



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, APRIL 5, 2017**

1. **CALL TO ORDER**

The meeting was called to order at 5:03 p.m. by Board President Dean Batchelor.

2. **ROLL CALL:**

PRESENT: President Dean Batchelor, Vice President Marguerite Malloy, Members John Nolan, Jan Brandt, Troy Hosmer

ABSENT: None

STAFF PRESENT: Nancy Bronstein, Human Resources Director and Executive Secretary to the Board
Chris Low, Senior Human Resources Analyst
Sabina Netto, Human Resources Analyst II
Jessica Romeo, Human Resources Analyst I
Nafisah Ali, Administrative Technician II
Alan Cohen, Assistant City Attorney II

3. **MINUTES:**

3-A Approval of Minutes of the Regular meeting of January 11, 2017.

Vice President Malloy moved that the January 11, 2017 Minutes be approved. Motion was seconded by Member Brandt which was passed by a 5-0 vote.

4. **CONSENT CALENDAR:**

4-A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND

CLASSIFICATIONS FOR JANUARY 11, 2017

4-A-i. ELIGIBLE LIST ESTABLISHED

(December 1, 2016 – February 28, 2017)

DATE ESTABLISHED

EXAM NO.

Accounting Technician	01/23/2017	2016-62
Animal Control Officer	02/16/2017	2017-02
Assistant City Attorney II	12/05/2016	2016-54
Assistant Engineer (designated from 2016-40)	01/25/2017	2017-05
Energy Resources Analyst	12/27/2016	2016-49
IT Systems Analyst	03/02/2017	2017-06PR
Permit Technician II	02/28/2017	2017-09PR
Program Specialist II	01/23/2017	2016-52
Public Works Superintendent	01/30/2017	2016-64PR
 Police Officer		
Blanc, Julien	01/25/2017	2016-30PTc
Brown, Garret	01/25/2017	2016-30PTc
Cafourek, Jan	01/25/2017	2016-30PTc
Ceballos, Sebastian	01/25/2017	2016-30PTc
Correia, Kyle	01/25/2017	2016-30PTc
Gaarde, Lucas	01/25/2017	2016-30PTc
Gonzalez, Juan	01/25/2017	2016-28c
Lee, Kyle	01/25/2017	2016-30PTc
Lewis, Jakeem	01/25/2017	2016-30PTc
Reggi, Bryan	01/25/2017	2016-28c
Martin, Tiffany	01/26/2017	2016-57c
Nguyen, Hieu	01/26/2017	2016-57c
Rivera, Jerry	01/26/2017	2016-57c
Tuccio, Gianncarlo	01/26/2017	2016-57c
Sanjideh, Arvin	01/26/2017	2016-28c
Corey, Samantha	02/01/2017	2016-55PTc
Esquivel, Cesar	02/01/2017	2016-55PTc
Medina, Adam	02/01/2017	2016-55PTc
Miller, Daniel	02/01/2017	2016-30PTc
Miller, Steven	02/01/2017	2016-30PTc
Nemeth, Patrick	02/01/2017	2016-30PTc
Rosales Guevara, Jesus	02/01/2017	2016-30PTc
Strother, Joseph	02/01/2017	2016-55PTc
Vail, Ryan	02/01/2017	2016-55PTc
Agredano, Manuel	02/02/2017	2016-26PTc
Boguslawski, James	02/02/2017	2016-26PTc
Brown, Carlotta	02/02/2017	2016-26PTc
Candela, Frank	02/02/2017	2016-55PTc
Davis, Dionas	02/02/2017	2016-26PTc
Diaz, Simeon	02/02/2017	2016-26PTc
Door, Evan	02/02/2017	2016-26PTc
Duong, Sunny	02/02/2017	2016-26PTc
Kartsang, Tenzin	02/02/2017	2016-26PTc
Leahy, Cameron	02/02/2017	2016-26PTc
Louie, Samuel	02/02/2017	2016-55PTc
Mendez, Melquiades	02/02/2017	2016-55PTc
Carcamo, Andres	02/08/2017	2016-55PTc
Marez, Daniel	02/08/2017	2016-26PTc
Molina, Eric	02/08/2017	2016-26PTc

Moody, Damarriay	02/08/2017	2016-55PTc
Peinado, Joshua	02/08/2017	2016-26PTc
Peterson, Michael	02/08/2017	2016-26PTc
Rahey, Richard	02/08/2017	2016-26PTc
Ross, Brian	02/08/2017	2016-26PTc
Scholtens, Briana	02/08/2017	2016-26PTc
Thompson, Alina	02/08/2017	2016-55PTc
Torres, John Percival	02/08/2017	2016-26PTc
Addiego, Robert	02/09/2017	2016-30PTc
Albertson, Christie	02/09/2017	2016-30PTc
Alejandro, Raymond	02/09/2017	2016-30PTc
Alvarez, Luis	02/09/2017	2016-55PTc
Barrera, Raul	02/09/2017	2016-55PTc
Capocci, Gregory	02/09/2017	2016-27c
Garcia, Javier	02/09/2017	2016-55PTc
Gibson, Kristopher	02/09/2017	2016-30PTc
Harper, Khalid	02/09/2017	2016-30PTc
Lopez-Sanchez, Xabier	02/09/2017	2016-30PTc
Singh, Ronil	02/09/2017	2016-26PTc
Sutton, MaryAnn	02/09/2017	2016-55PTc

4-A-ii. ELIGIBLE LIST EXTENDED

DATE ESTABLISHED

EXAM NO.

