



**MINUTES OF THE SPECIAL MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, OCTOBER 8, 2025**

1. CALL TO ORDER

The meeting was called to order at 5:03 p.m.

2. ROLL CALL:

PRESENT: President Tim Erwin, Members Diane Lang, Tracy Cote, Selia Warren (arrived 5:05 p.m.), Human Resources Director and Executive Secretary of the Civil Service Board, Noelle White

ABSENT: Vice President Jordan Frank

STAFF PRESENT:

Steve Woo, Senior Human Resources Analyst
Ally Almendarez, Senior Human Resources Analyst
Lisa Llewellyn, Human Resources Analyst II
Melissa Davis, Human Resources Analyst II
Danyelle Rodriguez, Human Resources Analyst II
Justin Long, Recreation & Park Director
Michael Eitner, Library Director
Skitch Crosby, Assistant City Attorney I
Julia Gonzalez, Chief Assistant City Attorney
Teri Alderson, Asst. General Manager - Administration
Oscar Davalos, Building Official
Michael Eitner, Library Director
Ross McCarthy, Finance Director
Erin Smith, Public Works Director
Traci Smith, Customer Service Supervisor
Chad Barr, Administrative Technician II

3. NON-AGENDA PUBLIC COMMENT:

No comment from the public.

4. **CONSENT CALENDAR:**

MINUTES OF THE CIVIL SERVICE BOARD MEETING OF JULY 9, 2025

Member Cote moved to accept consent calendar. Seconded by Member Lang. Passed by vote of 3 to 0. Member Warren arrived after vote.

5. **REGULAR AGENDA ITEMS:**

5-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR OCTOBER 8, 2025

5-A-i. ELIGIBLE LIST ESTABLISHED **DATE ESTABLISHED** **EXAM NO.**
(June 1, 2025 – August 31, 2025)

Account Clerk	08/18/2025	2025-1610-01
Administrative Management Analyst – Promotional	07/08/2025	2025-1410-01
Administrative Technician II – Promotional (Rent Program)	07/21/2025	2025-1465-02
Administrative Technician II – Promotional (Prosecution)	07/30/2025	2025-1465-03
Administrative Technician III – Promotional	07/14/2025	2025-1460-02
Apprentice Lineworker – Promotional	08/13/2025	2025-7785-01
Chief System Operator – Promotional	07/18/2025	2025-7718-01
Computer Services Technician (GIS)	07/09/2025	2025-1650-01
Computer Services Technician	07/09/2025	2025-1650-02
Executive Assistant – Promotional (Base Reuse & Economic Development)	08/06/2025	2025-1560-02
Executive Assistant – Promotional (City Manager)	08/25/2025	2025-1560-03
Gardener	07/17/2025	2025-7120-01
Housing Specialist II – Promotional	07/14/2025	2025-6642-01
Human Resources Analyst I	07/07/2025	2025-1258-01
Human Resources Analyst II	07/07/2025	2025-1260-01
Librarian I - Promotional	07/23/2025	2025-3530-01
Library Services Manager	06/17/2025	2025-3550-01
Line Working Supervisor – Promotional	08/05/2025	2025-7745-01
Management Analyst – Promotional	07/15/2025	2025-1420-02
Maintenance Worker II – Promotional	07/14/2025	2025-2520-03
Program Specialist II	08/18/2025	2025-1775-01
Senior Human Resources Analyst - Promotional	07/21/2025	2025-1265-01
Senior Management Analyst - Promotional	07/03/2025	2025-1408-01
Technology Services Coordinator	06/18/2025	2024-1670-01

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

Code Enforcement Supervisor	07/02/2025	2025-2078-01
Police Officer – Academy Graduate	02/17/2021	2021-4040-01
Police Officer – Lateral	01/07/2021	2020-4040-01
Police Officer – Recruit	02/25/2021	2021-4057-01

5-A-iii. ELIGIBLE LIST EXTENDED DATE ESTABLISHED EXAM NO.

