



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, APRIL 6, 2016**

1. CALL TO ORDER

The meeting was called to order at 5:01 p.m. by Board President Dean Batchelor.

2. ROLL CALL:

PRESENT: President Dean Batchelor, Vice President Marguerite Malloy and Member John Nolan

ABSENT: Member Zara Santos and Member Jan Brandt

STAFF PRESENT: Nancy Bronstein, Human Resources Director and Executive Secretary to the Board
Mayor Trish Herrera Spencer
Alan Cohen, Assistant City Attorney II
Chris Low, Senior Human Resources Analyst
Robin Young, Senior Human Resources Analyst
Tiffany Ilacqua, Human Resources Analyst I
Monica Selles, Human Resources Analyst II
Sharlene Shikhmuradova, Administrative Technician II

3. MINUTES:

A. Approval of Minutes of the Regular meeting of January 6, 2016.

Member Nolan asked for clarification on page three of the January 6, 2016 minutes, under Section 4-A-iv, he suggested a correction to be made to correct his statement as, "...He noticed that the Eligible Lists established only for Police Officer list all people on the Eligible List."

Vice President Malloy moved that the January 6, 2016 Minutes be approved as corrected. Motion was seconded by Member Nolan which was passed by a 3-0 vote (Santos and Brandt-absent).

4. **CONSENT CALENDAR:**

A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR APRIL 6, 2016.

4-A-i. ELIGIBLE LIST ESTABLISHED (December 1, 2015 – February 29, 2016)	DATE ESTABLISHED	EXAM NO.
Accountant II	12/29/2015	2015-68
Administrative Technician I (Community Development and Base Reuse)	01/04/2016	2015-89
Electrical Distribution Technician	02/24/2016	2015-79
Executive Assistant	12/15/2015	2015-78
Executive Assistant – Alameda Municipal Power	12/23/2015	2015-88
Meter Reader	02/04/2016	2016-03
Police Captain	02/09/2016	2016-04PR
Police Sergeant	01/19/2016	2015-71PR
Senior Combination Building Inspector	02/24/2016	2016-05PR
Senior Communications Specialist	01/12/2016	2015-80
Senior Public Safety Dispatcher	02/29/2016	2016-06PR
Utility Project Manager	12/22/2015	2015-81
Police Officer		
Campi, Kevin	12/03/2015	2015-76
Cardona, Sara	12/03/2015	2015-76
Troja, Giovanni	12/03/2015	2015-76
Rose, David	12/03/2015	2015-86c
Gonzalez, Sharon	12/03/2015	2015-86c
Schuitema, Christopher	12/03/2015	2015-74PT
Basler, William	12/03/2015	2015-74PT
Gaines, Donnie	12/16/2015	2015-77
Lujan, Joshua	12/16/2015	2015-86c
Ly, Son	12/16/2015	2015-86c
Meadors, Jamal	12/16/2015	2015-86c
Licari, Joseph	12/16/2015	2015-84PTc
Harris, Yolanda	12/16/2015	2015-87c
Hayden, David	12/16/2015	2015-76
Solodchenko, Kirill	01/05/2016	2015-84PTc
Yoo, Daniel	01/05/2016	2015-84PTc
Zidane, Abdelmohcen	01/05/2016	2015-84PTc
Kearney, Blair	01/13/2016	2015-84PTc
Odell, Jonathan	01/13/2016	2015-84PTc
Becker, Jeffrey	01/13/2016	2015-84PTc
Johnson, Marcus	01/13/2016	2015-84PTc
Rincon, Arthur	01/13/2016	2015-84PTc
Kinney, Chris	01/13/2016	2015-84PTc
Rahimi, Wahed	02/03/2016	2015-84PTc
Shoopman, Corey	02/03/2016	2015-84PTc
McLaughlin, Christopher	02/03/2016	2015-84PTc
Odom, Aaron	02/03/2016	2015-86c
Johnson, Brandon	02/03/2016	2015-86c
Garza, Roman	02/03/2016	2015-86c
Marquardt, Paige	02/03/2016	2015-86c
Thien, Yu	02/15/2016	2015-84PTc
Salyer, Kenneth	02/15/2016	2015-84PTc
Gorham, Michael	02/15/2016	2015-84PTc
Trammell, John	02/15/2016	2015-84PTc
Levenson, David	02/15/2016	2015-84PTc
Police Officer (continued)		

