



**MINUTES OF THE SPECIAL MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JULY 9, 2025**

1. CALL TO ORDER

The meeting was called to order at 5:11 p.m.

2. ROLL CALL:

PRESENT: President Tim Erwin, Tracy Cote, Selia Warren, Human Resources Director and Executive Secretary of the Civil Service Board, Noelle White

ABSENT: Vice President Jordan Frank, Member Diane Lang

STAFF PRESENT:

Steve Woo, Senior Human Resources Analyst
Ally Almendarez, Human Resources Analyst II
Lisa Llewellyn, Human Resources Analyst II
Matt Nowlen, Park Manager
Eric Vlnar, Park Maintenance Supervisor
Michael Eitner, Library Director
Skitch Crosby, Assistant City Attorney I
Yibin Shen, City Attorney
Julia Gonzalez, Chief Assistant City Attorney
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 APRIL 2, 2025

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

5. REGULAR AGENDA ITEMS:

5-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 9, 2025

5-A-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO. (March 1, 2025 – May 31, 2025)

Accounting Technician	03/03/2025	2025-1625-01
Administrative Technician III	03/05/2025	2025-1460-01
Administrative Technician III - Promotional	04/15/2025	2025-1460-02
Battalion Chief – Promotional	05/15/2025	2025-4530-01
Executive Assistant – Promotional	05/27/2025	2025-1560-01
Finance & Utility Billing Manager – Promotional	03/17/2025	2025-7495-01
Fire Captain – Promotional	05/15/2025	2025-4520-01
Housing & Human Service Program Manager	03/19/2025	2025-1720-01
Maintenance Worker I	04/18/2025	2025-2510-01
Maintenance Worker II	04/18/2025	2025-2520-01
Park Maintenance Supervisor	05/25/2025	2025-5144-01
Park Maintenance Worker II – Promotional	03/27/2025	2025-5261-01
Police Maintenance Technician	05/19/2025	2025-4080-01
Utility Analyst	05/07/2025	2025-7310-01

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

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.

ADA Coordinator	10/22/2024	2024-2607-01
Administrative Technician I	10/31/2023	2023-1470-02
Administrative Technician II	09/21/2023	2023-1465-03
Base Reuse Manager	10/26/2023	2023-1728-01
Community Development Program Manager – Housing & Human Services Program Manager	05/22/2024	2024-1720-01
Development Manager	03/11/2024	2024-1713-01
Fire Administrative Service Manager	10/31/2024	2024-4605-01
Fire Apparatus Operator – Promotional	11/14/2024	2024-4505-01PR

Librarian	10/03/2024	2024-3530-02
Office Assistant - Base Reuse & Asset Management	09/05/2023	2023-1550-02
Park Maintenance Worker – Promotional	04/22/2024	2024-5260-01
Police Captain – Promotional	09/23/2024	2024-4010-01
Police Lieutenant – Promotional	11/12/2024	2024-4020-01
Police Sergeant – Promotional	09/24/2024	2024-4030-01
Public Works Project Manager II	04/02/2024	2023-3178-01
Senior Transportation Coordinator	09/25/2024	2024-3147-01
System Operator	07/22/2024	2024-7760-02

**5-A-iv. ELIGIBLE LIST EXPIRED
CANCELLED/EXHAUSTED**

DATE ESTABLISHED

EXAM NO.

Accounting Technician	02/29/2024	2023-1625-01
Assistant City Attorney I – Prosecution	11/20/2024	2024-1014-03
Assistant Recreation & Park Director	11/22/2024	2024-5105-01
Building Official	11/07/2023	2023-3205-01
Deputy City Attorney I – Prosecution	04/30/2024	2024-1020-01
Deputy City Attorney II – Prosecution	05/21/2024	2024-1010-01
Electrical Engineer	05/23/2024	2024-7230-01
Finance & Utility Billing Manager - Promotional	03/17/2025	2025-7495-01
Maintenance Worker I	04/22/2024	2024-2510-01
Management Analyst – Promotional	02/10/2025	2025-1420-01PR
Permit Technician II	08/28/2024	2024-3270-01
Safety Officer	05/16/2024	2024-7710-01

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

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
03/03/25	AMP	Electrical Utility Drafter
03/10/25	AMP	Utility Geographic Information Systems Analyst
03/24/25	Finance	Administrative Technician III
03/31/25	Police	Property & Evidence Technician
04/07/25	Base Reuse & Economic Development	Accounting Technician
04/21/25	City Manager's Office	Housing & Human Services Program Manager
05/04/25	Police	Police Officer x 4
05/06/25	AMP	Utility Accountant
05/19/25	AMP	Compliance Superintendent

