



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, OCTOBER 5, 2016**

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 and Jan Brandt

ABSENT: Member Troy Hosmer

STAFF PRESENT: Nancy Bronstein, Human Resources Director and Executive Secretary to the Board
Nafisah Ali, Administrative Technician II
Monica Alvarez-Selles, Human Resources Analyst II
Alan Cohen, Assistant City Attorney II
Terry Flippo, Meter Reader
Carolyn Hogg, Information Technology Director
Chris Low, Senior Human Resources Analyst
Robin Young, Senior Human Resources Analyst

3. **MINUTES:**

3-A Approval of Minutes of the Regular meeting of July 6, 2016.

Correction was noted that Zara Santos was listed as absent when she was no longer on the Civil Service Board and Member Brandt were incorrectly listed as absent when she was present.

Vice President Malloy moved that the July 6, 2016 Minutes be approved with correction. Motion was seconded by Member Nolan which was passed by a 4-0 vote.

4. **CONSENT CALENDAR:**

4-A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR OCTOBER 5, 2016.

4-A-i. ELIGIBLE LIST ESTABLISHED (June 1, 2016 – August 31, 2016)	DATE ESTABLISHED	EXAM NO.
Administrative Technician III	08/22/2016	2016-41PR
Facilities Maintenance Worker	07/14/2016	2016-25
Fire Apparatus Operator	07/07/2016	2015-21PR
Human Resources Analyst I	06/13/2016	2016-18A
Human Resources Analyst II	06/13/2016	2016-18B
Information Technology Systems Coordinator (designated from Public Safety IT Systems Coordinator)	06/28/2016	2016-38
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
Public Safety Dispatcher (Academy Graduate)	08/15/2016	2016-32
Public Safety Dispatcher (Recruit)	08/15/2016	2016-31
Public Works Project Manager I (designated from Public Works Project Manager II)	06/30/2016	2016-37
Public Works Supervisor	08/04/2016	2016-24
Technology Services Coordinator (designated from Public Safety IT Systems Coordinator)	07/05/2016	2016-39
Utility Database Analyst	08/11/2016	2016-36
Police Officer		
Franco-Clausen, Yolanda	06/09/2016	2015-84PTc
Holland, Alexander	06/09/2016	2015-84PTc
Baltazar-Gutierrez, Orlando	06/09/2016	2015-84PTc
Lo Schiavo, Michael	06/09/2016	2015-84PTc
Felix, Francisco	06/09/2016	2015-84PTc
Kroskey, Jonathan	06/09/2016	2015-84PTc
Fix, Daniel	06/09/2016	2015-86c
Miles, Samantha	06/09/2016	2016-26PTc
Martin, Angel	06/09/2016	2016-26PTc
Jeuell, Brian	06/09/2016	2016-30PTc
Terry, Romelle	06/09/2016	2016-30PTc
Fausto, Francisco	06/09/2016	2016-30PTc
Chong, William	06/09/2016	2016-30PTc
Nguyen, Tien	06/09/2016	2016-30PTc
Balmori, Ramon	06/09/2016	2016-30PTc
Serrano, Christopher	06/09/2016	2016-28c
Green, Andrew	06/09/2016	2016-28c
Woody, Alexanderea	06/09/2016	2016-29PTc
Hernandez, Josue	06/22/2016	2016-26PTc
Valencia, Adrian	06/22/2016	2016-26PTc
Lanzarin, Amanda	06/22/2016	2016-26PTc
Figueroa, Ralph	06/22/2016	2016-26PTc

Matthews, Blake	06/22/2016	2016-26PTc
Ramirez, Carlos	06/22/2016	2016-26PTc
Auduchon, Michael	06/22/2016	2016-26PTc
Garcia, Carlos	06/22/2016	2016-26PTc
Keele, William	06/22/2016	2016-26PTc
Kharsa, Charlie	06/22/2016	2016-28c
Johnson, Rachael	06/22/2016	2016-30PTc
Stormo, Joshua	06/22/2016	2016-30PTc
Menz, Timothy	06/22/2016	2016-30PTc
Reynolds, Kenneth	06/22/2016	2016-27
Martinez, Rio	06/22/2016	2015-84PTc
Truitt, Aaron	07/28/2016	2016-26PTc
LaMont, Matthew	07/28/2016	2016-26PTc
Bettencourt, Justin	07/28/2016	2016-26PTc
Moniz, Jr., Mark	07/28/2016	2016-26PTc
Lopez, Julian	07/28/2016	2016-26PTc
Webb, Jonathan	07/28/2016	2016-26PTc
Barbaccia, Matt	07/28/2016	2016-26PTc
Ruffin, Jerron	07/28/2016	2016-26PTc
Enos, Natasha	07/28/2016	2016-26PTc
Botkin, Christopher	07/28/2016	2016-26PTc
Thurman-Shye, Evangelyna	07/28/2016	2016-26PTc
Engelbrecht, Jordan	07/28/2016	2016-26PTc
Rivera-Chaparro, Jonathan	07/28/2016	2016-26PTc
Bowens, Nathan	07/28/2016	2016-26PTc
Niles, Troy	07/28/2016	2016-26PTc
Banks, Edgar	07/28/2016	2016-27
Spediacci, Zachary	07/28/2016	2016-28c
Robinson, Christopher	07/28/2016	2016-28c
Walton, Davonta	07/28/2016	2016-30PTc
Mitchel, Arthur	08/18/2016	2016-26PTc
Temple, John	08/18/2016	2016-26PTc
Inniss, Timothy	08/18/2016	2016-26PTc
Altamirano, Gloyds	08/18/2016	2016-26PTc
LeRoy, Eric	08/18/2016	2016-26PTc
LaSpina, Michael	08/18/2016	2016-26PTc
Taktejeva, Mikaela	08/18/2016	2016-26PTc
Karo, Jonathan	08/18/2016	2016-28c
Casteruita, Scott	08/18/2016	2016-30PTc

