



**MINUTES OF THE SPECIAL MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, OCTOBER 2, 2024**

1. **CALL TO ORDER**

The meeting was called to order at 5:07 p.m.

2. **ROLL CALL:**

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

ABSENT: Member Diane Lang

STAFF PRESENT:

Nafisah Ali, Senior Human Resources Analyst  
Noelle White, Senior Human Resources Analyst  
Ally Almendarez, Human Resources Analyst I  
Tim Haines, General Manager - AMP  
Leonard Montilla, Engineering Manager  
Ross McCarthy, Controller  
Skitch Crosby, Assistant City Attorney I  
Chief of Police, Nishant Joshi  
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 AUGUST 14, 2024

Vice President Frank moved to accept consent calendar. Seconded by Member Warren.  
Passed by vote of 4 to 0.

### 5. REGULAR AGENDA ITEMS:

#### 5-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR OCTOBER 2, 2024

5-A-i. ELIGIBLE LIST ESTABLISHED (June 1, 2024 – August 31, 2024)	DATE ESTABLISHED	EXAM NO.
Administrative Management Analyst - Promotional	08/19/2024	2024-1410-01PR
Assistant General Manager - Administration - Promotional	08/19/2024	2024-7053-01
Administrative Technician III – Promotional	06/21/2024	2024-1460-01
Construction Inspector	08/13/2024	2024-3070-01
Deputy City Attorney II – Promotional	06/11/2024	2024-1010-02
Deputy Public Works Director - Promotional	06/11/2024	2024-2601-01
Economic Development Division Manager	07/24/2024	2024-1701-01
Housing and Human Services Manager – Promotional	08/22/2024	2024-1058-01
Information Technology Manager – Promotional	08/01/2024	2024-1684-01
Librarian	08/19/2024	2024-3530-01
Maintenance Worker II – Promotional	07/15/2024	2024-2520-01PR
Office Assistant	06/12/2024	2024-1550-01
Principal Executive Assistant	08/14/2024	2024-1404-01
Police Records Specialist	07/24/2024	2024-4069-01
Recreation Assistant	06/20/2024	2024-5114-02
Senior Engineer	07/31/2024	2024-3150-01
Supervising Civil Engineer - Promotional	07/08/2024	2024-3175-01PR
Technology Services Coordinator	06/20/2024	2024-1670-01
Transportation Planning Manager – Promotional	08/26/2024	2024-3148-01

#### 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
Distribution Engineer	05/23/2024	2024-7260-01
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>
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
Computer Services Technician	08/23/2023	2023-1650-01
Combination Building Inspector I	06/15/2023	2023-3244-01
Division Chief – Promotional	06/14/2023	2023-4550-01
Executive Assistant	01/30/2024	2023-1560-03
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
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
Recreation Services Specialist	02/27/2024	2023-5115-01
Senior Financial Analyst	01/09/2024	2023-1682-02
Senior Utility Accountant	08/09/2023	2023-7425-01

<b>5-A-iv. ELIGIBLE LIST EXPIRED CANCELLED/EXHAUSTED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
--	-------------------------	-----------------

Administrative Technician III - Promotional	06/21/2024	2024-1460-01
Animal Control Officer	01/11/2024	2023-4095-02
Crime Scene Specialist	08/17/2023	2023-4072-01
Deputy City Attorney II – Promotional	06/11/2024	2024-1010-02
Deputy Public Works Director – Promotional	06/11/2024	2024-2601-01
Information Technology Manager - Promotional	08/01/2024	2024-1684-01
Maintenance Worker II – Promotional	07/15/2024	2024-2520-01PR
Police Records Specialist	01/08/2024	2023-4069-01
Public Safety Dispatcher	07/13/2023	2023-4074-01
Public Works Supervisor (Facilities)	06/28/2023	2023-2650-01
Supervising Civil Engineer - Promotional	07/08/2024	2024-3175-01PR
System Operator	07/22/2024	2024-7760-01
Traffic Signal/Pump Station Maintenance Technician	12/26/2023	2023-2570-02