APPOINTMENT

DATE	DEPARTMENT	JOB CLASSIFICATION
05/18/25	Finance	Finance Director

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/09/25	City Attorney	Chief Assistant City Attorney
04/06/25	AMP	Finance & Utility Billing Manager
04/06/25	Recreation & Park	Park Maintenance Worker II
04/20/25	Planning, Building & Transportation	Administrative Technician III
05/05/24	Recreation & Park	Park Maintenance Worker
05/18/25	Public Works	Maintenance Worker II x 3

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
04/03/25	Police	Property & Evidence Technician
05/31/25	Fire	Fire Captain

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/02/25	Recreation & Park	Park Maintenance Worker
03/07/25	City Manager's Office	Development Manager
03/09/25	Police	Police Officer
03/26/25	Fire	Firefighter
04/03/25	Library	Supervising Librarian
04/10/25	Information Technology	Computer Services Technician
04/17/25	Planning, Building & Transportation	Permit Technician II
04/17/25	Police	Crime Analyst
04/18/25	Public Works	Public Works Project Manager I
04/18/25	Human Resources	Human Resources Director
04/26/25	Library	Library Technician
04/30/25	Fire	Firefighter
05/01/25	Police	Police Records Specialist
05/04/25	Police	Police Officer
05/05/25	Information Technology	Technology Services Coordinator
05/22/25	Information Technology	Information Technology Systems Analyst
05/22/25	Human Resources	Senior Human Resources Analyst
05/29/25	Finance	Senior Management Analyst

5-C. LIST OF SPECIFICATIONS

New & Existing Classification Specification Revision:

- **Police Maintenance Technician**
- **Gardener**
- **Park Maintenance Technician**

- **Librarian (Retitled Librarian I)**
- **Deputy City Attorney I**
- **Deputy City Attorney II**
- **Assistant City Attorney I**
- **Assistant City Attorney II**
- **Development Manager (Retitled Economic Development Program Manager)**
- **Development Specialist I (Retitled Economic Development Specialist I)**
- **Development Specialist II (Retitled Economic Development Specialist II)**

President Erwin inquired if any of the separations that might require action from the Board in the future and Director White replied there are not, but informed the Board that the Human Resources Department had a senior analyst leave and would be looking to find a new team member.

Member Cote noted there was a specification that was unfunded and Director White confirmed it was a job specification that would be addressed in this meeting and was currently unfunded. Member Cote asked why there was an eligible list established and then expired, but the meeting moved on without addressing that question.

Director White introduced the hiring managers who were present for the meeting to answer questions regarding their job specifications.

Member Cote asked for an explanation of how the Police Maintenance Technician would work when required to respond to crime scenes and Director White replied that they serve in a support capacity and help with any equipment that might be present. Member Cote asked if the union has to approve changes and Director White confirmed there is a meet and confer process to have a dialogue with the union. Member Cote declared that the union had seen this and said nothing about it and Director Noelle confirmed that all the changes presented on all the job specifications coming before the Board have been vetted by the unions or stake holders. Analyst Almendarez stated the work at crime scenes was part of the original job specification, not a change for this meeting.

President Erwin inquired where the Park Maintenance Technician position belongs on the organizational chart and Director Noelle indicated they are performing work with specialized equipment, but is also a jack of all trades. Park Maintenance Supervisor Vlnar stated it was an offshoot so it is not a supervisor but will handle contractor work and other maintenance tasks.

President Erwin asked where the Librarian I and Librarians fall into the organizational chart and Library Director Michael Eitner indicated the Library is working on a series of changes and as the Librarians have become Librarian I's, the Senior Librarians will become Librarian II's and the Library Technician specification will also be changed in the future. Member Warren asked if the strike throughs on essential duties on the redlined specifications show up in other duties listed and Director Eitner confirmed they do appear on the as yet approved Library Technician to Library Assistant changes as it is part of the overall changes within the Library specifications. Member Cote asked how a degree in child development, as an alternative to a master's in library science, was determined to be equivalent education and Director Eitner explained that a huge portion of the library's services are to children and so experience with pre-literacy skills and early motor skills are what the library performs and what the community asks the library to provide. President

Erwin stated he appreciates seeing another pathway forward in a carrier.

