



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, October 3, 2018**

1. **CALL TO ORDER**

The meeting was called to order at 5:01 p.m. by Vice President, Marguerite Malloy.

2. **ROLL CALL:**

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

ABSENT: Member Jan Brandt

STAFF PRESENT: Chris Low, Senior Human Resources Analyst
Sabina Netto, Human Resources Analyst II
Steven Woo, Human Resources Analyst I
Nafisah Ali, Administrative Technician II
Michael Roush, City Attorney's Office

3. **ELECTION OF OFFICERS:**

Member Nolan moved that Vice President Marguerite Malloy be the Civil Service Board President. Motion was seconded by member Hosmer which was passed by a 3-0 vote.

Member Nolan moved that member Jan Brandt be the Civil Service Board Vice President. Motion was seconded by member Hosmer which was passed by a 4-0 vote.

4. **MINUTES:**

4-A. Approval of Minutes of the Regular meeting of August 15, 2018.

There was a suggestion to remove Vice President's name from page 7.

Member Barde moved to accept the August 15, 2018 Minutes. Motion was seconded by Vice President Malloy which was passed by a 3-0 vote (Nolan – Abstained).

5. CONSENT CALENDAR:

5-A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR October 3, 2018

5-A-i. ELIGIBLE LIST ESTABLISHED (June 1, 2018 – August 31, 2018)	DATE ESTABLISHED	EXAM NO.
Deputy City Clerk	06/27/2018	2018-1590-01
Firefighter (Paramedic)	08/23/2018	2018-4500-01
Intermediate Clerk	07/25/2018	2018-1510-01
Park Maintenance Foreperson	06/26/2018	2018-5230-01
Police Sergeant	08/02/2018	2018-4030-01
Public Safety Dispatcher	07/12/2018	2018-4074-01
Public Works Maintenance Foreperson	06/13/2018	2018-2555-01
Senior Human Resources Analyst	06/12/2018	2018-1265-01
Supervising Building Inspector	07/24/2018	2018-3215-01
Police Officer		
Adcock, Isiah	07/30/2018	2017-4057-02
Ali, Saif	06/18/2018	2017-4057-02
Alva, Edan	08/27/2018	2017-4057-02
Berggren, John Edward	07/16/2018	2017-4057-02
Beza, Benjamin Steve	08/13/2018	2017-4040-01
Botkin, Cameron	07/02/2018	2017-4057-02
Brannon, Travis John	06/18/2018	2017-4040-01
Buck, Anthony	07/30/2018	2017-4057-02
Burley, Kevin	07/30/2018	2017-4057-02
Carr, Joshua	06/05/2018	2017-4040-02
Collins, Jamar	06/05/2018	2017-4057-02
Cotton, Joseph Michael	06/18/2018	2017-4057-02
Crane, Peter	07/02/2018	2017-4057-02
Crockett II, John Thor	07/16/2018	2017-4057-02
Cruz, Alex	06/05/2018	2017-4057-02
Da Silva, Alessandro Ferreira	06/18/2018	2017-4040-01
Duffy, Danielle	07/30/2018	2017-4057-02
Duke, Michael Ruben	06/18/2018	2017-4057-02
Fuchs, Alexander	07/16/2018	2017-4057-02
Gavin, Ian	07/16/2018	2017-4057-02
Gomez, Sandra	07/02/2018	2017-4057-02
Guzman, Zachary	08/27/2018	2017-4057-02
Hadidian, Taylor John	06/18/2018	2017-4057-02
Harrison, Ryan	06/05/2018	2017-4057-02
Hurwitz, Marc	08/27/2018	2017-4057-02
Ish, Matthew Lowell	07/02/2018	2017-4057-02
Johnson, Katherine Ann	07/16/2018	2017-4057-02
Langenstein, Jacob	07/16/2018	2017-4057-02
Lemmons, Timothy	07/30/2018	2017-4040-02
Long, Eldon Tyler	07/30/2018	2017-4057-02
Malmirchegini, Monteza	08/13/2018	2017-4057-02
Malone, Robert	08/13/2018	2017-4040-02
March, Paul	06/05/2018	2017-4057-02
McKinley, Eric Andrew	06/06/2018	2017-4040-01

