



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JULY 12, 2023**

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

2. ROLL CALL:

PRESENT: President Troy Hosmer, Vice President Tim Erwin, Donna Hom, Jordan Frank, Human Resources Director and Executive Secretary of the Civil Service Board, Jessica Romeo

ABSENT: Member Diana Lang

STAFF PRESENT:

Amy Wooldridge, Assistant City Manager
Margaret O'Brien, Finance Director
Nishant Joshi, Chief of Police
Erin Smith, Public Works Director
Steve Woo, Senior Human Resources Analyst
Nafisah Ali, Senior Human Resources Analyst
Noelle White, Human Resources Analyst II
Ally Almendarez, Human Resources Analyst I
Lisa Llewellyn, Human Resources Analyst I
Chad Barr, Administrative Technician II
Celena Chen, Chief Planning Counsel
Alan Tai, City Planner

3. NON-AGENDA PUBLIC COMMENT:

Citizen Tracy Cote commented that based on review of previous minutes that if new employees did not get performance evaluations' until nearing the end of their probation period, it is difficult for them to know what needs to improve and the best practice, per Dept. of General Services of

the State of CA, is evaluations every 2 months. Tracy suggests looking at a way to change current approach to something more frequent that would help underperforming employees and align with strategic goals. Further, she was unclear about the Controller spec showing supervision of accounts receivable but that not matching the org chart and Financial Supervisor/Senior Financial Analyst didn't look clear and whether it owns treasury because org chart shows that under Controller.

4. **CONSENT CALENDAR:**

MINUTES OF THE CIVIL SERVICE BOARD MEETING OF APRIL 5, 2023

Vice President Erwin moved to accept consent calendar. Seconded by Member Frank. Passed by vote of 3 to 0, with Member Hom abstained from vote due to being absent from previous meeting.

5. **REGULAR AGENDA ITEMS:**

5-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 12, 2023

5-A.i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO.
(March 1, 2023 – May 31, 2023)

Animal Control Officer	05/15/2023	2023-4095-01
Account Clerk	04/20/2023	2023-1610-01
Accountant I	05/04/2023	2023-1677-01
Assistant General Manager – Customer & Energy Resources – Promotional	05/09/2023	2023-7059-01
Chief Planning Counsel - Promotional	03/04/2023	2023-1009-01
Chief Utility Technology Officer	05/09/2023	2023-7070-01
Community Development Manager - Promotional	03/30/2023	2023-1715-01
Construction Inspector	05/15/2023	2023-3070-01
Energy Resources Analyst	04/03/2023	2023-7075-01
Facilities Maintenance Worker	05/17/2023	2023-7133-01
Fire Captain – Promotional	05/18/2023	2023-4520-01
Human Resources Analyst I	04/10/2023	2023-1258-01
Library Technician	03/06/2023	2023-3515-01
Management Analyst	04/17/2023	2023-1420-01
Police Auditor	05/01/2023	2023-1045-01
Public Works Project Manager III – Street & Utility	05/01/2023	2023-3179-01
Public Works Project Manager III – (Parking Services Program Manager) - Promotional	03/28/2023	2023-3179-02
Recreation Assistant	03/14/2023	2023-5114-01
Senior Communications Specialist	05/03/2023	2023-7015-01
Senior Energy Resources Analyst	04/03/2023	2023-7073-01
Supervisor – Customer Resources – Promotional	05/02/2023	2023-7640-01
Supervisor – Energy Resources – Promotional	05/09/2023	2023-7071-01
Utility Energy Analyst	05/24/2023	2023-7630-01

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
Electrical Engineer	03/16/2023	2023-7230-01
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
Senior Engineer	04/27/2023	2023-3150-01

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

Administrative Services Coordinator	05/26/2022	2022-1430-01
Administrative Technician II – Rent Program	11/07/2022	2022-3244-01
Combination Building Inspector I	03/17/2022	2022-3244-01
Librarian	10/18/2022	2022-3530-01
Office Assistant	10/20/2022	2022-1550-01
Program Specialist I	10/24/2022	2022-1770-02
Program Specialist II	10/24/2022	2022-1775-02
Pump Station Maintenance Technician	03/03/2022	2022-2570-01
Recreation Services Manager	10/11/2022	2022-5103-01