Florence, James	02/15/2016	2015-86c
Sorenson, Nathan	02/15/2016	2015-86c
Hayer, Robinderpal	02/15/2016	2015-85c
Streight, Jonathan	02/15/2016	2015-85c

4-A-ii. ELIGIBLE LIST EXTENDED

	DATE ESTABLISHED	EXAM NO.
Administrative Technician II (Human Resources)	10/21/2015	2015-67
Assistant General Manager – Engineering and Operations	07/21/2015	2015-23
Deputy City Clerk	09/02/2015	2015-54
Division Chief	09/23/2015	2015-16PR
Paralegal	03/04/2015	2015-03
Public Works Project Manager II	08/05/2015	2015-34
Utility Database Analyst	08/17/2015	2015-25
Utility Information Systems Analyst	08/20/2015	2015-26

4-A-iii. ELIGIBLE LIST EXPIRED/

	DATE ESTABLISHED	EXAM NO.
Electrical Maintenance Technician	09/15/2015	2015-63
Financial Services Manager	07/13/2015	2015-33
Meter Reader	01/12/2015	2014-42
Park Maintenance Foreperson	12/10/2015	2015-61
Police Captain	02/09/2016	2016-04PR
Police Lieutenant	02/06/2014	2013-40PR
Senior Combination Building Inspector	02/24/2016	2016-05PR
Senior Public Safety Dispatcher	02/29/2016	2016-06PR

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Emergency Medical Services Education Coordinator

New Classification Specifications:

- None

Vice President Malloy requested to pull item 4-A-iv for further discussion. President Batchelor agreed with Vice President Malloy and had a general question regarding the aging and listing of the eligible lists. President Batchelor questioned item 4-A-ii, and inquired if there is still a process in place for departments to extend or cancel the eligible lists issued. Administrative Technician Shikhmuradova offered to answer President Batchelor's question. She confirmed that eligible lists are extended at the 6-month mark after its established date, provided that the department approves the extension. She added that eligible lists are canceled upon the request of the department and approval of the Human Resources Director and Executive Secretary of the Board.

Human Resources Director and Executive Secretary to the Board, Nancy Bronstein, further added that some eligible lists may only contain one or two names and could easily have been exhausted. Vice President Malloy confirmed her understanding that all expired, canceled and exhausted lists are grouped in item 4-A-iii.

President Batchelor acknowledged the responses to his question and stated that he just wanted to clarify that there is still a process in place.

Vice President Malloy moved to approve Consent Calendar items 4-A-i, 4-A-ii, and 4-A-iii. Motion was seconded by President Batchelor which was passed by a 3-0 vote (Santos and Brandt-absent).

Vice President Malloy went on to address item 4-A-iv. She mentioned that the edits and the strikeouts within the classification specification for Emergency Medical Services (EMS) Education Coordinator were substantive. She further questioned if the union was notified of the changes. Senior Human Resources Analyst Robin Young responded to Vice President Malloy's inquiry and said that the union was indeed notified of the changes.

President Batchelor asked if the position for Emergency Medical Services Education Coordinator was open and Senior Analyst Young responded that it was opened and an eligible list was recently established.

President Batchelor questioned the corrected, required certifications for an EMS Education Coordinator, specifically the instructor/teaching experience requirement. He expressed his concern on the difficulty of attracting candidates for this position due to the specific type of requirements listed. Senior Analyst Young responded that the changes to the requirements were made to update the job specification according to current industry standards. Currently, Alameda County requires an instructor certification in addition to an Emergency Medical Technician or higher License. The change was made at the department's request in order to meet their specific needs. The Fire Department determined that they needed a pre-hospital subject matter expert at a level higher than an Emergency Medical Technician.