Accountant I	12/19/2024	2024-1677-01
Accountant II	12/19/2024	2024-1680-01
Budget Manager/Purchasing Agent	12/16/2024	2024-1694-02
Compliance & Safety Superintendent – AMP	02/13/2025	2024-7709-01
Economic Development Division Manager	07/24/2024	2024-1701-01
Electrical Utility Drafter	01/23/2025	2024-7270-01
Executive Assistant	01/30/2024	2023-1560-03
Housing & Human Services Manager	08/22/2024	2024-1058-01
Library Technician	01/16/2024	2023-3515-02
Office Assistant	06/12/2024	2024-1550-01
Police Records Specialist	07/24/2024	2024-4069-01
Principal Executive Assistant	08/14/2024	2024-1404-01
Property & Evidence Technician	02/20/2025	2025-4075-01
Technology Services Coordinator	06/20/2024	2024-1670-01
Utility Accountant	02/24/2025	2024-7420-01
Utility Geographic Information Systems Analyst	01/23/2025	2024-7339-01

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

Accounting Technician	02/29/2024	2023-1625-01
Administrative Management Analyst – Promotional	08/19/2024	2024-1410-01PR
Administrative Management Analyst – Promotional	07/08/2025	2025-1410-01
Administrative Technician I	12/19/2024	2024-1470-01
Administrative Technician II – Promotional (Rent Program)	07/21/2025	2025-1465-02
Administrative Technician II – Promotional (Prosecution)	07/30/2025	2025-1465-03
Administrative Technician III - Promotional	07/14/2025	2025-1460-02
Battalion Chief – Promotional	05/15/2025	2025-4530-01PR
City Attorney Investigator	12/19/2024	2024-1572-01
Combination Building Inspector I	06/15/2023	2023-3244-01
Computer Services Technician	08/23/2023	2023-1650-01
Division Chief – Promotional	06/14/2023	2023-4550-01
Executive Assistant – Promotional (Planning, Building, and Transportation)	05/27/2025	2025-1560-01
Executive Assistant – Promotional (Base Reuse & Economic Development)	08/06/2025	2025-1560-02
Firefighter (Paramedic Entry Level)	01/10/2024	2023-4500-01
Firefighter (Paramedic Lateral)	01/10/2024	2023-4500-02
Housing Specialist II – Promotional	07/14/2025	2025-6642-01
Librarian	08/19/2024	2024-3530-01

Librarian I – Promotional	07/23/2025	2025-3530-01
Maintenance Worker II – Promotional	07/14/2025	2025-2520-03
Management Analyst (Asset Management)	07/12/2023	2023-1420-02
Management Analyst – Promotional	07/15/2025	2025-1420-02
Management Analyst (Housing & Human Services)	08/17/2023	2023-1420-03
Paralegal	07/27/2023	2023-1570-01
Planner II	12/06/2023	2023-6030-01
Recreation Assistant	06/20/2024	2024-5114-02
Recreation Services Specialist	02/27/2024	2023-5114-01
Senior Engineer	07/31/2024	2024-3150-01
Senior Financial Analyst	01/09/2024	2023-1682-02
Senior Human Resources Analyst - Promotional	07/21/2025	2025-1265-01
Senior Management Analyst - Promotional	07/03/2025	2025-1408-01

5-B. ACTIVITY REPORT – PERIOD OF JUNE 1, 2025 THROUGH AUGUST 31, 2025.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
06/02/25	Public Works	Maintenance Worker I X2
06/15/25	AMP	Utility Analyst
06/30/25	Library	Library Technician
07/14/25	Police	Police Officer X2
07/21/25	Police	Police Records Specialist
07/28/25	Information Technology	Technology Services Coordinator
08/11/25	Information Technology	Computer Services Technician
08/17/25	Library	Library Services Manager
08/18/25	Public Works	Public Works Project Manager I
08/24/25	Library	Library Technician
08/24/25	Recreation & Park	Gardener
08/25/25	Human Resources	Human Resources Analyst II

APPOINTMENT

DATE	DEPARTMENT	JOB CLASSIFICATION
07/13/25	Human Resources	Human Resources Director

LATERAL TRANSFER

DATE	DEPARTMENT	JOB CLASSIFICATION
06/15/25	Police from Information Technology	Police Maintenance Technician from Computer Services Technician

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION

06/01/25	Fire	Battalion Chief
06/01/25	Planning, Building, & Transportation	Executive Assistant
06/15/25	Recreation & Park	Park Maintenance Supervisor
07/13/25	Base Reuse & Economic Development	Administrative Management Analyst
07/13/25	Finance	Senior Management Analyst
07/13/25	Fire	Fire Apparatus Operator
07/13/25	Fire	Fire Captain X 3
07/27/25	Base Reuse & Economic Development	Management Analyst
07/27/25	City Manager	Administrative Technician III
07/27/25	Human Resources	Senior Human Resources Analyst
07/27/25	Public Works	Maintenance Worker II
08/10/25	AMP	Line Working Supervisor
08/10/25	Base Reuse & Economic Development	Executive Assistant
08/10/25	City Attorney	Administrative Technician II X 2
08/10/25	City Attorney	Housing Specialist II
08/10/25	Library	Librarian I
08/24/25	AMP	Apprentice Lineworker X 2