4-A-ii. ELIGIBLE LIST EXTENDED

Administrative Technician I
 Police Sergeant

DATE ESTABLISHED

01/04/2016
 01/19/2016

EXAM NO.

2015-89
 2016-71PR

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

Public Works Project Manager II
 Assistant General Manager –
 Engineering and Operations
 Utility Database Analyst
 Utility Geographic Information Systems Specialist
 Public Safety Dispatcher (Recruit)

DATE ESTABLISHED

05/05/2015
 07/21/2015
 08/17/2015
 08/20/2015
 09/28/2015

EXAM NO.

2015-34
 2015-23
 2015-25
 2015-26
 2015-55

Accountant II	12/29/2015	2015-68
Police Officer	12/03/2015	2015-76
Police Officer	12/03/2015	2015-74PT
Police Officer	12/03/2015	2015-86c
Police Officer	12/16/2015	2015-77
Police Officer	12/16/2015	2015-86c
Police Officer	12/16/2015	2015-84PTc
Police Officer	12/16/2015	2015-87c
Police Officer	12/16/2015	2015-76
Senior Communications Specialist	01/12/2016	2015-80
Meter Reader	02/04/2016	2016-03
Electrical Distribution Technician	02/24/2016	2015-79

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Energy Resources Analyst
- Substation Technician

New Classification Specifications:

- Public Safety Information Technology Systems Analyst
- Information Technology Systems Analyst
- Crime Prevention Technician
- Meter Technician

President Batchelor moved to approve Consent Calendar items 4-A-i, 4-A-ii, and 4-A-iii. Motion was seconded by Members Nolan and Brandt which was passed by a 3-0 vote.

Vice President Malloy requested to pull item 4-A-iv for further discussion. Vice President Malloy noted that all the strike outs for the Energy Resources Analyst were in the areas where the employee would be assisting with certain tasks and wanted to know who would now prepare them. Senior Human Resources Analyst, Chris Low responded that the bargaining unit had last minute questions for this classification and that this spec should have been pulled back for this meeting and be brought back in the January 2017 Civil Service Board meeting.

Human Resources Director Bronstein wanted to make note that for the Meter Technician and Substation Technician classifications, both have been modified to say that you must have good color vision instead of freedom from color blindness, to allow for the interactive process.

Vice President Malloy wanted to understand the rise of the new specification, Crime Prevention Technician. HR Director Bronstein answered that currently sworn officers are doing some of the duties, even though it is not a sworn position, and then office managers are doing some of the duties. It made sense to have one position with all the responsibilities. Vice President Malloy expressed concern that the position only requires a High School diploma considering the responsibilities. Due to the minimal requirements,

she asked if this spec was drafted with someone in mind since the position would suggest looking for someone with a higher level of demonstrated experience with community related activity, and communication skills. HR Director Bronstein answered that to her understanding there is no one in mind and that they looked at other existing job spec from other cities to try to benchmark. Senior Human Resources Analyst Robin Young continued and explained that she surveyed different agencies and found that a majority of the specs had a combination of education and experience. Education for the most part topped out at a 2-year degree and some have preferred certificates. She said the department wanted to balance industry standards but also provide an opportunity for someone to learn the responsibilities. Vice President Malloy expressed that perhaps one of the survey elements should include how long this position has been in existence because current expectations from this employee may be different as a new spec and for this department.

Member Brandt had a concern on #6 of the sample of duties for the Crime Prevention Technician where the person would perform residential and commercial inspections but there is nothing in education, experience, or knowledge that addresses these areas. HR Director Bronstein shared the same concern and did mention that as part of the experience, they added program administration activities to help address this. She clarified that on #6 in the duties are not actual inspections but giving residents an idea on how the area can be secure. Senior HR Analyst Young added that there are also other areas in the spec that include problem solving, decision making, and interpreting laws, which speak to their ability to understand the crime prevention elements of an environment. They would also be working with sworn officers who are trained in preventative tools. Member Brandt would prefer to have the spec amended that would speak to having more experience.

President Batchelor had a question on the Substation Technician classification and on who will maintain the SCADA System since that was struck out of the spec. Senior HR Analyst Chris Low answered that it will be maintained by the Information Technology group. President Batchelor asked if the IT employees' job description will be updated. Senior HR Analyst Low confirmed that it will be updated to include SCADA responsibilities.