President Batchelor stated that his concerns were originating from the difficulty of recruiting for this type of position. Senior Analyst Young acknowledged that it was indeed a difficult recruitment and of the recently established eligibility list, only one met the specific requirements as listed on the recruitment bulletin.

President Batchelor moved to approve Consent Calendar item 4-A-iv. Motion was seconded by Vice President Malloy which was passed by a 3-0 vote (Santos and Brandt-absent).

5. REGULAR AGENDA ITEMS

5-A. Informational Report, on Cancellation of Eligible List – Park Maintenance Foreperson, 2015-61

The Civil Service Board accepted the Informational report.

5-B. Activity Report – Period of December 1, 2015 through February 29, 2016.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/01/15	Public Works	Traffic Signal Maintenance Technician
12/07/15	Alameda Municipal Power	Senior Clerk
01/04/16	Community Development	Economic Development Manager
01/04/16	Base Reuse	Redevelopment Project Manager
01/10/16	City Manager's Office	Executive Assistant
01/11/16	Community Development	Permit Technician I
01/11/16	Police	Public Safety Dispatcher
01/19/16	Alameda Municipal Power	Executive Assistant
01/19/16	Community Development	Permit Technician I
01/25/16	City Manager's Office	IT Director
01/25/16	Human Resources	Human Resources Director
01/25/16	Fire	Firefighters (7)
02/01/16	Alameda Municipal Power	Utility Project Manager
02/01/16	Community Development	Permit Technician I
02/08/16	Police	Police Officer (2)
02/16/16	Base Reuse	Administrative Technician I
02/16/16	Community Development	Administrative Technician I
02/22/16	Alameda Municipal Power	Meter Reader
02/22/16	Finance	Accountant II

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/13/15	Alameda Municipal Power	Substation & Meter Supervisor
12/13/15	Alameda Municipal Power	Utility Analyst
01/03/16	Police	Police Lieutenant
11/01/15	Fire	Division Chiefs (2)
11/01/15	Alameda Municipal Power	Utility Information Technology Manager
11/15/15	Fire	Fire Captains (3)
11/23/15	Human Resources	Administrative Technician II
11/29/15	Public Works	Project Specialist II

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/02/15	Human Resources	Human Resources Manager
12/28/15	Human Resources	Administrative Technician III
12/30/15	Alameda Municipal Power	Executive Assistant
12/30/15	Police	Police Captain
12/30/15	Police	Police Sergeant
12/30/15	Police	Police Officer (3)

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/10/15	Community Development	Permit Technician III
12/10/15	Community Development	Combination Building Inspector
01/04/16	Alameda Municipal Power	Meter Reader

01/04/16	Community Development	Fire/Bldg. Code Compliance Officer
02/04/16	Fire	Firefighter
02/18/16	Fire	Firefighter
02/20/16	Library	Librarian

The Civil Service Board accepted the Activity report.

6. ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENTS)

(Any person may address the Civil Service Board in regard to any matter over which the Civil Service Board has jurisdiction or of which it may take cognizance that is not on the agenda).

7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)

Vice President Malloy asked HR Director Bronstein if there is anything else she needed to submit in addition to the Form 700 and the ethics certification. HR Director Bronstein acknowledged Vice President Malloy and commented that there are no other certifications needed.

President Batchelor thanked all staff members who are present at the meeting after regular working hours.

8. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

HR Director Bronstein thanked the Board and acknowledged that she is happy to be of service. She continued to offer support to the Board and noted that she would be delighted to answer any questions the Board may have.

9. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

Wednesday, July 6, 2016.

10. ADJOURNMENT

Meeting was adjourned at 5:17 p.m.

Respectfully submitted,

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