



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, July 12, 2017**

1. **CALL TO ORDER**

The meeting was called to order at 5:02 p.m. by Board Vice President Malloy.

2. **ROLL CALL:**

PRESENT: Vice President Marguerite Malloy, Members Jan Brandt, Troy Hosmer

ABSENT: President Dean Batchelor, Member John Nolan, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

STAFF PRESENT: Chris Low, Senior Human Resources Analyst  
Robin Young, 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:**

**Approval of Minutes of the Regular meeting of April 5, 2017.**

Member Brandt noted a correction in Section 8 from President Brandt to President Batchelor.

Vice President Malloy noted a grammatical correction in the first sentence in Section 7.

**Member Brandt moved to accept the April 5, 2017 Minutes with the changes. Motion was seconded by Member Hosmer which was passed by a 3-0 vote.**

4. **CONSENT CALENDAR:**

**4-A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JANUARY 12, 2017**

| <b>4-A-i. ELIGIBLE LIST ESTABLISHED</b><br>(March 1, 2017 – May 31, 2017) | <b>DATE ESTABLISHED</b> | <b>EXAM NO.</b> |
|---------------------------------------------------------------------------|-------------------------|-----------------|
| Accountant I (Designated from 2016-45)                                    | 05/22/2017              | 2017-19         |
| Account Clerk                                                             | 05/24/2017              | 2017-19         |
| Administrative Services Coordinator – AMP                                 | 05/11/2017              | 2017-15         |
| Customer Service Representative                                           | 04/26/2017              | 2017-18         |
| Engineering Manager                                                       | 04/26/2017              | 2017-14         |
| Public Safety Dispatcher – Lateral/Acad/Attendee                          | 03/06/2017              | 2017-03         |
| Public Safety Dispatcher - Recruit                                        | 03/07/2017              | 2017-04         |
| Public Works Project Manager III                                          | 03/13/2017              | 2017-10PR       |
| Public Works Maintenance Foreperson                                       | 04/06/2017              | 2016-65         |
| Utility Construction Compliance Specialist                                | 03/30/2017              | 2017-11PR       |
| Utility Information Systems Billing Specialist                            | 05/03/2017              | 2017-13         |
| Utility Project Manager                                                   | 05/09/2017              | 2017-07         |
| Police Officer                                                            |                         |                 |
| Brooks, Keisha                                                            | 04/05/2017              | 2016-55         |
| Anyaoaha, Cyril                                                           | 04/05/2017              | 2016-55         |
| Brown, Mario                                                              | 04/05/2017              | 2016-55         |
| Chicoine, Nicholas                                                        | 04/05/2017              | 2016-55         |
| Akil, Jabari                                                              | 04/05/2017              | 2016-55         |
| Wang, Marcus                                                              | 04/05/2017              | 2016-30         |
| Safdie, Daniel                                                            | 04/05/2017              | 2016-26         |
| Aranda, James                                                             | 04/05/2017              | 2016-55         |
| Daniels, Rosaleen                                                         | 04/13/2017              | 2016-55         |
| Desiderio, James                                                          | 04/13/2017              | 2016-55         |
| Toscano, Alessandro                                                       | 04/13/2017              | 2016-55         |
| Damewood, Trevor                                                          | 04/13/2017              | 2016-55         |
| Cooper, Michael                                                           | 04/13/2017              | 2016-55         |
| Greco, Daniel                                                             | 04/13/2017              | 2016-55         |
| Magadia, Harold                                                           | 04/19/2017              | 2016-55         |
| Grigsby, Christina                                                        | 04/19/2017              | 2016-55         |
| Hunt, Daniel                                                              | 04/19/2017              | 2016-55         |
| Escobar, Eduardo                                                          | 04/19/2017              | 2016-55         |
| Han, Solomon                                                              | 04/19/2017              | 2016-55         |
| Mahanay, Timothy                                                          | 04/19/2017              | 2016-55         |
| Martiniuc, Amelia                                                         | 04/19/2017              | 2016-55         |
| Numazu, Codey                                                             | 04/19/2017              | 2016-55         |
| Kenner Jr., Michael                                                       | 04/19/2017              | 2016-55         |
| Grueso, Edward                                                            | 04/19/2017              | 2016-55         |
| Lee Jr., Paul                                                             | 04/19/2017              | 2016-55         |
| Johnson, Marcus                                                           | 04/19/2017              | 2016-55         |
| Ragusa, Timothy                                                           | 04/26/2017              | 2016-55         |
| Seltenrich, Jean-Luc                                                      | 04/26/2017              | 2016-55         |
| Perkins, Timothy                                                          | 04/26/2017              | 2016-55         |
| Schaner, Andrew                                                           | 04/26/2017              | 2016-55         |
| Quiocho, Christopher                                                      | 04/26/2017              | 2016-55         |
| Zaiats, Roman                                                             | 04/26/2017              | 2016-55         |

