



**MINUTES OF THE SPECIAL MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, AUGUST 14, 2024**

1. **CALL TO ORDER**

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

2. **ROLL CALL:**

PRESENT: Vice President Tim Erwin, Members Jordan Frank, Diane Lang, Tracy Cote (arrived 5:10 PM), Selia Warren (arrived 5:36 PM) Human Resources Director and Executive Secretary of the Civil Service Board, Jessica Romeo

ABSENT: None

STAFF PRESENT:

Steve Woo, Senior Human Resources Analyst
Nafisah Ali, Senior Human Resources Analyst
Noelle White, Senior Human Resources Analyst
Lisa Llewellyn, Human Resources Analyst I
Skitch Crosby, Assistant City Attorney
Erin Smith, Public Works Director
Allen Tai, Planning, Building, & Transportation
Director
John Tallitsch, Construction Inspection & Survey
Supervisor
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 3, 2024

Member Frank moved to accept consent calendar. Seconded by Member Lang. Passed by vote of 3 to 0. Vice President Erwin, who was absent from the previous meeting, had reviewed the recording of the previous meeting and was thus able to vote.

5. **REGULAR AGENDA ITEMS:**

5-A. ELECTION OF OFFICERS:

Member Frank moved that Vice President Tim Erwin be the Civil Service Board President. Motion was seconded by Member Lang which passed by a 3-0 vote.

Newly voted President Erwin moved that Member Jordan Frank be the Civil Service Board Vice President. Motion was seconded by Member Lang which passed by a 4-0 vote, as Member Cote had just arrived.

5-B. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR AUGUST 14, 2024

5-B-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO.
 (March 1, 2024 – May 31, 2024)

Animal Control Officer	05/15/2024	2024-4095-01
Assistant City Attorney I	05/21/2024	2024-1015-01
Assistant City Attorney I - Prosecution	05/21/2024	2024-1014-01
Assistant City Attorney II	05/21/2024	2024-1013-01
Community Development Program Manager - Housing & Human Services Program Manager	05/22/2024	2024-1720-01
Deputy City Attorney I – Prosecution	04/30/2024	2024-1020-01
Deputy City Attorney II – Prosecution	05/21/2024	2024-1010-01
Development Manager	03/11/2024	2024-1713-01
Executive Assistant – Promotional	05/09/2024	2024-1560-01PR
Gardener	03/07/2024	2024-7120-01
Maintenance Worker I	04/22/2024	2024-2510-01
Park Maintenance Worker - Promotional	04/22/2024	2024-5260-01
Public Works Project Manager II	04/02/2024	2023-3178-01
Public Works Maintenance Foreperson - Promotional	03/19/2024	2024-2555-01
Safety Officer	05/16/2024	2024-7710-01
Senior Code Enforcement Officer – Promotional	04/01/2024	2024-3246-01
Senior Management Analyst - Promotional	03/06/2024	2024-1408-01
System Operator	05/28/2024	2024-7760-01

5-B-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
Firefighter – Entry Level	01/10/2024	2023-4500-01EL
Firefighter – Lateral	01/10/2024	2023-4500-02L
Electrical Engineer	05/23/2024	2024-7230-01
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
Public Safety Dispatcher	05/18/2022	2023-4074-01

5-B-iii. ELIGIBLE LIST EXTENDED DATE ESTABLISHED EXAM NO.

Accountant I	05/04/2023	2023-1677-01
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
Fire Captain – Promotional	05/18/2023	2023-4520-01
Fleet Mechanic	09/05/2023	2023-2360-01
Library Technician	03/06/2023	2023-3515-01
Management Analyst	04/17/2024	2023-1420-01
Office Assistant - Base Reuse & Asset Management	09/05/2023	2023-1550-02
Office Assistant - Recreation & Park	09/12/2023	2023-1550-01
Senior Communications Specialist	05/03/2023	2023-7015-01