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/01/25	Public Works	Maintenance Worker II
06/02/25	Planning, Building, & Transportation	Executive Assistant
06/06/25	Police	Police Officer
07/12/25	Fire	Fire Apparatus Operator
07/17/25	Police	Police Maintenance Technician
08/28/25	Fire	Division Chief

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/06/25	AMP	Engineering Manager
06/12/25	Finance	Administrative Technician III
06/12/25	Public Works	Construction Inspector
06/19/25	AMP	Electrical Equipment Superintendent
06/27/25	Police	Police Officer
07/03/25	Police	Public Safety Dispatcher
07/17/25	City Manager	Principal Executive Assistant
08/04/25	AMP	Support Services Manager
08/07/25	Finance	Financial Services Manager
08/07/25	Police	Police Officer
08/08/25	Police	Police Officer
08/15/25	AMP	Utility Systems Analyst
08/15/25	Public Works	Traffic Signal/Pump Station Maintenance Technician
08/19/25	AMP	System Operator

5-C. LIST OF SPECIFICATIONS

New & Existing Classification Specification Revision:

- **Account Manager**
- **Senior Account Manager**
- **Procurement Analyst**
- **Senior Procurement Analyst**
- **Support Services Manager**
- **Victim Services Advocate**
- **Housing Specialist II**
- **Customer Service Representative**
- **Lead Customer Service Representative**
- **Safety Officer - AMP**
- **Library Technician to Library Assistant**
- **Senior Librarian to Librarian II**
- **Code Enforcement Officer**
- **Senior Code Enforcement Officer**
- **Code Enforcement Supervisor**
- **Pump Station Maintenance Technician**
- **Traffic Signal-Pump Station Maintenance Technician to Traffic Signal Maintenance Technician**
- **Assistant Recreation & Park Director**
- **Accountant I**
- **Accountant II**
- **Controller**
- **Human Resources Analyst I**
- **Human Resources Analyst II**
- **Senior Human Resources Analyst**
- **Human Resources Manager**
- **Electrical Equipment Superintendent**

President Erwin inquired if anything listed on the Activity report that might require action from the Board in the future and Director White replied there were none.

Director White briefly explained the specification list included those currently needing an update, specifications within a class family, and some that removed the driver license requirement. She indicated the hiring managers were present for the meeting to answer questions regarding their job specifications.

There were no questions regarding the Account Manager specification and President Erwin inquired if the Senior Account Manager position was currently vacant, which Director White confirmed was the case. Member Cote inquired about the change from Senior Customer Programs Coordinator to Senior Account Manager and Director White indicated she did not know the reason behind the change, but guessed that the expectation for succession planning facilitated the change.

There were no questions for Procurement Analyst and Senior Procurement Analyst specifications. The Board appreciated these job class families presenting a path for internal promotion. Director White explained the team held off on doing a recruitment for Support Services Manager until these

specifications were updated. Member Lang asked if the AMP classifications were currently vacant and Director White replied the Procurement Analyst has a current incumbent while the Support Services Manager is vacant. Member Lang inquired how many people work for AMP and Assistant General Manager – Administration, Teri Alderson, replied 95 employees currently work at AMP. Member Cote inquired if the working and physical conditions were newly added or not and Director White answered they were missing as they were part of the new template.

Member Cote asked what the general function of the Victim Services Advocate is to be and Chief Assistant City Attorney Julia Gonzales replied the position would provide court support and would provide information to crime victims with community support, housing support, counselling support, and assisting victims with applying to the California Victims Compensation Board. Member Warren asked if the Victims Services Advocate would work with cases outside of Prosecution and asked for clarification on what types of cases the Prosecution office handled. Chief Gonzales answered the position would work with those who are outside of criminal cases or not being charged and the department handled any misdemeanor crimes, with felonies still falling into the County jurisdiction. Member Cote asked how it would be determined who gets help and Chief Gonzales answered cases would be triaged based on the involvement of violence, guns, or weapons, which would be staffed immediately.

