



**MINUTES OF THE SPECIAL MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, JANUARY 7, 2026**

**1. CALL TO ORDER**

The meeting was called to order at 5:03 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, Noelle White

**ABSENT:** None

**STAFF PRESENT:**

Steve Woo, Senior Human Resources Analyst  
Ally Almendarez, Senior Human Resources Analyst  
Lisa Llewellyn, Human Resources Analyst II  
Melissa Davis, Human Resources Analyst II  
Danyelle Rodriguez, Human Resources Analyst II  
Allen Tai, Planning, Building, & Transportation Director  
Matt Nowlen Assistant Recreation & Park Director  
Skitch Crosby, Assistant City Attorney I  
Heather Heinbaugh, Finance & Utility Billing Manager  
Oscar Davalos, Building Official  
Carlo Balboni, Public Works Supervisor  
Ross McCarthy, Finance Director  
Erin Smith, Public Works Director  
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 8, 2025**

**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 OCTOBER 8, 2025**

**5-A-i. ELIGIBLE LIST ESTABLISHED                      DATE ESTABLISHED                      EXAM NO.**  
 (September 1, 2025 – November 30, 2025)

Administrative Services Coordinator - AMP	11/06/2025	2025-7006-01
Assistant City Attorney I	10/07/2025	2025-1015-01
Assistant General Manager – Engineering & Operations	09/15/2025	2025-7060-01
Assistant General Manager – Engineering & Operations	11/28/2025	2025-7060-02
Assistant Recreation & Park Director - Promotional	09/04/2025	2025-5105-01
Apprentice Lineworker	10/21/2025	2025-7785-02
Controller	09/10/2025	2025-1697-01
Customer Service Representative	11/25/2025	2025-7560-01
Deputy City Attorney II	10/07/2025	2025-1017-01
Division Chief – Promotional	10/29/2025	2025-4550-01
Economic Development Specialist II	09/24/2025	2025-1785-01
Engineering Manager – Promotional	09/03/2025	2025-7200-01
Financial Services Manager	11/10/2025	2025-1695-01
Librarian I	10/27/2025	2025-3530-02
Office Assistant	10/16/2025	2025-1550-03
Park Maintenance Technician	09/24/2025	2025-5240-01
Police Sergeant – Promotional	10/30/2025	2025-4030-01
Public Safety Dispatcher	11/18/2025	2025-4074-01
Support Services Manager	11/20/2025	2025-7105-01

**5-A-ii. CONTINUOUS ELIGIBLE LISTS      DATE FIRST ESTABLISHED      EXAM NO.**

Code Enforcement Supervisor	07/02/2025	2025-2078-01
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

<b>5-A-iii. ELIGIBLE LIST EXTENDED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Accounting Technician	03/03/2025	2025-1625-01
Administrative Technician III (Payroll)	03/05/2025	2025-1460-01
Administrative Technician III - Promotional	04/15/2025	2025-1460-02
Development Manager	03/11/2024	2024-1713-01
Fire Administrative Services Manager	10/31/2024	2024-4605-01
Fire Apparatus Operator – Promotional	11/14/2024	2024-4505-01PR
Fire Captain – Promotional	05/18/2025	2025-4520-01
Housing & Human Services Program Manager	03/19/2025	2025-1720-01
Park Maintenance Supervisor	05/25/2025	2025-5144-01
Park Maintenance Worker II – Promotional	03/27/2025	2024-5261-01
Police Maintenance Technician	05/19/2025	2025-4080-01
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
Senior Transportation Coordinator	09/25/2024	2024-3147-01

<b>5-A-iv. ELIGIBLE LIST EXPIRED CANCELLED/EXHAUSTED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
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ADA Coordinator	10/22/2024	2024-2607-01
Administrative Technician I	10/31/2023	2023-1470-02
Administrative Technician II	09/21/2023	2023-1465-03
Assistant General Manager – Engineering & Operations	09/15/2025	2025-7060-01
Base Reuse Manager	10/26/2023	2023-1728-01
Housing & Human Services Program Manager	05/22/2024	2024-1720-01
Librarian	10/03/2024	2024-3530-02
Maintenance Worker I	04/18/2025	2025-2510-01
Maintenance Worker II	04/18/2025	2025-2520-01
Office Assistant	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
Utility Analyst	05/07/2025	2025-7310-01