**5-B-iv. ELIGIBLE LIST EXPIRED DATE ESTABLISHED EXAM NO.
 CANCELLED/EXHAUSTED**

Account Clerk	04/20/2023	2023-1610-01
Administrative Technician I	09/13/2023	2023-1470-01
Administrative Technician III - Promotional	10/16/2023	2023-1460-01
Construction Inspector	05/15/2023	2023-3070-01
Electrical Engineering Aide	11/22/2022	2022-7270-01
Energy Resources Analyst	04/03/2023	2023-7075-01
Facilities Maintenance Worker	05/17/2023	2023-7133-01
Human Resources Analyst I	04/10/2023	2023-1258-01
Librarian	10/18/2022	2022-3530-01
Librarian	09/18/2023	2023-3530-01
Office Assistant – Base Reuse & Asset Management	09/05/2023	2023-1550-02
Program Specialist I	10/24/2022	2022-1770-02
Program Specialist II	10/24/2022	2022-1775-02
Public Works Project Manager III	05/01/2023	2023-3179-01
Recreation Assistant	03/14/2023	2023-5114-01
Senior Code Enforcement Officer – Promotional	04/01/2024	2024-3246-01
Senior Energy Resources Analyst	04/03/2023	2023-7073-01
Senior Engineer	04/27/2023	2023-3150-01
Utility Analyst	11/22/2022	2022-7310-02
Utility Energy Analyst	05/24/2023	2023-7630-01

5-C. ACTIVITY REPORT – PERIOD OF MARCH 1, 2024 THROUGH MAY 31, 2024.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
03/11/24	Public Works	Traffic Signal/Pump Station Maintenance Technician
03/18/24	Planning, Building & Transportation	Building Official
03/25/24	Police	Public Safety Dispatcher
04/22/24	Recreation & Park	Gardener
04/22/24	Recreation & Park	Recreation Services Specialist
04/23/24	Base Reuse & Economic Development	Accounting Technician
04/23/24	Base Reuse & Economic Development	Development Manager
04/23/24	Recreation & Park	Gardener

APPOINTMENT

DATE	DEPARTMENT	JOB CLASSIFICATION
04/29/24	Library	Library Director

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/10/24	Finance	Senior Management Analyst
03/24/24	Fire	Division Chief
03/24/24	Fire	Fire Captain
03/24/24	Public Works	Public Works Maintenance Foreperson X 2
04/21/24	Planning, Building & Transportation	Senior Code Enforcement Officer
05/05/24	Recreation & Park	Park Maintenance Worker

RECLASSIFICATION

DATE	DEPARTMENT	JOB CLASSIFICATION
03/10/24	Planning, Building & Transportation	Senior Management Analyst (from Senior Transportation Coordinator)

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/09/24	AMP	System Operator

03/09/24	Police	Police Officer
04/30/24	Public Works	Executive Assistant
05/01/24	City Manager's Office	Executive Assistant
05/03/24	Public Works	Office Assistant
05/11/24	Police	Police Officer

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/01/24	Recreation & Park	Recreation Services Specialist
03/06/24	Police	Police Officer
03/21/24	City Manager's Office	Management Analyst
03/30/24	Police	Police Officer
04/04/24	AMP	Electrical Engineer
04/16/24	City Attorney	Chief Planning Counsel
04/18/24	Finance	Administrative Management Analyst
04/18/24	Finance	Principal Financial Analyst
04/30/24	Information Technology	Information Technology Director
05/04/24	Information Technology	Technology Services Coordinator
05/04/24	Police	Police Officer
05/10/24	City Attorney	Assistant City Attorney I

5-D. LIST OF SPECIFICATIONS

New & Existing Classification Specification Revision:

- **Development Services Division Manager**
- **Economic Development Manager**
- **ADA Coordinator**
- **Construction Inspector**
- **Transportation Planning Manager**

HR Director Romeo volunteered that there are no separations that should require attention from the Board.

Vice President Frank asked about the reason for 3 police officer separations and Director Romeo stated that these were resignations, some of which were new hires who realized police work was not the career they wished to pursue.

Director Romeo stated that Human Resources would be using a new template for specification format and that one specification was not presented in the new format, but asked that the board approve the content of the specification as presented in the old format so that the team could move forward with their revisions. The team would appreciate the Board's feedback on narrative vs. bullet point style and members of the associated departments were in attendance if questions were brought up.

President Erwin inquired about the two specifications that had been melded into one and Analyst Woo responded that the two positions, Development Services Division Manager and Economic Development Manager started to resemble one another after the Community Development

reorganization so the decision was made to clean up the specification and eliminate the duplication.

Member Cote asked if the educational requirements of the Division Manager specification and whether a candidate could have a combination of years of experience and the educational requirement and asked if this was considered and Analyst Woo responded that the text in the Education and Experience section of the job description states “a typical way to way to obtain the knowledge and abilities would be...” which is a wholistic approach so candidates without a degree are not automatically screened out.