Monice, Christopher	07/16/2018	2017-4040-01
Murray II, Ronald Anthony	07/02/2018	2017-4057-02
Ndeke, Joshua	07/02/2018	2017-4057-02
Rademacher, Garrett Reid	07/16/2018	2017-4057-02
Reininger, William	08/27/2018	2017-4040-01
Santiago, Roberto Ryukichi	07/02/2018	2017-4057-02
Sephers, Dajoun	07/02/2018	2017-4057-02
Spatz, Michael	06/18/2018	2017-4040-01
Thomas, Aaron	08/13/2018	2017-4057-02
Thompson, Michael Easton	08/27/2018	2017-4057-02
Tobin, Charles	07/30/2018	2017-4057-02
Tomic, Miljan	06/18/2018	2017-4040-01
Vasquez Negrete, Miguel Angel	07/02/2018	2017-4057-02
Velasquez, Jonathan	08/13/2018	2017-4057-02
Wade, Spencer	07/02/2018	2017-4057-02
Zizzo, Vincent	07/30/2018	2017-4057-02

5-A-ii. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO
Apprentice Lineworker	01/17/2018	2017-7785-02
City Engineer	01/31/2018	2017-3180-01
Firefighter	10/23/2017	2017-4500-01
Gardener	06/28/2017	2017-21
Library Technician	12/18/2017	2017-3515-01
Management Analyst (Community Development Analyst)	01/29/2018	2017-1420-02
System Operator Trainee	02/09/2018	2017-7761-01

5-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO
Accounting Technician	01/27/2017	2016-62
Assistant General Manager – Engineering & Operations	01/11/2018	2017-7060-01(02)
Engineering Manager	12/15/2017	2017-7200-01
Fire Apparatus Operator	07/07/2016	2015-21PR
Fleet Mechanic	02/13/2018	2017-2360-01
Intermediate Clerk	07/14/2016	2016-22
Police Lieutenant	08/29/2016	2016-33PR
Police Records Supervisor	12/01/2017	2017-4065-01
Program Specialist II – Clean Water Program	01/23/2017	2016-52
Public Works Supervisor – Sewers & Stormwater	08/31/2017	2017-2650-01
Senior Building Code Compliance Officer	01/29/2018	2017-3246-01
Senior Human Resources Analyst	06/12/2018	2018-1265-01
Supervising Building Inspector	07/24/2018	2018-3215-01

5-A-iv. LIST OF SPECIFICATIONS

- Existing Classification Specification Revision:**
- Administrative Services Coordinator - AMP
 - Buyer to Procurement Analyst
 - Fire Administrative Services Supervisor

- Support Services Supervisor to Support Services Manager
- Utility Geographic Information Systems Analyst
- Utility Information Technology Manager

New Classification Specifications:

- None

Vice President Malloy moved to approve Consent Calendar items 5-A-i, 5-A-ii, and 5-A-iii. Motion was seconded by Member Hosmer, which was passed by a 4-0 vote.

Items under section 5-A-iv were pulled for further discussion. Member Nolan asked in reference to changing the job title from Buyer to Procurement Analyst if procurement is more commonly used. HR Director Bronstein confirmed that procurement is the updated language and is more industry standard. Member Barde asked for clarification if the job descriptions for AMP positions are separate from the City job descriptions. HR Director Bronstein described that the AMP job descriptions are still part of the City's job classification plan but the City's electric utility has a separate bargaining unit. She also described that there are job specifications that are specific to the electric utility and do not cross over. There are efforts to make sure there is internal equity between bargaining units City wide.

