



**MINUTES OF THE SPECIAL MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, APRIL 2, 2025**

**1. CALL TO ORDER**

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

**2. ROLL CALL:**

PRESENT: President Tim Erwin, Vice President Jordan Frank, Members Diane Lang, Tracy Cote, Selia Warren, Human Resources Director and Executive Secretary of the Civil Service Board, Jessica Romeo

ABSENT: None

STAFF PRESENT:

Nafisah Ali, Senior Human Resources Analyst  
Steve Woo, Senior Human Resources Analyst  
Noelle White, Senior Human Resources Analyst  
Ally Almendarez, Human Resources Analyst II  
Lisa Llewellyn, Human Resources Analyst II  
Alan Kuboyama, Police Captain  
Rita Dharmani, Police Records & Communication Manager  
Michael Eitner, Library Director  
Teri Alderson, AGM - Administration  
Skitch Crosby, Assistant City Attorney I  
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 JANUARY 8, 2025**

**Member Warren moved to accept consent calendar. Seconded by Member Cote. Passed by vote of 5 to 0.**

5. **REGULAR AGENDA ITEMS:**

**5-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR APRIL 2, 2025**

**5-A-i. ELIGIBLE LIST ESTABLISHED                      DATE ESTABLISHED                      EXAM NO.**  
(December 1, 2024 – February 28, 2025)

Accountant I	12/19/2024	2024-1677-01
Accountant II	12/19/2024	2024-1680-01
Administrative Technician I	12/19/2024	2024-1470-01
Chief Assistant City Attorney – Promotional	02/24/2025	2025-1016-01
City Attorney Investigator	12/19/2024	2024-1572-01
Combination Building Inspector II – Promotional	01/16/2025	2025-3245-01
Compliance & Safety Superintendent – AMP	02/13/2025	2024-7709-01
Deputy Chief – Promotional	12/30/2024	2024-4570-01PR
Deputy City Clerk – Promotional	12/19/2024	2024-1590-01
Electrical Utility Drafter	01/23/2025	2024-7270-01
Management Analyst – Promotional	02/10/2025	2025-1420-01PR
Office Assistant	02/05/2025	2025-1550-01
Principle Financial Analyst (Budget Manager/Purchasing Agent)	12/16/2024	2024-1694-02
Property & Evidence Technician	02/20/2025	2025-4075-01
Utility Accountant	02/24/2025	2024-7420-01
Utility Geographic Information Systems Analyst	01/23/2025	2024-7339-01

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

Building Official	11/07/2023	2023-3205-01
Electrical Engineer	05/23/2024	2024-7230-01
Permit Technician II	08/28/2024	2024-3270-01
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
System Operator	07/22/2024	2024-7760-02

<b>5-A-iii. ELIGIBLE LIST EXTENDED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Administrative Management Analyst - Promotional	08/19/2024	2024-1410-01PR
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
Economic Development Division Manager	07/24/2024	2024-1701-01
Executive Assistant	01/30/2024	2023-1560-03
Management Analyst - Asset Management	07/12/2023	2023-1420-02
Management Analyst – Housing & Human Services	08/17/2023	2023-1420-03
Housing & Human Services Manager	08/22/2024	2024-1058-01
Librarian	08/19/2024	2024-3530-01
Library Technician	01/16/2024	2023-3515-02
Office Assistant	06/12/2024	2024-1550-01
Planner II	12/06/2023	2023-6030-01
Police Records Specialist	07/24/2024	2024-4069-01
Principle Executive Assistant	08/14/2024	2024-1404-01
Recreation Assistant	06/20/2024	2024-5114-02
Recreation Services Specialist	02/27/2024	2023-5115-01
Senior Engineer	07/31/2024	2024-3150-01
Senior Financial Analyst	01/09/2024	2023-1682-02
Technology Services Coordinator	06/20/2024	2024-1670-01