There were no questions on Housing Specialist II, but President Erwin asked for a reminder if communications with the bargaining unit happened with each specification and Director White affirmed that was standard procedure to communicate with the labor unit.

Member Cote asked to describe a station for Customer Service Representative and Director White explained it was a synonym for a variety of possible work places. Member Cote asked if the typing qualification was important and CSR Supervisor Traci Smith said that speaking on the phone while typing was typical of the duties and Member Cote clarified if there was a different way to ask for the technical skills of candidates. Director White said that information is placed in the knowledge, skills, and ability sections. Member Lang asked if there were plans for future recruitment for Lead Customer Service Representative and Director White responded there were not at this time. Member Lang asked if this was all in preparation for future recruitments and Director White affirmed that was the case. Member Cote commented that she noticed the Lead Customer Service Representative specifications lacked the use of 10 key as a skill, while the lower classification did list the requirement and Director White stated the Lead would provide direction and wouldn't typically take calls, though they could do so if needed.

Member Warren pointed out the extra text to remove at the bottom of the Safety Officer specification, but there were no questions regarding the specification.

Library Director Michael Eitner presented the historical and future vision of the Library's organization and related class specification changes. There was extensive discussion on the education and experience for Library Assistant, Librarian I (previously approved by CSB but relevant to the discussion due to education and years of experience requirements inherent in the Librarian I and Librarian II classes), and Librarian II. It was determined that the Board would approve the classification with the understanding that the education requirements for Librarian II be clarified within the specification.

Member Cote asked what happens if an employee in the Code Enforcement Officer or Senior

Code Enforcement Officer class doesn't get the certification and expressed concern about safety if they lack that certification and Building Official Oscar Dávalos explained the employees typically have the knowledge or experience required for the job, but lack the certification for reasons such as difficulty finding an active certification program and stated the department works with the employee for this process. Director White explained it is an expectation you will acquire the certification for the position and Member Lang noted the requirement falls within the time span of the probationary period.

Member Warren noted the typo in the Distinguishing Characteristic subtitle and Member Cote pointed out the non-standard usage of the word graduation in the Education section, but there were no questions regarding the specifications for Code Enforcement Supervisor.

Director White explained the history behind the Pump Station Maintenance Technician and Traffic Signal/Pump Station Maintenance Technician classifications being separate, then combined, and now separated again. Public Works Director Erin Smith explained that the City has sewage and storm water pump stations that are sophisticated and regulated equipment and the expedient solution at the time was to combine the classifications, but that was not a good long term fix as they are different skills sets and pay scales. As a flat island, the City has over 50 pump stations and this position also controls the water levels in the lagoons so this is a vital class for the City. There were no questions regarding the Traffic Signal Maintenance Technician.

There were no questions regarding the Assistant Recreation & Park Director, Accountant I, Accountant II, Controller, Human Resources Analyst I, Human Resources Analyst II, Senior Human Resources Analyst, Human Resources Manager, or Electrical Equipment Superintendent specifications.

Member Warren moved to accept the specifications as presented with the understanding that the Librarian II specification would be updated with clarified education specifications and standardized language for education for Code Enforcement Supervisor would be amended. Seconded by Member Cote. Passed by vote of 4 to 0.

7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS AND REQUESTS FROM THE BOARD)

President Erwin asked for an update on the search for the Board Bylaws and Technician Barr responded that no Bylaws were found. Staff Attorney Skitch Crosby explained that the Board was not established with bylaws and there was no requirement for bylaws to be created, but the Board could take that project on if the Board believed it was a good idea.

President Erwin wondered if the Board could have bylaws to specifically detail the terms limits of the President and Vice President and asked if examples of other Boards could be provided. Attorney Crosby indicated the contents of the ordinance and resolution could be summarized and the City could bring that to the Board.

Member Cote stated she appreciated the continued effort to bring classifications for review.

8. **STAFF COMMUNICATIONS**

Director White introduced new Human Resources staff, Danyelle Rodriquez and Melissa Davis.

Additionally the Human Resources Director explained that the City did a meet and confer with the appropriate Fire labor group, in order to resolve a conflict between the new classification of Battalion Chief that has only existed for 6 months, and the existing Division Chief specification that requires more than 6 months of experience.

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

The next meeting in January was confirmed.

10. **ADJOURNMENT**

The meeting adjourned at 6:32 p.m.

Respectfully submitted,

Noelle White, Human Resources Director
and
Executive Secretary to the Civil Service Board