



**MINUTES OF THE SPECIAL MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 8, 2025**

1. CALL TO ORDER

The meeting was called to order at 5:06 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
Nicholas Luby, Fire Chief
Matt Nowlen, Park Manager
Teri Alderson, AGM - Administration
Heather Heinbaugh, Supervisor – Customer Resources
Steve Chiu, Chief Utility Technology Officer
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 OCTOBER 2, 2024

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 JANUARY 8, 2025

5-A-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO.
(September 1, 2024 – November 30, 2024)

ADA Coordinator	10/22/2024	2024-2607-01
Administrative Technician III – Promotional	11/14/2024	2024-1460-02PR
Assistant City Attorney I – Prosecution Unit – Promotional	09/09/2024	2024-1014-02
Assistant City Attorney I – Prosecution Unit	11/20/2024	2024-1014-03
Assistant Recreation and Park Director	11/22/2024	2024-5105-01
Construction Inspector	10/30/2024	2024-3070-03R
Fire Administrative Services Manager	10/31/2024	2024-4605-01
Fire Apparatus Operator – Promotional	11/14/2024	2024-4505-01PR
Human Resources Analyst II – Promotional	11/14/2024	2024-1260-01PR
Information Technology Systems Analyst - Promotional	10/31/2024	2024-1676-01
Librarian	10/03/2024	2024-3530-02
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
Principal Financial Analyst	11/04/2024	2024-1694-01
Senior Transportation Coordinator	09/25/2024	2024-3147-01

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

5-A-iii. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
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	05/22/2024	2024-1720-01
Deputy City Attorney II – Prosecution Unit	04/10/2024	2024-1020-01
Development Manager	03/11/2024	2024-1713-01
Fire Captain – Promotional	05/18/2023	2023-4520-01
Maintenance Worker I	04/22/2024	2024-2510-01
Office Assistant (Base Reuse & Asset Management)	09/05/2023	2023-1550-02
Park Maintenance Worker – Promotional	04/22/2024	2024-5260-01
Public Works Project Manager II	04/02/2024	2024-3178-01
Safety Officer	05/16/2024	2024-7710-01

5-A-iv. ELIGIBLE LIST EXPIRED CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Accountant I	05/04/2023	2023-1677-01
Administrative Technician III – Promotional	11/14/2024	2024-1460-02PR
Animal Control Officer	05/07/2024	2024-4095-01
Assistant General Manager-Administration - Promotional	08/29/2024	2024-7053-01
Assistant City Attorney I	05/21/2024	2024-1014-01
Assistant City Attorney II	05/21/2024	2024-1013-01
Assistant City Attorney I – Prosecution Unit – Promotional	09/09/2024	2024-1014-02
Construction Inspector	08/13/2024	2024-3070-01
Construction Inspector	10/30/2024	2024-3070-03R
Electrical Engineering Aide	11/22/2022	2022-7270-01
Executive Assistant – Promotional	05/09/2024	2024-1560-01PR
Fleet Mechanic	09/05/2023	2023-2360-01
Gardener	03/07/2024	2024-7120-01
Human Resources Analyst II – Promotional	11/14/2024	2024-1260-01PR
Information Technology Systems Analyst - Promotional	10/31/2024	2024-1676-01
Library Technician	03/06/2023	2023-3515-01
Management Analyst	04/17/2023	2023-1420-01
Office Assistant	09/12/2023	2023-1550-01
Public Works Maintenance Foreperson – Promotional	03/19/2024	2024-2555-01
Senior Communications Specialist	05/03/2023	2023-7015-01
Senior Management Analyst - Promotional	03/06/2024	2024-1408-01
Utility Construction Compliance Specialist	09/07/2023	2023-7791-01

5-B. ACTIVITY REPORT – PERIOD OF SEPT 1, 2024 THROUGH NOVEMBER 30, 2024.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
09/03/24	AMP	System Operator
09/08/24	Recreation & Park	Gardener
09/09/24	AMP	System Operator