<b>5-A-iv. ELIGIBLE LIST EXPIRED CANCELLED/EXHAUSTED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
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Accounting Technician	02/29/2024	2023-1625-01
Administrative Services Coordinator	08/17/2023	2023-1430-01
Administrative Technician II - Promotional	07/20/2023	2023-1465-02
Assistant Engineer	04/26/2023	2023-3120-01
Associate Engineer	04/26/2023	2023-3140-01
Combination Building Inspector II – Promotional	01/16/2025	2025-3245-01
Deputy Chief – Promotional	12/30/2024	2024-4570-01PR
Deputy City Clerk – Promotional	12/19/2024	2024-1590-01
Distribution Engineer	05/23/2024	2024-7260-01
Firefighter (Entry Level)	01/11/2024	2023-4500-01
Firefighter (Lateral)	01/17/2024	2023-4500-02
Office Assistant	08/29/2023	2023-1550-03
Principle Financial Analyst (Budget Manager/Purchasing Agent)	11/04/2024	2024-1694-01
Senior Utility Accountant	08/09/2023	2023-7425-01

**5-B. ACTIVITY REPORT – PERIOD OF DECEMBER 1, 2024 THROUGH FEBRUARY 28, 2025.**

**FULL-TIME HIRES**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
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12/15/24	Police	Public Safety Dispatcher
12/16/24	Public Works	Public Works Project Manager II
12/16/24	Planning, Building, & Transportation	Senior Transportation Coordinator
12/29/24	Police	Police Officer
12/29/24	Recreation & Park	Office Assistant
12/30/24	Police	Police Officer X 2
01/06/25	Public Works	ADA Coordinator
01/06/25	City Manager	Office Assistant
01/12/25	City Attorney	City Attorney Investigator
01/12/25	City Attorney	Administrative Technician I
01/13/25	City Attorney	Assistant City Attorney I
01/13/25	Finance	Budget Manager/Purchasing Agent
01/13/25	Information Technology	Technology Services Coordinator
01/27/25	Fire	Fire Administrative Services Manager
02/09/25	City Clerk	Office Assistant

### **PROMOTIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
01/12/25	City Clerk	Deputy City Clerk
01/12/25	Fire	Battalion Chief X 2
01/12/25	Fire	Deputy Chief X 2
01/12/25	Fire	Fire Apparatus Operator X 2
01/12/25	Fire	Fire Captain
01/12/25	Police	Police Lieutenant X 3
01/12/25	Police	Police Sergeant x 3
01/12/25	Finance - Moved from Base Reuse & Economic Development	Accountant II
01/26/25	Planning, Building, & Transportation	Combination Building Inspector II
02/23/25	Public Works	Management Analyst

### **RETIREMENTS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
12/03/24	Recreation & Park	Park Maintenance Equipment Operator
12/28/24	Fire	Division Chief
12/30/24	Fire	Fire Administrative Services Manager
12/30/24	Police	Police Sergeant X2
12/30/24	Fire	Fire Apparatus Operator
12/30/24	Recreation & Park	Office Assistant
01/09/25	Planning, Building & Transportation	Combination Building Inspector II

### **SEPARATIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
12/01/24	Police	Public Safety Dispatcher
12/02/24	AMP	Utility Accountant
12/19/24	City Clerk	Deputy City Clerk
01/02/25	Fire	Firefighter
01/04/25	Police	Police Officer
01/16/25	Police	Police Officer
02/21/25	Finance	Finance Director
02/27/25	AMP	Assistant General Manager - Engineering & Operations

## 5-C. LIST OF SPECIFICATIONS

### **New & Existing Classification Specification Revision:**

- **Library Services Manager (Supervising Librarian retitled)**
- **Front Desk Administrator (Telephone Operator-Receptionist retitled)**
- **Property & Evidence Technician**
- **Fire Administrative Services Manager**
- **Fire Captain**
- **Utility Billing Specialist**
- **Energy Resources Analyst**
- **Senior Energy Resources Analyst**
- **Housing & Human Services Program Manager (Community Development Program Manager retitled)**
- **Housing & Human Services Manager**
- **Customer Services Supervisor**

Representative of the City Attorney's Office, Skitch Cosby, explained the agendized and non-agendized comment procedure for citizens who attend live meetings and those attending via webinar/remotely.

Member Cote inquired if there was anything in the recruitments for this quarter that stood out and might require explanation and HR Director Romeo replied that there was not. Vice President Frank asked why the reporting doesn't follow the typical January through March time period and HR Director Romeo relayed that the data collection would not be complete for the month of March. President Erwin asked if there were any separations that might require the Board's involvement and Director Romeo stated there was not.