Member Nolan asked about the designation of the Executive Assistant – AMP eligible list to the City's Executive Assistant vacancies. HR Director Bronstein explained that when the City split with the electric utility, the City had one confidential management bargaining unit. In about 2014, a new bargaining unit was created, the Electric Utility Professionals of Alameda (EUPA), where there is an Executive Assistant classification as well as in the Alameda Management and Confidential Employees Association (MCEA) bargaining unit. Both have similar duties with slightly different salaries. Another example is the Administrative Services Coordinator that are in both bargaining units. Now that the specifications listed here are updated, there will be salary surveys along with other bargaining units to make sure they are competitive.

Vice President Malloy asked for the justification for the change in title from Fire Administrative Services Supervisor to Manager. HR Director Bronstein explained that the duties performed are more aligned with management and this change would help with the current recruitment process for this position.

HR Director Bronstein explained for the Support Services Manager specification update, they worked with the current employee and felt their current job duties reflects more of a manager level.

Member Barde asked if there are organizational charts that show where the positions fit. HR Director Bronstein offered to bring a copy during the next meeting.

Vice President Malloy asked to describe the history for the Utility Geographic Information Systems Analyst job specification. Senior HR Analyst Chris Low described that about

three and half years ago with the start of the smart meter program, it was recognized that there was a need to create a new classification that worked with GIS and database. That was the first time creating such a classification for the utility and also for the City. With the progression of the Advanced Metering Infrastructure (AMI) and smart meters, there is now a need to update and accurately describe the position. Member Nolan asked if there is a similar position with the City. HR Director Bronstein answered that there are discussions to create a City wide GIS administrator.

HR Director Bronstein said there is a possibility the Utility Information Technology Manager job description may be revisited due to AMI and changes in the way work is performed.

Vice President Malloy moved to accept the specifications listed on item 5-A-iv. Motion was seconded by Member Barde, which was passed by a 4-0 vote.

6. REGULAR AGENDA ITEMS

6-A. Activity Report – Period of June 1, 2018 through August 31, 2018

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
6/3/18	Recreation & Parks	Park Maintenance Worker II
6/18/18	AMP	Senior Utility Accountant
6/25/18	AMP	Utility Service Planner (Electrical Distribution Technician)
7/9/18	Police	Police Officer
7/10/18	Community Development	Administrative Technician II
8/14/18	Finance	Accountant I
8/20/18	Public Works	Management Analyst

RECLASSIFICATION

DATE	DEPARTMENT	JOB CLASSIFICATION
7/8/18	Fire	Fire Information & Billing Specialist (From Administrative Technician II)

VOLUNTARY DEMOTION

DATE	DEPARTMENT	JOB CLASSIFICATION
8/5/18	Public Works	Senior Construction Inspector (From Construction Inspection & Survey Supervisor)

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
6/5/18	Fire	Fire Apparatus Operator
7/1/18	Fire	Firefighter
8/16/18	Community Development	Supervising Building Inspector

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
6/18/18	AMP	Electrical Distribution Technician
6/19/18	Finance	Accountant I
6/19/18	Police	Police Officer
6/20/18	AMP	Energy Resources Analyst
6/25/18	Police	Police Officer
6/26/18	Fire	Firefighter
8/9/18	Public Works	Assistant Engineer
8/24/18	AMP	Compliance Superintendent
8/30/18	Public Works	Maintenance Worker II

6-B. Informational Report, July 16, 2018, Regarding the Designation of Eligible List – Executive Assistant – AMP 2017-7003-01 for Executive Assistant Vacancies

Member Barde asked about the voluntary demotion under the activity report. HR Director Bronstein explained that the employee decided after performing the work that they preferred their old position and made the request to go back. She also explained those listed under separations were voluntary.

7. ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)

No comment from the public.

8. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

Vice President Malloy asked when the Civil Service Rules will come back for review. HR Director Bronstein answered that it will be provided to the Board in December, before the January meeting so there is time for review.

9. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

The January meeting was confirmed for Wednesday, January 9, 2018 at 5:00 PM.

10. ADJOURNMENT

Meeting was adjourned at 5:20 p.m.

Respectfully submitted,



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