|                      |            |         |
|----------------------|------------|---------|
| Sanchez, Nichalos    | 04/26/2017 | 2016-55 |
| Pineda, Ivan         | 04/26/2017 | 2016-55 |
| Torres, Alan         | 04/26/2017 | 2016-55 |
| Schumacher, Kristina | 04/26/2017 | 2016-55 |
| Sanini, Matthew      | 04/26/2017 | 2016-55 |
| Martinez, Frederick  | 04/29/2017 | 2016-57 |
| Ayala, Sharon        | 04/29/2017 | 2016-57 |
| Harrison, Benjamin   | 04/29/2017 | 2016-57 |
| Wu, Harry            | 04/29/2017 | 2016-57 |
| Verenzuela, Rommel   | 04/29/2017 | 2016-57 |
| Farley, Andrew       | 04/29/2017 | 2016-56 |
| Lanzarin, Amanda     | 04/29/2017 | 2016-56 |
| Griggs, Shae         | 04/29/2017 | 2016-56 |
| Ambeguia, Nicholas   | 04/29/2017 | 2016-56 |
| Vidal, Richard       | 04/29/2017 | 2016-56 |
| Parsons, Devyn       | 04/29/2017 | 2016-56 |
| Crone, Tyler         | 05/10/2017 | 2016-55 |
| Kawar, Omar          | 05/10/2017 | 2016-55 |
| Renazco, Jaime       | 05/10/2017 | 2016-55 |
| Troen, Travis        | 05/10/2017 | 2016-55 |
| Reininger, William   | 05/10/2017 | 2016-55 |
| Copeland, Jarrod     | 05/10/2017 | 2016-55 |
| Rommelfan, Corey     | 05/10/2017 | 2016-55 |
| Howard, Kyran        | 05/10/2017 | 2016-55 |
| Vasquez, Jose        | 05/10/2017 | 2016-55 |
| Crump, Bryce         | 05/10/2017 | 2016-55 |
| Natour, Wael         | 05/10/2017 | 2016-55 |
| Neri, Sigfred        | 05/18/2017 | 2016-57 |
| McKinley, Eric       | 05/18/2017 | 2016-55 |
| Hopkins, Riley       | 05/18/2017 | 2016-55 |
| Prado, Omar          | 05/18/2017 | 2016-55 |
| Jimenez, Marc        | 05/18/2017 | 2016-55 |
| Howley, Thomas       | 05/18/2017 | 2016-55 |
| Munoz Chavez, Miguel | 05/18/2017 | 2016-55 |
| Bolla, Vincent       | 05/18/2017 | 2016-55 |

#### 4-A-ii. ELIGIBLE LIST EXTENDED

#### DATE ESTABLISHED EXAM NO.

|                                       |             |           |
|---------------------------------------|-------------|-----------|
| Administrative Technician II          | 10/10/2016  | 2016-46   |
| City Engineer                         | 03/03/2016  | 2016-02   |
| Custodian                             | 11/28/2016  | 2016-53   |
| Division Chief                        | 09/23/2015\ | 2015-16PR |
| Fire/Building Code Compliance Officer | 05/31/2016  | 2016-16   |
| Fire Captain                          | 11/22/2016  | 2016-34PR |
| Firefighter                           | 10/17/2016\ | 2016-61   |
| Human Resources Manager               | 11/02/2015  | 2015-70   |
| Librarian                             | 04/05/2016  | 2016-09   |
| Redevelopment Project Manager         | 10/20/2015  | 2015-52   |

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

#### DATE ESTABLISHED EXAM NO.

|                          |            |         |
|--------------------------|------------|---------|
| Accountant I             | 11/15/2016 | 2016-44 |
| Accountant II            | 11/21/2016 | 2016-45 |
| Associate Civil Engineer | 11/21/2016 | 2016-40 |

Human Resources Analyst II

06/13/2016

2016-18B

#### **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 Vice President Malloy which was passed by a 3-0 vote.**

#### **5. REGULAR AGENDA ITEMS**

##### **5-A. Activity Report – Period of March 1, 2017 through May 31, 2017**

##### **FULL-TIME HIRES**

| <b>DATE</b> | <b>DEPARTMENT</b> | <b>JOB CLASSIFICATION</b> |
|-------------|-------------------|---------------------------|
| 3/20/17     | AMP               | Energy Resources Analyst  |
| 3/21/17     | Police            | Police Officer (2)        |
| 3/21/17     | Public Works      | Associate Civil Engineer  |
| 4/17/17     | Police            | Animal Control Officer    |
| 5/01/17     | Public Works      | Program Specialist II     |