Administrative Technician I	01/04/2016	2015-89
Administrative Technician III	08/22/2016	2016-41PR
Fire Apparatus Operator	07/07/2016	2015-21PR
Human Resources Analyst I	06/13/2016	2016-18A
Intermediate Clerk	07/14/2016	2016-22
Maintenance Worker II	06/14/2016	2016-19
Planner II	07/05/2016	2016-23PR
Police Lieutenant	08/29/2016	2016-33PR
Police Sergeant	01/19/2016	2015-71PR

4-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED

DATE ESTABLISHED

EXAM NO.

Executive Assistant – AMP	12/23/2015	2015-88
Facilities Maintenance Worker	07/14/2016	2016-25
Financial Services Manager	09/29/2016	2016-43
Human Resources Analyst II	06/13/2016	2016-18B
Information Technology Systems Coordinator (Designated from 2016-20)	06/28/2016	2016-38
Library Technician	12/08/2014	2014-39
Park Maintenance Equipment Operator	06/09/2015	2015-27
Public Safety Dispatcher – Recruit	08/15/2016	2016-31
Public Safety Dispatcher – Academy Graduate	08/15/2016	2016-32
Public Works Project Manager (Designated from 2015-34)	06/30/2016	2016-37
Public Works Supervisor	08/04/2016	2016-24
Technology Services Coordinator (Designated from 2016-20)	07/05/2016	2016-39
Utility Database Analyst	08/11/2016	2016-36

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- None

New Classification Specifications:

- None

Member Brandt moved to approve Consent Calendar items 4-A-i, 4-A-ii, and 4-A-iii. Motion was seconded by Member Nolan and Vice President Malloy which was passed by a 5-0 vote.

5. **REGULAR AGENDA ITEMS**

Activity Report – Period of December 1, 2016 through February 28, 2017

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/05/16	Police	Intermediate Clerk
01/03/17	Fire	Administrative Technician II
01/10/17	Recreation & Parks	Custodian
01/17/17	Finance	Accountant I
01/17/17	Finance	Financial Services Manager
02/13/17	AMP	Energy Resources Analyst
02/13/17	City Attorney	Assistant City Attorney
02/05/17	Fire	Firefighter Assigned to Civil Service Position from Safer
02/17/17	AMP	General Manager
02/21/17	AMP	Customer Service Representative
02/23/17	Recreation & Parks	Accounting Technician

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
02/05/17	Fire	Fire Apparatus Operator

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/16/16	Fire	Fire Apparatus Operator
12/29/16	Public Works	Public Works Maintenance Foreperson
12/30/16	AMP	Meter Reader

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/13/16	Police	Police Officer
12/14/16	Fire	Firefighter
12/15/16	Police	Intermediate Clerk
12/22/16	Recreation & Parks	Accounting Technician
01/25/17	Public Works	Maintenance Worker II
02/15/17	Human Resources	Human Resources Analyst II

Informational Report, January 23, 2017, Regarding Designation of Eligible List Associate Civil Engineer, 2016-40 for Assistant Engineer vacancy, PW.3120.001

Member Hosmer asked for further information on the Information Report, specifically asking for background and explanation on the designation of a higher level classification to fill a lower classification and why someone on the higher classification list would be interested in the lower classification. Secretary Bronstein explained that those on the higher level classification list may decline the lower classification position, but that there is no harm to the applicant and that the applicant may be interested in the position to gain employment with the City and have access to promotional opportunities or to gain experience. Vice President Malloy also explained that the designation saves time for both the City and the applicant.

Member Brandt moved to approve the Regular Agenda Items. Motion was seconded by Member Nolan and Vice President Malloy which was passed by a 5-0 vote.

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 STAFF)

Vice President Malloy asked for the due date for the sunshine ordinance signature related to the training, Secretary Bronstein was did not have the date on her but believed it was the second. Member Hosmer asked for clarification on the process and documentation of completing the training and Secretary Bronstein referred him to the last page of the training materials and advised him to contact her and she would forward the necessary materials.

No communications from staff.

8. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

Secretary Bronstein asked to discuss the date of the July meeting, noting that the date fell the day after the Independence Day Holiday. Member Brandt noted that she would not be available to attend. President Brandt noted that he would not be able to attend, further explaining that he is unavailable the first Wednesday of the month due to other commitments. Secretary Bronstein suggested moving the July 5th meeting to the following Wednesday, July 12, 2017.

The July meeting was confirmed for Wednesday, July 12, 2017 at 5:00 PM.

Secretary Bronstein then suggested moving the October meeting to the second Wednesday in October. Member Brandt stated that she is unavailable the second Wednesday of October as she will be out of town. Vice President Mallow suggested moving the meeting to the third Wednesday, October 18, 2017.

The October meeting was set for October 18, 2017 at 5:00 PM

9. ADJOURNMENT

Meeting was adjourned at 5:12 p.m.

Respectfully submitted,

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