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

Apprentice Lineworker	04/25/2022	2022-7785-01
Assistant City Attorney I – Prosecution Unit, Promotional	11/04/2022	2022-1014-01
Assistant Engineer	09/27/2022	2022-3120-01
Associate Civil Engineer (Transportation)	10/03/2022	2022-3140-01
Associate Civil Engineer (Land Development)	10/13/2022	2022-3140-02
Chief Planning Counsel - Promotional	03/04/2023	2023-1009-01
Community Development Manager - Promotional	03/30/2023	2023-1715-01
Construction Inspector	05/17/2022	2022-3070-01
Fire Apparatus Operator - Promotional	04/18/2022	2022-4505-01
Fire Captain – Promotional	03/25/2022	2022-4520-01
Gardener	11/07/2022	2022-7120-02
Information Technology Systems Analyst	09/13/2022	2022-1676-01
Police Records Specialist	04/18/2022	2022-4069-01
Police Sergeant – Promotional	03/10/2022	2022-4030-01
Senior Account Clerk – Promotional	11/28/2022	2022-1620-01
Support Services Manager	03/08/2022	2022-7105-01
Technology Services Coordinator - Promotional	11/04/2022	2022-1670-01
Telephone Operator-Receptionist	04/04/2022	2022-1500-01

5-B. ACTIVITY REPORT – PERIOD OF DECEMBER 1, 2022 THROUGH FEBRUARY 28, 2023.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
03/13/23	Public Works	Maintenance Worker I
03/26/23	Planning, Building & Transportation	Permit Technician I
03/27/23	AMP	Utility Construction Compliance Specialist
04/10/23	Library	Library Technician
04/24/23	Fire	Firefighter x 13
04/24/23	Human Resources	Human Resources Analyst I
04/24/23	Recreation & Park	Recreation Assistant
05/01/23	Human Resources	Office Assistant
05/22/23	City Attorney	Account Clerk

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
04/24/23	Public Works	Parking Program Manager
05/08/23	Community Development	Community Development Manager
05/21/23	Police	Police Sergeant

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/02/23	Human Resources	Senior Human Resources Analyst
03/26/23	Police	Public Safety Dispatcher
05/01/23	Fire	Fire Captain
05/10/23	Police	Crime Scene Specialist

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
04/06/23	Human Resources	Administrative Technician II
04/12/23	Planning, Building & Transportation	Combination Building Inspector I
04/13/23	AMP	Senior Utility Accountant
04/20/23	Planning, Building & Transportation	Permit Technician III
04/25/23	Public Works	Assistant Engineer
05/30/23	Community Development	Management Analyst

Human Resources Director Romeo introduced new Human Resources Analyst, Lisa Llewellyn and stated none of the separations listed on the activity report were expected to require the Board's future involvement. President Hosmer inquired if informational items such as the eligible lists and activity report could be in the consent area of the agenda and Chief Counsel Chen explained it is staff preference.

HR Director Romeo stated that department heads were present should questions require expansion for new specifications. Further, she explained the police officer specification was codified, as it was previously not.

Member Hom confirmed the change to Accountant I & II seemed minor, with reference to CAFR.

President Hosmer point out the empty 10th line for example of duties for Code Enforcement Officer.

Vice President Erwin asked what two years of supervisory experience would look like for the new class, Code Enforcement Supervisor and if it would be possible to get that experience or would this be a lateral move for existing employees? HR Director Romeo mentioned there are roles that can provide supervisory experience and City Planner Tai stated the Senior Code Enforcement Officer has duties to direct and train lower level classes which would count toward the two years of experience requirement. Vice President Erwin wanted to make sure this wasn't limiting growth potential.

HR Director Romeo stated the title change to Finance Supervisor should be Senior Financial Analyst.

President Hosmer noted the distinguishing features of the Housing & Human Services Manager class listed supervision multiple times and Member Frank inquired how much of the position is supervisory. Assistant City Manager Wooldridge noted the frequent use of the word and explained the position does indeed supervise existing supervisors in the department and would like to leave something in the spec that provides for expanse of the department. Director Romeo stated the wording could be looked at again before finalizing.