##### **PROMOTIONS**

| <b>DATE</b> | <b>DEPARTMENT</b>      | <b>JOB CLASSIFICATION</b>    |
|-------------|------------------------|------------------------------|
| 3/20/17     | Community Development  | Permit Tech II               |
| 3/20/17     | Public Works           | Public Works Superintendent  |
| 4/02/17     | Information Technology | IT Systems Analyst           |
| 5/01/17     | Base Reuse             | Administrative Technician II |
| 5/01/17     | Public Works           | PW Project Manager III       |
| 5/28/17     | Fire                   | Fire Captain                 |
| 5/28/17     | Police                 | Police Sergeant              |

##### **APPOINTED TO NEW POSITION**

| <b>DATE</b> | <b>DEPARTMENT</b> | <b>JOB CLASSIFICATION</b>                  |
|-------------|-------------------|--------------------------------------------|
| 4/16/17     | AMP               | Utility Construction Compliance Specialist |

##### **CERTIFIED TO CIVIL SERVICE (FROM CPM BACKFILL)**

| <b>DATE</b> | <b>DEPARTMENT</b> | <b>JOB CLASSIFICATION</b> |
|-------------|-------------------|---------------------------|
|-------------|-------------------|---------------------------|

05/28/17

Fire

Fire Captain

### **RETIREMENTS**

| <b>DATE</b> | <b>DEPARTMENT</b> | <b>JOB CLASSIFICATION</b>           |
|-------------|-------------------|-------------------------------------|
| 03/31/17    | AMP               | Customer Service Representative     |
| 3/18/17     | Police            | Police Officer                      |
| 4/07/17     | AMP               | Administrative Services Coordinator |
| 5/13/2017   | Police            | Police Sergeant                     |

### **SEPARATIONS**

| <b>DATE</b> | <b>DEPARTMENT</b>     | <b>JOB CLASSIFICATION</b>               |
|-------------|-----------------------|-----------------------------------------|
| 3/13/17     | Recreation & Parks    | Park Maintenance Worker                 |
| 3/15/17     | Community Development | Senior Building Code Compliance Officer |
| 3/16/17     | AMP                   | Journey Lineworker                      |
| 5/12/17     | AMP                   | Lineworking Supervisor                  |
| 5/13/17     | Police                | Police Officer                          |

#### **5-B. Informational Report, May 18, 2017, Regarding Designation of Eligible List Accountant II, 2016-45 for Accountant I vacancy, FN.1680.003**

#### **5-C. Information Reports**

**May 24, 2017, Acknowledgement of Administrative Assignment – Jeff DelBono**

**May 24, 2017, Acknowledgement of Administrative Assignment – Stephen Floyd**

**May 24, 2017, Acknowledgement of Administrative Assignment – William Oyas**

Member Brandt had a question on what is FTE budget program 3220. Senior Human Resources Analyst, Robin Young answered the program number is the accounting code for the Fire Department.

Member Hosmer noted the memo for Jeff Delbono lists the incorrect employee name on the second paragraph.

#### **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)**

Senior Human Resources Analyst, Robin Young presented the new Human Resources applicant tracking system that will allow a user friendly and efficient process for job seekers and departments in the recruitment and hiring process. The new system is hosted by NeoGov. The Human Resources webpage will provide a link to the new job announcement page as well as links to job descriptions, benefits, etc. The system will also eliminate the need for paper requisitions and certifications. There will be an automated workflow and approval process for hiring managers, department heads, and the City Manager's Office. August 1<sup>st</sup> is the goal to roll out the new system and department training is scheduled for end of July through the beginning of August.

Vice President Malloy asked if this system is part of the new Human Resources Management System (HRMS). Senior HR Analyst Young answered that it is not part of the new HRMS but a separate system for updating the online recruitment and hiring process. Vice President Malloy mentioned that in her County, new hire forms and certain training requirements are available online. Senior HR Analyst Young noted this new system offers the same online onboarding feature for an additional cost as well as a performance management option and the department may consider those options in the future.

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

The October meeting was confirmed for Wednesday, October 18, 2017 at 5:00 PM.

**9. ADJOURNMENT**

Meeting was adjourned at 5:17 p.m.

Respectfully submitted,

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