2017	2017-4057-01
Senior Fire Code Compliance Officer	01/08/2019	2018-3247-01
System Operator	02/20/2019	2018-7760-01

**4-A-iii. ELIGIBLE LIST EXTENDED    DATE ESTABLISHED    EXAM NO.**

Abandoned Vehicle Technician - (Police Technician)	11/06/2018	2018-4079-01
Administrative Technician II	03/22/2018	2017-1465-01
AMI System Administrator	10/18/2018	2018-7290-01
Energy Resources Analyst	09/24/2018	2018-7075-01
Fire Apparatus Operator – Promotional	10/15/2018	2018-4505-01
Maintenance Worker I	10/19/2017	2017-2510-01
Management Analyst	05/10/2018	2018-1420-01
Permit Technician I	04/19/2018	2018-3000-01
Planner III – Promotional	11/06/2018	2018-6040-01
Senior Utility Accountant	03/14/2018	2018-7425-01
Service Lineworker	04/27/2018	2018-7765-01
Utility Service Planner - (Electrical Distribution Tech)	05/22/2018	2018-7250-01

**4-A-iv. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED    DATE ESTABLISHED    EXAM NO.**

Accountant I	11/02/2017	2017-1677-01
Account Clerk	04/12/2018	2017-1610-01
Administrative Management Analyst	05/13/2019	2019-1410-01
Assistant General Manager – Energy Resource Planning	09/19/2017	2017-7056-01

Electrical Engineer – Promotional	03/04/2019	2019-7230-01
Firefighter	10/23/2017	2017-4500-01
Fleet Services Assistant (Office Assistant)	03/14/2018	2018-1550-01
Gardener	06/28/2017	2017-21
Park Maintenance Worker II	04/12/2018	2018-5261-01
Plan Check Engineer	10/01/2018	2018-3230-01
Senior Building Code Compliance Officer-Promotional	03/21/2019	2019-3246-01
Traffic Signal Technician - (Traffic Signal Maintenance Technician)	04/17/2018	2018-2570-01

#### **4-A-v. LIST OF SPECIFICATIONS**

##### **Existing Classification Specification Revision:**

- Redevelopment Manager to Base Reuse Manager

##### **New Classification Specifications:**

- None

**President Malloy moved to approve Consent Calendar items 4-A-i, 4-A-ii, 4-A-iii, and 4-A-v. Motion was seconded by Member Nolan, which was passed by a 3-0 vote.**

#### **5. REGULAR AGENDA ITEMS:**

##### **5-A. Activity Report – Period of March 1, 2019 through May 31, 2019.**

##### **FULL-TIME HIRES**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
03/18/19	Fire	Fire Administrative Services Manager
03/18/19	Library	Library Technician
03/18/19	Public Works	Maintenance Worker I
03/25/19	AMP	Procurement Analyst
03/25/19	Police	Police Technician
04/01/19	AMP	Safety Officer
04/02/19	Recreation & Parks	Gardener
04/08/19	AMP	Utility Energy Analyst
04/10/19	City Manager's Office	City Manager
04/16/19	Finance	Account Clerk
04/20/19	Finance	Account Clerk
05/13/19	Finance	Administrative Technician II
05/13/19	City Attorney's Office	City Attorney
05/28/19	AMP	System Operator
05/28/19	Base Reuse	Office Assistant

##### **PROMOTIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
03/17/19	Fire	Division Chief

03/31/19	AMP	Electrical Engineer
03/31/19	Fire	Fire Captain x 4
03/31/19	Fire	Fire Apparatus Operator
03/31/19	Public Works	Executive Assistant
03/31/19	Public Works	Maintenance Worker I
04/01/19	CDD	Senior Building Code Compliance Officer
04/01/19	IT	Information Technology Manager
05/13/19	CDD	Permit Technician III
05/26/19	CDD	Permit Technician III
05/26/19	Police	Administrative Management Analyst

#### RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/14/19	Police	Office Assistant
03/28/19	IT	Information Technology Manager
03/30/19	Police	Police Lieutenant
04/20/19	Fire	Firefighter
05/02/19	AMP	Procurement Analyst
05/09/19	Library	Supervising Librarian

#### SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/02/19	Police	Police Officer
03/06/19	Police	Police Officer
03/11/19	Fire	Firefighter
04/02/19	AMP	Customer Service Representative
04/11/19	Base Reuse	Administrative Technician II
04/24/19	Public Works	Maintenance Worker II
04/24/19	Recreation & Parks	Accounting Technician
05/09/19	AMP	Apprentice Lineworker
05/12/19	CDD	Administrative Technician II
05/15/19	Public Works	Management Analyst

#### **5-B. Informational Report, March 12, 2019, Regarding Acknowledgement to Return to Civil Service Position:**

- **Jeff Delbono**

**March 15<sup>th</sup>, 2019, Acknowledgement of Application to Temporarily Vacate Civil Service Position:**

- **James Colburn**

**March 31, 2019, Acknowledgement of Return to Civil Service Position:**

- **Brandon Baley**

**Regular Agenda Items accepted without questions.**

#### **6. ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

No comment from public.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Secretary Bronstein asked Board if they would like to invite Jan Brandt to the next meeting to say thank you for her service and the Board had no objections.

President Malloy asked if Michael Roush had provided information on the need for ethics training for Board members. Secretary Bronstein confirmed the members do not have to do it in the future if they do not seek reimbursement for expenses related to the Civil Service Board.

8. **CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING**

The October meeting was confirmed for Wednesday, October 2, 2019 at 5:00 PM.

9. **ADJOURNMENT**

Meeting was adjourned at 5:12 p.m.

Respectfully submitted,



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