



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, APRIL 3, 2024**

1. **CALL TO ORDER**

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

2. **ROLL CALL:**

PRESENT: President Troy Hosmer, Members Jordan Frank, Diane Lang, Tracy Cote, Human Resources Director and Executive Secretary of the Civil Service Board, Jessica Romeo

ABSENT: Vice President Tim Erwin

STAFF PRESENT:

Steve Woo, Senior Human Resources Analyst
Nafisah Ali, Senior Human Resources Analyst
Noelle White, Senior Human Resources Analyst
Ally Almendarez, Human Resources Analyst I
Lisa Llewellyn, Human Resources Analyst I
Celena Chen, Chief Planning Counsel
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 3, 2024

Member Frank moved to accept consent calendar. Seconded by Member Cote. Passed by vote of 4 to 0.

5. REGULAR AGENDA ITEMS:

5-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR APRIL 3, 2024

5-A-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO.
 (December 1, 2023 – February 29, 2024)

Accounting Technician	02/29/2024	2023-1625-01
Animal Control Officer	01/11/2024	2023-4095-02
Community Development Manager – Promotional	12/12/2023	2023-1715-02
Executive Assistant	01/30/2024	2023-1560-03
Financial Services Manager	01/02/2024	2023-1695-01
Firefighter – Entry Level	01/11/2024	2023-4500-01
Firefighter – Lateral	01/17/2024	2023-4500-02
Library Technician – Volunteer Coordinator	01/16/2024	2023-3515-02
Police Records Specialist	01/08/2024	2023-4069-01
Planner II	12/06/2023	2023-6030-01
Recreation Services Specialist	02/27/2024	2023-5115-01
Senior Financial Analyst	01/09/2024	2023-1682-02
Senior Human Resources Analyst - Promotional	12/04/2023	2023-1265-01
Traffic Signal/Pump Station Maintenance Technician	12/26/2023	2023-2570-02

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

Assistant Engineer	04/26/2023	2023-3120-01
Associate Civil Engineer	04/26/2023	2023-3140-01
Building Official	11/07/2023	2023-3205-01
Firefighter – Entry Level	01/10/2024	2023-4500-01EL
Firefighter – Lateral	01/10/2024	2023-4500-02L
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
Public Safety Dispatcher	05/18/2022	2023-4074-01
Senior Engineer - Transportation	04/27/2023	2023-3150-01

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

Administrative Technician II - Promotional	07/20/2023	2023-1465-02
Administrative Services Coordinator	08/15/2022	2022-1430-03
Administrative Services Coordinator – Fire	08/17/2023	2023-1430-01
Combination Building Inspector I	06/15/2023	2023-3244-01

Computer Services Technician	08/23/2023	2023-1650-01
Crime Scene Specialist	08/17/2023	2023-4072-01
Division Chief – Promotional	06/14/2023	2023-4550-01
Management Analyst - Asset Management	07/12/2023	2023-1420-02
Management Analyst – Housing & Human Services	08/17/2023	2023-1420-03
Office Assistant	08/29/2023	2023-1550-03
Paralegal	07/27/2023	2023-1570-01
Public Works Supervisor – Facilities	06/28/2023	2023-2650-01
Senior Utility Accountant	08/09/2023	2023-7425-01

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

Assistant City Attorney - Prosecution	08/01/2023	2023-1410-01
City Engineer -	08/24/2023	2023-3180-01
Combination Building Inspector II – Promotional	80/31/2023	2023-3245-01
Community Development Program Manager	08/08/2022	2022-1720-01
Crime Analyst	08/03/2022	2022-4067-02
Executive Assistant – Promotional	07/17/2023	2023-1560-01
Financial Services Manager	01/02/2024	2023-1695-01
Fleet Services Coordinator – Promotional	07/31/2023	2023-2380-01
Gardener	06/21/2023	2023-7120-01
Maintenance Worker I	12/06/2022	2023-2510-02
Police Records & Communications Manager	07/10/2023	2023-4068.01
Public Works Supervisor – Fleet Services	12/12/2022	2022-2650-01
Public Works Project Manager I (Capital Improvement and Transportation)	06/01/2023	2023-3177-01
Senior Account Manager – Promotional	08/31/2023	2023-7617-01
Senior Human Resources Analyst	12/04/2023	2023-1265-01

5-B. ACTIVITY REPORT – PERIOD OF DECEMBER 1, 2023 THROUGH FEBRUARY 29, 2024.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/03/23	Base Reuse & Economic Development	Office Assistant
12/04/23	Library	Library Technician
12/04/23	Planning, Building, & Transportation	Combination Building Inspector I
12/17/23	Police	Police Officer
12/18/23	Police	Police Officer X 2
12/31/23	Public Works	Senior Clerk
01/02/23	Public Works	Public Works Project Manager I
01/08/23	Public Works	Assistant Engineer X 3
01/08/23	Public Works	Administrative Technician I
01/16/24	Base Reuse & Economic	Base Reuse Manager X 2

	Development	
01/28/24	Finance	Senior Account Clerk
01/29/24	City Attorney	Paralegal
01/29/24	Planning, Building, & Transportation	Planner II
02/05/24	Police	Public Safety Dispatcher
02/11/24	Base Reuse & Economic Development	Executive Assistant
02/12/24	Finance	Senior Financial Analyst
02/18/24	Police	Police Officer X 3
02/19/24	Police	Police Officer
02/25/24	Library	Library Technician