**5-B. ACTIVITY REPORT – PERIOD OF SEPTEMBER 1, 2025 THROUGH NOVEMBER 30, 2025.**

**FULL-TIME HIRES**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
09/07/25	City Attorney	Account Clerk
09/08/25	Information Technology	IT Systems Analyst
09/15/25	Human Resources	Human Resources Analyst II
09/15/25	Police	Police Officer X 2
09/15/25	Recreation & Park	Gardener

09/29/25	Finance	Accountant II
09/29/25	Public Works	Maintenance Worker I
10/05/25	Recreation & Park	Gardener
10/06/25	City Clerk	Office Assistant
10/20/25	Base Reuse & Economic Development	Office Assistant
10/20/25	City Manager	Program Specialist II
10/27/25	AMP	System Operator
11/17/25	AMP	Apprentice Lineworker
11/17/25	Planning, Building &	Code Enforcement Supervisor

**PROMOTIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
09/07/25	Recreation & Park	Assistant Recreation & Park Director
09/21/25	City Manager	Executive Assistant
10/02/25	AMP	Journey Lineworker
10/05/25	AMP	Chief System Operator
10/05/25	Recreation & Park	Park Maintenance Technician
10/19/25	AMP	Engineering Manager
11/16/25	Fire	Division Chief
11/30/25	Finance	Financial Services Manager

**RETIREMENTS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
09/04/25	Base Reuse & Economic Development	Economic Development Program Manager
10/15/25	AMP	Customer Service Representative
11/04/25	AMP	Administrative Services Coordinator

**SEPARATIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
09/11/25	City Clerk	Office Assistant
09/19/25	City Attorney	Deputy City Attorney II
09/19/25	Police	Police Officer
09/22/25	Planning, Building & Transportation	Senior Code Enforcement Officer
09/23/25	Police	Police Officer
09/25/25	Recreation & Park	Gardener
10/19/25	AMP	System Operator
10/30/25	Police	Police Officer
10/31/25	Public Works	Maintenance Worker II
11/04/25	Fire	Firefighter
11/11/25	Police	Police Officer
10/28/25	Library	Librarian I

## **5-C. LIST OF SPECIFICATIONS**

### **New & Existing Classification Specification Revision:**

- **Executive Assistant**
- **Executive Assistant - AMP**
- **Office Assistant**
- **Office Assistant - AMP**
- **Supervisor – Customer Resources**
- **Utility Billing Technician**
- **Intermediate Clerk**
- **Senior Clerk**
- **Park Manager**
- **Building Official**
- **Supervising Building Inspector**
- **Senior Combination Building Inspector**
- **Senior Financial Analyst**
- **Senior Electrical Engineer**
- **Fleet Mechanic**

Director White stated the specifications for Executive Assistant – AMP, Office Assistant – AMP, Intermediate Clerk, Senior Clerk, Supervising Building Inspector, and Senior Combination Building Inspector were being pulled from this meeting.

There were no questions regarding the Executive Assistant specification. Member Warren noted the redlined portion of the Office Assistant specification for experience under Employment Standards was extensive and Senior HR Analyst Woo confirmed the desire to streamline the text using commonly understood duties. Member Cote asked why Office Assistant’s need the license to drive and Director White explained the Office Assistants, as a City wide classification handle a variety of duties including support for events and transporting equipment to and from these events is not uncommon.

There were no comments regarding the Supervisor – Customer Resources specification. Member Warren asked if the extensive redlines for the Utility Billing Technician classification was rewording or more and Director Noelle stated there was a lot of rephrasing and modernization and a desire to bring this classification into line with the previously reviewed Utility Billing Specialist classification and included references to systems in use. Member Cote wondered why the exposure to extreme temperatures would be listed and Director Noelle replied that is likely an error and would be removed from the specification. Member Lang asked if the Working Conditions and Physical Demands would remain as stated and Director White affirmed that was the case. Finance & Utility Billing Manager Heinbaugh explained that AMP was updating their systems and those systems were expected to remain in place for a long time, thus listing the specific systems was believed to be a good idea to indicate what system are relevant. Vice President Frank asked how this job specification might compare to a similar specification at PG&E. Director White answered that the City does not typically inquire or get information from PG&E, but looks at comparative public utilities like Palo Alto, Santa Clara, etc. Vice President Frank mentioned it might be useful to include PG&E in benchmarking as they are the largest utility. Analyst Woo additionally suggested removing the work place condition listing exposure to fumes.