Director White explained the impetus for changes to the attorney classifications which included increasing flexibility between classes and making compensation versus years of experience comparable to other agencies. Member Warren asked if the plan was to allow flexibility in assignments and if the City currently had any employees in the Deputy City Attorney I role and Director White affirmed that was true for both questions. Member Warren asked if the difference between Deputy City Attorney I and Deputy City Attorney II was years of experience and Director White replied that experience, complexity, and scope of duties increases. Director White affirmed to Member Cote the change in required experience was from 3 years of experience to 2 years. Member Warren asked if the Assistant City class was considered management and Director White said that all the attorney classes were part of the management and confidential employee unit. Member Warren further inquired if the Assistant City Attorneys were management in the Attorney's office and City Attorney Yibin Shen provided a summary of his view on how the classes fit into the organization, with Deputy City Attorney I as a new team member, requiring supervision. Deputy City Attorney II has experience but may or may not have a lot of relevant experience. At the Assistant City Attorney I level, they require little supervision, and for Assistant City Attorney II that is someone who works independently and has significant experience in municipal law. Any of these attorneys could have management responsibility assigned to them, for example a Deputy City Attorney II is the risk manager. The Assistant City Attorney level could be project level leadership, but none of these are managing other attorneys. The Chief Assistant City Attorney at the executive level is expected to engage in management. Member Cote said she noticed a specification says membership in the state bar isn't required and can be obtained later but wondered if that would be a problem. City Attorney Shen said it allows flexibility for hiring from neighboring jurisdictions, at least in civil context, but that the office has never hired someone who isn't barred. Director White said we have similar cases for engineers from other states might be a great candidate, but doesn't have California certificates. Member Warren asked how the office is structured now and what is the ultimate goal. City Attorney Shen said there isn't an end goal, rather we want to get the best candidates we can with available funding. In terms of structure it is half and half, half are criminal and half civil.

Human Resources Director White confirmed for President Erwin that the Development Manager and other related classifications were moving away from base redevelopment and Member Warren asked if the City of Alameda had business improvement districts. Senior Human Resources Analyst Steve Woo asked for more detail and Member Warren provided background information on what a business improvement district involved, typically parcels or businesses collaborating to pay for services the City does not provide. Analyst Woo confirmed that Alameda had programs to support business improvement districts, and this position would support that.

Member Cote asked if the year of experience in a public agency or private firm for the Development Specialist I was at any firm or in a related field and Director White and Analyst Woo expected it would be in a related field with a public interface, not someone with no experience, straight out of college. Member Cote noticed a pattern in the change of experience required with the Development Specialist II and Director Noelle reframed the City Attorney levels for the Development Specialist classes using entry level, needing support, to journey level experience. Member Cote asked if there was consistency City wide on the years of experience for all job specifications and Director White explained that the years of experience may vary, but in general a level I is entry level, while a level II is journey level, while a senior level is fully functioning

Member Warren moved to accept the specifications as presented. Seconded by Member Cote. Passed by vote of 3 to 0.

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

Member Cote found her note with a question about the eligible list for Finance and Utility Billing Manager being listed as both established and exhausted. Director White stated it was likely due to being a promotional exam and usually there are only 1 or 2 candidates. Administrative Technician Barr explained that he prepares the report and confirmed there was only 1 candidate and so once that candidate is hired, there is no need to keep the list active and it is exhausted.

Member Cote asked how many job specifications HR brought to the Board for this meeting and Director White said at least 10, as HR continues to work on the specification update project.

8. **STAFF COMMUNICATIONS**

Technician Barr explained that in order to change the speaking time for members of the public who want to address the Civil Service Board, the Board needs to amend the bylaws. However, HR was not able to find a digital copy of the bylaws and so the next step would be to search for paper copies in the archive. Member Warren wondered if any existing bylaws existed and President Erwin mentioned he thought they were online. Technician Barr stated the document online is the ordinance that establishes this Board. President Erwin posited that could mean the Board would be creating bylaws and Member Warren asked if there were existing examples this Board could use as reference, to which Technician Barr stated yes, other examples exist. President Erwin stated we should make sure the bylaws include terms and limits of service and Member Warren asked when we might know if this would be necessary, to which Technician Barr responded he would inform the Board before the next meeting. Member Cote inquired if the members could change the bylaws for remote attendance. Member Warren stated the Board is a Brown Act body and follows state law which is restrictive on meeting remotely, but we could potentially look at that.

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

The next meeting in October was confirmed.

10. **ADJOURNMENT**

The meeting adjourned at 5:52 p.m.

Respectfully submitted,

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