Public Works Director Erin Smith answered Member Cote’s question regarding who was handling the duties of ADA Coordinator before this new class came into existence. Director Smith answered that this was previously under risk management with a part in Public Works. Public Works recently performed a transition plan survey and there is a good amount of compliance required and so this position will handle those duties and coordinate with a committee to generate a culture of accessibility throughout the City.

Member Lang noted that salary information is not listed and Director Romeo said salary is set by council and published on a different list. Recruitments posted online via the Neogov applicant tracking system includes salary information but City class specification documents do not include salary info. President Erwin inquired if the situation is similar regarding the unlisted bargaining unit information on job specifications to which it was affirmed that recruitments via Neogov also list the bargaining unit a job class is part of.

Vice President Frank asked if the City was looking for feedback on the Knowledge, Skills, and Abilities section of job descriptions and Director Romeo responded the request is for Working Conditions and Physical Demands section. Vice President Frank inquired why not that section, what is the barrier, and Director Romeo stated because it would then balloon specifications to many pages if everything is bullet pointed, but HR could will tackle that later. Vice President Frank suggested bullet points for shorter sections and suggested there is redundancy between the Knowledge, Skills, and Abilities area and essential duties area. Member Cote wondered if the word ability is appropriate for an ADA job or is there a better word or way to express those duties and Director Romeo stated the duties are examples and the abilities are much more broad and staff can look at cutting down redundancies. Vice President Frank suggested using bullets when appropriate and consistency wasn’t required to keep specifications more manageable. Member Cote inquired about the phrase “emphasize speech” in the construction inspector specification and Director Romeo considered it was likely meant to state “emphasis on.” Member Cote also asked about the weight listed for lifting and Construction Inspection & Survey Supervisor John Tallitsch said for anything above 50 pounds, the person would likely request help. President Erwin noted job descriptions can list the percentage of time the employee would be standing, walking, lifting, etc, and that is spelled out and asked if that would be included in the updates and Director Romeo said this position is currently being recruited for which is why it is before the Board now and that Analyst White would have an update about specification revision process including a PDQ for departments to fill and return to HR. Specifications with the distinguishing feature field are hold over from old specifications, not part of the new template. Not every specification uses that field and that feature usually exists for class hierarchy.

The transportation planning manager was reviewed next and as a recent specification the team

discovered the requirement of possession of a certification was a barrier that can be removed to open the recruitment up to as many qualified people as possible. Member Cote asked what the certification was and Planning, Building, & Transportation Director Allen Tai replied that the certifications mentioned in the specification are professional memberships that are desirable but not requirements. Vice President Frank asked if the opening got candidates we liked and Director Romeo affirmed there was candidate we would like to bring in.

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

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

Member Cote asked if the Board had another new member and Technician Barr explained he was working to get the new member to connect via Zoom. New member Selia Warren joined via Zoom at 5:36 pm. The Board members proceeded to introduced themselves and Member Warren explained her remote presence was to prevent the spread of a contagious illness.

8. **STAFF COMMUNICATIONS**

Director Romeo informed the Board of the previously requested information on the number of days from approval of requisition to providing the list of qualified candidates to the hiring manager and after filtering out shorter promotional opportunities and those drawing from previously existing lists, the result is approximately 53 days span the difference or about 40 days from the applicant side as they don't see the requisition workflow process. President Erwin asked if the staff could present the process to the Board for requisitions starting due to vacancy to the recruitment being posted, to the hire process.

Analyst Noelle White presented a power point on the status of the specification revision project: refined goal down to 186 from approximately 285 specifications; greatest need determined by last date of revision, department structure/re-org, employee attrition, and organizational impact. Revising the template to include physical and mental requirements, and environment conditions. Created position description questionnaire for high priority classes, started research on potential assistance using Ai, with quarterly goal of 5 to 10 specifications for CSB approval. President Erwin suggested the Board may be committed to planning special meetings that are dedicated to job specification review. Member Lang asked how many recruitments were typically open at a time and between 5 and 12 can be open, depending on ebb and flow.

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

The next meeting was confirmed for October 2, 2024.

10. **ADJOURNMENT**

The meeting adjourned at 5:57 p.m.

Respectfully submitted,

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