Member Warren asked how the assets for the Parks department have changed and Assistant Recreation & Park Director Nowlen replied that the parks and territory had increased since the specifications for Park Manager were last updated in 1993. There was a lively debate regarding the preferred template for listing budget and number of employees in a unit considering the lead time it takes for a specification to be updated and how budgets can change over time and impact City resources.

Member Cote asked if the text regarding reasonable accommodations is always listed after Example of Duties and Director White replied that was the case. Member Cote asked if there was a reason for the large wall of text in the Abilities section of the Building Official specification and Director White explained that many City specifications use a narrative style instead of bullet points, which uses less space but can be harder to read.

Member Cote inquired if ambient office sounds were a common concern and Director White stated that not everyone has an office so employees may have fax machine or other noise to deal with. Member Cote further inquired why the Senior Financial Analyst specifications did not list the tools and system used, where are the Utility Billing Technician did. Director White responded that tools for the Financial Analyst were more generic than those for the Utility Billing Technician.

Director White introduced the Senior Electrical Engineer specification and how it had changed drastically from the 1990 specification which had evolved from 3 job duties to the current list of 17 duties. Member Cote wondered if the physical demand to lift 25 pounds was enough for this classification and Director White reasoned that this classification was more likely to interact with drafting tools than move bags of concrete. Member Cote also asked if the italicized text meant anything and the HR Director stated that is likely an artifact of sharing documents and would try to catch these changes in the future. Member Cote also noted the certification for this specification was required for hire, not something that could be accomplished after being hired.

Member Cote asked why performing body work had been removed for the Fleet Mechanic specification and Director White demurred that she would come back later with the answer as the Public Works Supervisor who could answer had left the Zoom meeting. Member Warren commented these specifications had been reviewed by the bargaining units and President Erwin noted the duties of painting, body repair, and fender work had also been removed. Member Lang wondered if the change was to indicate a move from mechanics and body work to just mechanics. It was agreed to pull the Fleet Mechanic specification and bring it back later.

President Erwin contemplated if the Board was being internally consistent with decisions to change job descriptions or if the Board was accepting changes as presented. Member Warren asked for clarification and President Erwin listed the changes regarding number of employees was potentially treated differently than the decision to remove mention of fumes and work conditions outdoors. Member Warren suggested that the number of employees was a substantive change requiring meet and confer with the bargaining unit, but the change to working conditions did not rise to that higher level of substantive change. Vice President Frank inquired what is the process when the number of direct reports is struck from the specification and Director White states it does not go back for review by the union and that the City had the right to organize operations as needed. More discussion ensued regarding the importance of specific details of job specifications

**President Erwin moved to accept all changes except those to the Park Manager, the Fleet Mechanic, and further accept the Utility Billing Technician changes with a striking of the working conditions mentioning extreme temperatures and fumes. Vice President Frank seconded the motion. Voted Passed 5-0.**

**Member Warren made motion for Park Manager to recommend removing reference to 15 employees and removing reference to size of budget and that if approved by Board it goes back to meet and confer with MCEA. Director White said that it would not necessarily mean meeting and confer as it could be a simple yes or no to the question. The 2<sup>nd</sup> part of the motion being that if changes were approved by the bargaining unit, it would be treated as approved by the Board. If not accepted by MCEA, it would be brought back to the Board for further conversation. Member Cote seconded the motion. Vote passed 3 to 2. President Erwin, Member Cote, and Member Warren voting yes and Vice President Frank and Member Lang voting no.**

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

Vice President Frank asked if there were areas where the Board could be helpful with in engaging the City's bargaining units and Director White stated nothing immediately came to mind, but within the scope of the specification revision project it requires constant education. Often compensation is brought into the discussion but proper discussion of compensation starts with updated specifications and job analysis. Member Cote asked if there was anything the Board could do to assist with Police recruitment. Director White mentioned it was a crisis across the nation, not just a local phenomenon and that retention from the 5 to 10 year mark was identified as a problem area, which was a topic of discussion between the unit and Human Resources.

**8. STAFF COMMUNICATIONS**

Attorney for the Civil Service Board, Skitch Cosby, explained there were no bylaws for the Board, but the ordinance for Boards in general provided an outline that could be used in a similar manner. There was discussion that the Board would appreciate the easiest lift to accomplish election of officers and other potential functions.

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

The next meeting in April was confirmed and there was discussion of changing the July meeting date.

**10. ADJOURNMENT**

The meeting adjourned at 6:12 p.m.

Respectfully submitted,

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Noelle White, Human Resources Director  
and  
Executive Secretary to the Civil Service Board