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
Retroactive to		
11/02/23	AMP	Journey Lineworker
12/17/23	Human Resources	Senior Human Resources Analyst
12/31/23	Base Reuse & Economic Development	Community Development Manager
01/14/24	Finance	Financial Services Manager
01/14/24	Police	Police Sergeant X 2
02/02/24	AMP	Journey Lineworker

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/13/23	Recreation & Park	Park Maintenance Worker I
12/28/23	Public Works	Public Works Maintenance Foreperson
12/29/23	Planning, Building & Transportation	Planning, Building, & Transportation Director
12/29/23	Police	Police Records Specialist
12/30/23	Police	Police Sergeant X 2
01/27/24	Fire	Division Chief
02/01/24	AMP	Assistant General Manager - Administration
02/28/24	Planning, Building & Transportation	Planner II

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/02/23	Library	Library Technician
12/14/23	Finance	Senior Account Clerk
12/18/23	Police	Public Safety Dispatcher
12/26/23	Police	Police Records Specialist
01/25/24	AMP	Safety Officer
02/01/24	City Attorney	Paralegal

5-C. LIST OF SPECIFICATIONS

New & Existing Classification Specification Revision:

- **Assistant Recreation and Park Director**
- **Investigator**
- **Safety Officer**

HR Director Romeo volunteered that there are no separations that should require attention from the Board.

Member Cote noticed the retirement of a division chief and asked how the recruitment process occurs in such cases. Director Romeo stated that HR knows about the retirement well in advance and thus HR knows they are coming and tries to have lists established to hire from.

President Hosmer asked if any member had questions about the specifications and Member Cote asked for details on the upgrade process for the Assistant Recreation and Park Director class. Director Romeo replied this was a retitle and update including a future \$20,000.00 increase in salary. The position was intended to be a 2nd in command for the department and after looking internally and externally this increase will bring the position in line with the other agencies.

President Hosmer asked where on the City Attorney org chart the Investigator is located and Director Romeo stated it was under the Supervising Assistant City Prosecutor, in the Paralegal/Investigator section. Member Frank suggested it would be helpful for future org charts to indicate where the change is happening. Director Romeo also pointed out the change for the Assistant Recreation and Park Director org chart for clarity and said HR would work on making the change distinguishable.

Member Cote moved to accept the specifications as presented. Seconded by Member Lang. Passed by vote of 4 to 0.

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

Member Frank wondered how Alameda County's length of time for recruitment compared to the City of Alameda. Director Romeo replied that the City generally has a 3 month turnaround and we do not know Alameda County's turnaround time. The County of San Francisco's turn around is up to and over a year. The City can be quicker due to being a smaller city with fewer recruitments, and analysts and departments work hard to expedite turnaround time and not let lists stagnate. HR captures the performance measure of length of time from requisition approval to referral of names to the department and can provide that data for our next meeting. Member Frank stated that 3 months feels like an eternity in the private sector, but could vary with role and wanted to make sure the City did not lose qualified candidates, to which Director Romeo agreed.

Director Romeo explained some of the ways HR has found to make recruitments quicker such as remote testing using Test Genius, set up by Analyst White. Most interviews have moved to Zoom,

which makes it easier to schedule and easier to find panel members. The longest process is the medical and background checks for fire and police hires.

8. STAFF COMMUNICATIONS

Analyst White presented a plan for classification specification revision going forward that included roughly 285 specifications within our HRIS system, with the intent to bring 10 classes to the CSB for review each meeting. The projected completion date is 2032 but could be longer or shorter. Member Cote asked if Artificial Intelligence would be involved in the process and Director Romeo answered that HR did not want to get ahead of the City's yet to be determined AI policy, but this plan would interface with the City's ADA plan to pull out essential duties in order to better craft accommodations and address accessibility. President Hosmer suggested there would be union and budget implications to which Director Romeo replied that some employees might not be in the right position and the positions should be what the department needs. Member Cote asked if it would be better to parse out portions of the review, like cleaning up education and driver license requirements as a first pass and come back later for other changes. Director Romeo said the City will first prioritize those specifications currently being used such as HR Analyst, Accountants, etc. President Hosmer wondered if the CSB is a speed bump in the process and Director Romeo replied that it was not. Member Frank said it would be helpful to know when the bulk of the project is going to be done as this timeline is an eternity and things come up that will displace the effort. Member Cote asked what the process is for skill analysis review with departments. Director Romeo replied it depends on the situation. Some may get a full review by outside agencies for unbiased review, or the department and incumbent employee may be given questionnaires about duties. Member Lang wanted to clarify a comment about eliminating education requirements and Analyst White responded that if we had requirements that are unnecessary such as requiring a bachelor's degree for a gardener, we would want to adjust specifications to remove such unnecessary requirements.

Director Romeo wanted to make sure the Board knew about the Board and Commission appreciation event and reminded Technician Barr to send the invitation.

Director Romeo thanked President Hosmer for his years of service as his term was expiring and this was his final meeting.

9. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

The next meeting was confirmed for July 10, 2024.

10. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Jessica Romeo, Human Resources Director
and
Executive Secretary to the Civil Service Board