09/09/24	City Attorney	Deputy City Attorney II – Prosecution Unit
09/16/24	Base Reuse & Economic Development	Development Services Division Manager
09/22/24	Public Works	Engineering Office Assistant
09/22/24	Recreation & Park	Gardener
09/30/24	City Manager	Principal Executive Assistant
09/30/24	Police	Police Officer X 3
10/01/24	Library	Librarian
10/07/24	City Manager	Housing & Human Services Manager
10/07/24	Public Works	Senior Engineer X 2
10/14/24	Public Works	Construction Inspector
10/21/24	Police	Technology Services Coordinator
11/12/24	Police	Police Records Specialist X 2
11/18/24	Information Technology	Computer Services Technician
11/18/24	Library	Librarian
11/18/24	Planning, Building, & Transportation	Permit Technician II

NON-CIVIL SERVICE APPOINTMENT

DATE	DEPARTMENT	JOB CLASSIFICATION
10/20/24	AMP	General Manager - AMP

RECERTIFICATION OF FORMER EMPLOYEE TO SAME POSITION

DATE	DEPARTMENT	JOB CLASSIFICATION
11/18/24	Public Works	Construction Inspector

TRANSFER TO OTHER DEPARTMENT

DATE	DEPARTMENT	JOB CLASSIFICATION
09/30/24	Information Technology	Executive Assistant

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/02/24	Public Works	Executive Assistant
09/08/24	City Attorney	Assistant City Attorney I – Prosecution Unit
09/08/24	City Attorney	Assistant City Attorney II
09/08/24	AMP	Assistant General Manager – Administration
09/22/24	Planning, Building, & Transportation	Transportation Planning Manager
11/03/24	Police	Police Captain
11/17/24	Human Resources	Administrative Technician III
11/17/24	Human Resources	Human Resources Analyst II X 2
11/17/24	Information Technology	IT Systems Analyst

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/04/24	Police	Police Sergeant
11/14/24	Planning, Building, & Transportation	Administrative Services Coordinator

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/12/24	Recreation & Park	Gardener
09/13/24	Police	Administrative Technician II
10/02/24	Fire	Firefighter
10/04/24	Police	Police Officer
10/14/24	Finance	Administrative Technician II
10/15/24	Planning, Building, & Transportation	Permit Technician I
10/17/24	Information Technology	Computer Services Technician
10/18/24	City Attorney	Assistant City Attorney I – Prosecution Unit
10/25/24	Library	Librarian
11/19/24	City Manager	Office Assistant
11/21/24	Public Works	Maintenance Worker II

5-C. LIST OF SPECIFICATIONS

New & Existing Classification Specification Revision:

- **Utility Geographic Information Systems Analyst**
- **Utility Accountant**
- **Park Maintenance Supervisor**
- **Deputy Fire Chief**
- **Division Chief**
- **Battalion Chief**

Member Cote inquired if any of the exams listed in the summary and extended lists had challenges for recruitment and HR Director Romeo replied that promotional exams generally have 1 or 2 candidates so the exhausted list will show on the same agendas and the other lists had generally a good number, except the known issue of hiring police officers, and the Fire Administrative Services Manager and Assistant Recreation & Park Director did not yield hires so these recruitments will be reopened. Also, City attorney positions are difficult to recruit for or yield a smaller number of candidates. Extending a list allows the City to have a list ready if a hired candidate did not make it through 1 year of probation.

Vice President Frank noticed the listing of recertification of former employee to previous position and HR Director Romeo explained our civil service rules allow that if a former employee returns before a year has expired, they may re-enter their previous position without a recruitment.

President Erwin inquired if the Board should expect any issues with separations and Director Romeo stated there were none.

HR Director Romeo explained the Fire management division of labor and the required change in classifications, thus the separation of Division Chief and Battalion Chief classifications. This change provides the workforce to cover shifts, promotional opportunities, and division of labor so that Division Chiefs are no longer overseeing Division Chiefs. Chief Luby stated this was a historical system predating his arrival and the change gets the City in alignment with industry standards and resolves an ongoing staffing challenge. Director Romeo stated the City had worked with the involved bargaining units and this approval was the last step in the process.

President Erwin asked for public comment before further discussion between the Board members and member of the public Aaron N. via Zoom, stated his concerns regarding the application process. He was watching intently regarding the language about outside experience for police leadership and hoped that would apply to fire service promotions and that the language in specifications would allow internal promotional opportunities for those with outside agency experience.