Director Romeo stated the 4 City Attorney classification would be pulled for review and not considered in this meeting.

Member Warren asked if the scope of the work for the Library Services Manager was being reduced, based on the number of strike throughs in the redline and Director Romeo explained there was another classification with similar duties that this change would absorb and Library Director Michael Eitner added this would facilitate a change in the promotional potential at the Library so that promotions could be skill based rather than just credential based.

Member Cote asked why the classification for Front Desk Administrator required a driver license

and Director Romeo replied it does not, however, HR is in the process of updating specifications with a standard template and this was part of that process. Vice President Frank asked if it would be better to remove the license requirement now or after the Board accepted changes. Director Romeo stated it would be better after and HR would, in the future, bring the Board a list of the classifications that requirement would be removed from and included that new California law precluded agencies from asking for that information unless required by the job. Director Romeo affirmed Member Lang's statement that potential candidates would not see the requirement on job announcements.

Member Cote asked why the Property & Evidence Technician class needed to type 35 words per minute and Senior Human Resources Analyst Noelle White clarified the speed was now a desired qualification and Police Captain Alan Kuboyama answered that the position needs a high level of proficiency with technology. Vice President Frank asked why police experience was no longer required and Captain Kuboyama explained that the cataloging experience could come from other fields such as warehousing or library work.

Member Lang asked if candidates from outside the City are eligible for hire as Fire Captains and Director Romeo stated that Fire Captains are not hired from outside the City and Vice President Frank asked if that was something that needed to be changed in the job specification. Director Romeo explained that would encounter resistance from the union and that the City has never had difficulty recruiting for Fire Captains.

Analyst White explained that the Utility Billing Specialist and Energy Resources Analyst specifications have been updated based on feedback from the PDQ and that new hires can potentially come from backgrounds with the right combination of education and experience. Additionally, the Senior Energy Resources Analyst was updated as it is part of a series. Member Warren asked if the Senior Energy Resources Analyst was a position the lower class could promote into and Analyst White stated that was the case, though no current employee is in the Senior position.

Director Romeo provided the history regarding City classifications within Community Development and the break out of Housing and Human Services moving from that department. Member Cote stated that it seemed the classification was moving away from economic development and towards helping people which was affirmed by Senior Human Resources Analyst Steve Woo that the focus is now on housing and human services and the specification was written in 2010 and a lot has changed since that period. Member Cote asked if there was an incumbent in the position and Analyst Woo replied that was true. Member Warren noted that management of the Community Development Block Grant program was struck from the specification and asked where that responsibility was now. Analyst Woo responded the classification still performs this duty but it was embedded in other broader essential duties.

Analyst Woo explained the Housing and Human Services Manager specification was being updated to the current template and the working conditions were updated.

Analyst White explained the need to update the Customer Services Supervisor classification due to a department reorganization in 2022. Vice President Frank asked if the experience requirement was specifically required to be in the utility field or would any customer service supervision experience suffice and Assistant General Manager of Administration Teri Alderson responded

that utility experience is useful in answering questions about usage, billing, and rates.

**Member Cote moved to accept the specifications as presented, except the 4 Attorney classifications. Seconded by Member Lang. Passed by vote of 5 to 0.**

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

Vice President Frank asked if the Attorney job specifications would come back for review and HR Director Romeo affirmed they would. Analyst White posited they would be back for July. Vice President Frank asked that more details would be provided when the specifications come back for review to explain the “concerns related to retention”.

President Erwin asked if staff can note the limit to public comments on the agenda and Technician Barr provided an example for potential use and stated that staff could add that to the agenda header.

8. **STAFF COMMUNICATIONS**

Human Resources Director Jessica Romeo stated she was leaving the City of Alameda for another agency and that Noelle White would serve as Acting Human Resources Director. President Erwin and the Board members congratulated her and thanked her for her work.

Analyst White informed the Board that the City was vetting a company to use their AI platform for classification and compensation work.

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

The next meeting in July was discussed and would potentially be moved to a later date.

10. **ADJOURNMENT**

The meeting adjourned at 5:39 p.m.

Respectfully submitted,

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