Vice President Erwin asked if there was the ability to gain the supervisory experience needed for the Permit Center Supervisor class. City Planner Tai replied the class below this, Permit Technician III is the senior permit class that provides the opportunity to direct and train junior staff.

Director Romeo stated a 2021 law provided the opportunity to address the City's Police Officer specifications, focusing more on community policing and less on tactical activities, and will defer to Chief Joshi for specific questions. Member Hom asked what were the specifications and accountability prior to the change and HR Director Romeo responded the City was using Peace Officer Standards and Training (POST) requirements and didn't use language from other agencies. President Hosmer asked if by doing this we were adding something unnecessary by creating specifications. His understanding is we are doing this to focus on community policing, but is there anything that will conflict with the need to hire Police Officers. Director Romeo used the language from the City job posting to create it and noted the City has classes for other safety classifications and significant research would have to take place to determine why specifications

for Police Officers and Sergeants did not exist. HR worked with the labor unit and department, who cleared the specs.

Member Hom asked whether other agencies use similar words and whether the City uses similar structure. Analyst Almendarez stated she researched other agencies and found they do have specifications. Member Frank asked what are the major differences between POST standards we had been relying on and these job specifications and Chief Joshi explained the job specifications are in alignment with POST and there are portions that are Alameda specific such as completing a swim test. Member Frank asked if the external post would be similar to our internal and Director Romeo stated the recruitment is more like an advertisement but touches on all the requirement, knowledge and abilities, but is not laid out as a classification listing.

Vice President Erwin asked if it would make sense to add POST certificate to the Police Sergeant specification and Chief Joshi explained all sworn members are police officers, including the Chief, so POST is included in a sergeant base qualifications.

HR Director Romeo confirmed the change to the Utility Energy Analyst class was the name to Utility Program Manager and driver license requirement.

Member Hom said she appreciates the organization charts to know how these specifications fall within the departments. Member Frank said this could be a low on priority list but where possible it would be helpful to see comments on org charts.

Member Hom moved to accept items. Seconded by Member Frank. Passed by vote of 4 to 0.

Director Romeo stated two eligible lists were used to designate to lower classifications.

Member Frank inquired about the success with respect to the hiring bonus for police officers. HR Director Romeo stated the response has been great and she can bring that information to the next meeting with three new officers just hired and an uptick in all recruitment levels.

Chief Joshi said since initiating the \$75,000 incentive 247 applications have been received and that he anticipates openings will be filled by the end of 2024. That does not account for attrition through retirement, but much of the department is young. Vice President Erwin asked for a break down number of how many hires are academy grads and how many are laterals.

President Hosmer asked whether there a minimum service time to get the bonus and HR Director Romeo responded that voluntarily separations before five years of service require a prorated repayment.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

Citizen Tracy Cote noted the language in the specifications for driver license is different and suggests looking for consistency and most of the specifications do not indicate who they report to which is common in the private sector.

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

No communications.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

HR Director Romeo presented HR's three year strategic plan to the Board, which included creating an employee professional development program, expanding workforce development and career path opportunities, reviewing and update classifications, revitalizing employee performance evaluations, and expanding our employee safety and wellness program. The focus of the presentation were the areas requiring input from the CSB; professional development and career pathways and updating class specifications. The next meeting would provide more detail on this process.

President Hosmer commended staff for the prior work done on specifications and we will work to figure out how accomplish the goals. Member Frank relayed the story from his employer that the ability to grow in his company is correlated to employee engagement. Regarding job specifications, Vice President Erwin was interested in knowing how much engagement with labor is required to change class specs and Director Romeo replied that it was City practice to engage with labor leadership on every change, so each specification before you has been approved by labor. Member Hom hoped this process was not just for the sake of process and further used word search and replace to efficiently replace words.

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

The next meeting was confirmed for October 4, 2023.

10. **ADJOURNMENT**

Meeting adjourned at 5:49 p.m.

Respectfully submitted,

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