**5-B. ACTIVITY REPORT – PERIOD OF JUNE 1, 2024 THROUGH AUGUST 31, 2024.**

**FULL-TIME HIRES**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/03/24	City Attorney	Deputy City Attorney I - Prosecution
06/03/24	Public Works	Maintenance Worker I
06/04/24	City Manager	Office Assistant
06/16/24	Public Works	Maintenance Worker I X 2
06/18/24	Recreation & Park	Gardener
07/01/24	Base Reuse & Economic Development	Community Development Program Manager
07/01/24	Police	Police Records Specialist

07/01/24	Public Works	Public Works Program Manager I
07/14/24	City Attorney	Deputy City Attorney I - Prosecution
07/15/24	City Attorney	Assistant City Attorney I - Prosecution
07/22/24	Police	Police Officer X 2
07/29/24	Information Technology	Computer Services Technician
07/29/24	Recreation & Park	Recreation Assistant
08/12/24	Information Technology	Computer Services Technician
08/25/24	Recreation & Park	Recreation Assistant
08/26/24	AMP	Distribution Engineer
08/26/24	Police	Animal Control Officer
08/26/24	Public Works	Maintenance Worker I
08/26/24	Public Works	Office Assistant X 2

### **APPOINTMENT**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
07/22/24	Information Technology	Information Technology Director

### **PROMOTIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/02/24	Public Works	Executive Assistant
06/16/24	City Attorney	Deputy City Attorney II - Prosecution
06/16/24	Public Works	Public Works Project Manager II
06/30/24	Finance	Administrative Technician III
06/30/24	Public Works	Deputy Public Works Director
07/14/24	Public Works	Supervising Civil Engineer
08/11/24	AMP	Distribution Engineer
08/11/24	Information Technology	Information Technology Manager
08/11/24	Public Works	Maintenance Worker II
08/25/24	Finance	Administrative Management Analyst

### **RETIREMENTS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/02/24	AMP	System Operator
06/14/24	Public Works	Maintenance Worker II
08/01/24	Base Reuse & Economic Development	Development Services Division Manager
08/13/24	City Manager	Housing & Human Services Manager
08/15/24	Public Works	Public Works Project Manager II

### **SEPARATIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/01/24	City Attorney	Administrative Technician I
06/01/24	Public Works	Deputy Public Works Director
06/03/24	City Attorney	Deputy City Attorney II - Prosecution
06/07/24	Recreation & Park	Gardener
06/18/24	Library	Senior Librarian
07/08/24	Information Technology	Computer Service Technician
07/12/24	Public Works	Construction Inspector

07/19/24	Police	Police Officer
07/20/24	Police	Police Officer
07/21/24	Police	Police Officer
07/23/24	Fire	Firefighter
07/26/24	Police	Police Officer
07/26/24	Public Works	Maintenance Worker I
08/01/24	Fire	Firefighter
08/15/24	Public Works	Administrative Technician I
08/26/24	Planning, Building, & Transportation	Planner II

## 5-C. LIST OF SPECIFICATIONS

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

- **City Attorney Investigator**
- **Police Lieutenant**
- **Police Captain**
- **Compliance & Safety Superintendent**
- **Principal Financial Analyst**
- **Electrical Utility Drafter**

Vice President Frank noted what seemed to be higher turnover in police officers and Analyst White and Chief Joshi addressed these concerns explaining that officers left for other smaller public safety organizations for a slower pace and one left due to being lured back to previous agency by a huge raise. Member Cote asked about how much of the incentive could be clawed back, which is \$50,000.00 as approved by Council. Chief Joshi said that the City wants laterals and the \$25,000.00 is less than the cost of academy and associated costs for recruits.