Member Cote inquired how the Battalion Chief would be funded and what the general morale situation was regarding the creation of the class. Director Romeo stated that existing positions including a Division Chief position were eliminated so funds were available for the Battalion Chiefs within the current budget. Chief Luby had not heard of complaints from labor. Chief Luby highlighted that the Deputy Fire Chief class had language for external candidates and Director Romeo stated that language was added to each of the classes so that recruitments could be fulfilled externally if internal attempts were not successful.

President Erwin asked if the plan was for Captains to act into the Battalion level position if the battalion level was vacant and Director Romeo confirmed that the association had committed to having qualified actors so that the department should not have problems filling the role in the future.

Member Lang asked if the discussion of external vs. internal candidates corresponded to the public comment regarding recruitment potential and Director Romeo affirmed that was the case, allowing lateral candidates to come to the City from outside agencies. The City's goal is to hire from within especially with Fire that needs to know the lay of the land, with external requirements being higher. Member Lang asked if there were challenges with retaining firefighters and Director Romeo stated that a few of the entry level firefighters had left. Chief Luby stated they had three who left the current batch, one to Oakland for more excitement and two left for Santa Rosa for shorter commutes.

Member Warren asked how this requirement structure compares to other agencies and HR Director Romeo said the City modeled the requirements on survey's that demonstrated the majority of sample agencies have greater requirement for external than internal candidates.

Director Romeo stated Analyst White worked on the AMP specifications and AMP staff were present to answer questions. Member Cote and Vice President Frank inquired about the length of vacancy for the Utility Geographic Information Systems Analyst and HR Director Romeo clarified the position had been vacant for a year, but no recruitment had been done during that

time. Vice President Frank asked why the City would pay for consultants during that time instead of hire and Chief Utility Technology Officer Chui responded that internally there was discussion about where best the position would exist within the organization and existing projects delayed considering opening a recruitment at that time. Analyst White noted there were prior discussions regarding the GIS specifications and interviews for the position were scheduled for next week.

HR Director Romeo explained that the Utility Accountant position had many changes as it was not updated in many years and an employee departure allowed this to become a priority. President Erwin asked if the City had other accountant positions and HR Director Romeo stated the City also has accountants in Finance, but AMP has its own separate system needing accountants. Teri Alderson, Assistant General Manager of Administration at AMP discussed that utility accounting had different reporting requirements. Vice President Jordan asked if there is a way to preference a wider field of candidates in the utility field and Director Romeo said that could be added as a review change. Member Selia asked if VP Frank's concern was to cast a wider net with "utility accounting" versus "electric utility accounting" and Vice President Jordan stated he would be fine with striking the word electric from the experience qualifier.

Member Cote asked how HR prioritizes updating specifications for ADA compliance and Director Romeo explained there are various ways to prioritize but as an example, if a position needs to be filled that helps prioritize effort as well as if an employee needs an accommodation, allowing the department to address the needs at that moment.

Member Warren moved to accept the specifications as presented. Seconded by Member Cote. Passed by vote of 5 to 0.

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

Member Lang asked why City job specifications do not list salary information and HR Director Romeo replied that salary details are the purview of the City Council, but that job bulletins list the salary information and salary schedules are published for public review.

Member Cote asked about the progress on the job description project and Director Romeo said discussions with labor groups can be difficult and negotiations with Fire and seven future groups will take a lot of time. Member Cote asked if it would be possible to ask bargaining units to settle on standard language and Director Romeo pondered that some units may agree, but other units like to look at everything and she would hesitate to say in case she needs to complete changing the entire specification.

President Erwin asked if staff can note a 5 minute limit to regular agenda comments.

8. **STAFF COMMUNICATIONS**

Director Romeo informed the Board contract negotiations with two safety units and five miscellaneous units were about to begin.

Analyst Almendarez presented the recruitment process to the Board to give them insight on requisition approval, recruitment preparation and examination, selection, hiring, and onboarding process.

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

The next meeting was confirmed for April 2, 2025.

10. **ADJOURNMENT**

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

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