Member Warren asked what the size of the force is and Chief replied 88 officers. Member Cote lamented the turn over rate was pretty high and Director Romeo stated it was a common problem for police and sheriff agencies across the nation which is why the incentive program was developed. The City does get many applications, though not all of them get through the full process, but it has increased interest significantly. Analyst White stated that our last lateral hire prior to the incentive program was 2019, but the City has hired a few since the program was initiated. Chief Joshi indicated the City would not sacrifice quality hires to fill seats.

President Erwin inquired if any of the separations might require the Board's attention in the future and Director Romeo said no.

Director Romeo explained that Human Resources was continuing the class specification revision project and had brought some priority classifications for review. Some of these are at the top of the list for revision because they had not been updated recently and some the City needed to recruit for. Member Warren noted that half of the changes seemed to be formulaic or across the board and the other are job specific and asked if the job specific changes could be highlighted. Director Romeo stated the changes to Police Lieutenant was to reduce the months of City of Alameda service needed and increase the total years of service and additional certifications were

included for the Police Captain. President Erwin asked if the intent of reduced time employed with Alameda was to increase internal promotion opportunity for the City of Alameda and Chief Joshi replied affirmatively and provided detail that some officers bring years from other agencies and those years are relative to their experience so this will broaden the pool of qualified candidates.

Member Cote asked why not make zero month experience a requirement and Chief Joshi said the City wants some sort of a track record and there is a certain way the City operates and knowledge of that is helpful for management, operations, and community standards.

Vice President Frank inquired about the 12 months vs. 15 months experience requirement for police sergeants. Chief Joshi replied the advanced degree or education helps with critical thinking but not everyone has that opportunity to acquire an advanced degree so experience will also count. Three months between the two methods is not a large divide.

Regarding the Compliance & Safety Superintendent, Director Romeo stated the City was adding the requirement of knowledge of electrical utilities and safety and environmental laws. The interim and soon to be appointed AMP general manager, Tim Haines, was present for questions. The department and line staff believed electrical experience was essential for the safety of those in the field.

Controller McCarthy explained the Principal Financial Analyst is being changed to Budget Manager and Purchasing Agent and this is the next natural step as this position helps departments allocate funds and help those departments spend those funds. The position would deal with compliance in buying equipment, fire engines for example. President Erwin asked if the salary range would change. Controller McCarthy expected there would be no need to change the salary. Member Warren asked if this position reviews legislation to determine where funding comes from and the Controller stated that is the responsibility of each department, possibly reviewed by the City Attorney's Office or consultants. Using the fire engine as an example, the Fire department would be responsible for handling grants, etc.

Director Romeo explained the electrical utility drafter specifications had not been updated in many years and besides updating duties to current standards, some grammatical language was modernized. Engineering Manager Leonard Montilla was present for any questions.

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

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

Member Cote asked about the overall course of the specification update. Analyst White identified high priority specifications and scheduled recorded online orientations meant to educate staff on why this process was happening, how to complete the Position Description Questionnaire (PDQ) and as a way to answer any questions staff might have. The PDQ's will be going out to appropriate reviewers and Analyst White will be working with hiring managers for recruitments that require the revisions. Member Warren inquired about the total number to revise and wondered if more specifications could be brought to future meetings. Analyst White informed the board that the target number was 180 and the plan which would change as the process progressed was to bring 5 to 10 to each meeting. There are several steps to revision including speaking with bargaining representatives, so the process may take some time to ramp up, but Human Resources will get quicker with experience. Member Cote expressed concern that our older specifications may include offensive language. Director Romeo said that job specifications in use, that have been allocated have been updated recently enough that it should not be concerning. President Erwin suggested that the Board can also convene more meetings in order to accommodate more specification revisions.

8. **STAFF COMMUNICATIONS**

Director Romeo informed the Board of the previously requested information on the process of going from requisition to hire was not available due to the current workload but would bring the presentation in the future and the new CSB representative from the Attorney's Office, Skitch Crosby, was introduced.

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

The next meeting was confirmed for January 8, 2025.

10. **ADJOURNMENT**

The meeting adjourned at 5:42 p.m.

Respectfully submitted,

---

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