President Batchelor wanted clarification that the Information Technology Systems Coordinator is now an analyst without a change in job duties. Senior HR Analyst Young answered that this was one of the classifications added in 2013 without full understanding of the industry standards or level. Since it is a full professional level support for the City, it was felt that it is more appropriately titled as an analyst rather than a coordinator.

Member Brandt had a general question regarding what constitutes classifications being called an entry-level verses journey level. Senior HR Analyst Low answered that when there is a family of classifications that do similar work at different levels or complexities, for instance Assistant Utility Analyst would be considered entry-level. Journey level is more a fully functioning level classification.

Member Brandt is questioning why a condition of employment is having a driver's license for the Energy Resources Analyst classification. HR Director Bronstein also had the same concern and will come back addressing this with different language such as the ability to get from location to location.

Vice President Malloy moved to approve Consent Calendar item 4-A-iv with the exception of the Energy Resources Analyst, Substation Technician, and Crime Prevention Technician. Motion was seconded by Member Brandt which was passed by a 3-0 vote.

5. **REGULAR AGENDA ITEMS**

5-A. Activity Report – Period of June 1, 2016 through August 31, 2016

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
06/06/16	Recreation and Parks	Park Maintenance Foreperson
07/05/16	AMP	Utility Construction Compliance Specialist
07/10/16	Information Technology	IT Systems Coordinator
07/12/16	Police	Police Officer
07/18/16	Community Development	Fire/Building Code Enforcement Officer
08/15/16	Human Resources	Human Resources Analyst I
08/16/16	Police	Police Officer (2)
08/22/16	Human Resources	Human Resources Analyst II
08/29/16	Police	Intermediate Clerk

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
07/10/16	Public Works	Maintenance Worker II
07/24/16	Community Development	Planner II (2)

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/08/16	Information Technology	Public Safety Systems Coordinator
06/09/16	Public Works	Program Specialist I
06/16/16	Finance	Senior Account Clerk
07/26/16	AMP	Customer Service Representative
08/17/16	Fire	Fire Apparatus Operator

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/02/16	Police	Police Lieutenant

06/23/16	AMP	Energy Resources Analyst
06/30/16	Fire	Administrative Technician II
07/26/16	AMP	Energy Resources Analyst
07/28/16	Finance	Financial Services Manager
08/23/16	Community Development	Executive Assistant
08/29/16	Police	Police Officer

- 5-B. Informational Report, June 6, 2016, Regarding Cancellation of Eligible List – Utility Database Analyst, 2015-25**
- 5-C. Informational Report, June 16, 2016, Regarding Designation of Eligible List – Public Safety Information Technology Systems Coordinator, 2016-20 for Technology Services Coordinator vacancy, IT.1670.002**
- 5-D. Informational Report, June 29, 2016, Regarding Designation of Eligible List – Public Safety Information Technology Systems Coordinator, 2016-20 for Information Technology Systems Coordinator vacancy, IT.1670.001**
- 5-E. Informational Report, June 16, 2016, Regarding Designation of Eligible List – Public Works Project Manager II, 2015-34 for Public Works Project Manager I, PW.3177.002**
- 5-F. Recommendation to Add a New Rule to the City’s Civil Service Rules Allowing Selective Certification.**

President Batchelor wanted clarity on 5-F, allowing selective certification. HR Director Bronstein stated that selective certification wouldn't be used very often however, it arose specifically for the long Firefighter list where you need to have twenty-nine (29) Paramedic positions filled at any time. The top ten (10) on the list may not have their Paramedic so selective certification would allow to give names of those who have the Paramedic Certification, after first making sure the top ten (10) hasn't received theirs. This would allow not requiring to have the top ten (10) to come in for an interview for the purpose of reaching down the eligible list. Vice President Malloy also commented that this would help those on the list not to lose their place which can happen if you open an exam. HR Director Bronstein noted that this can become helpful in departments such as the Community Development Department where they may need someone who speaks Mandarin.

President Batchelor expressed concern about candidates who will not have an opportunity at a position if an eligible list is being used that could be up to a year old. Member Brandt recommended perhaps adding the language that selective certifications are for Safety positions. Member Nolen commented that the purpose of selective certifications are to expedite the process but also asked if the application asks to list certain skills such as language. HR Director Bronstein confirmed there are places to list

languages and special licensing. She emphasized that this would help not having people come in to interview and waste their time just to reach down the eligible list. President Batchelor asked if a letter is sent out to the top candidates asking if they have certain skills before reaching down the list. HR Director Bronstein answered that they do and brought up that they could also ask the candidates if certain works hours will fit their needs before moving down the list therefore it is not limited to skills but also other job requirements.

Vice President Malloy moved to accept informational Reports 5-A, 5-B, 5-C, 5-D, 5-E, and adopt 5-F into the Civil Service Rules. Motion was seconded by Member Nolan which was passed by a 3-0 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 BOARD)

HR Director Bronstein wanted to introduce two new Human Resources Analysts, Sabina Netto and Jessica Romeo who were unable to attend due to a training.

8. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

9. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

Due to the holiday it was recommended to change the next Civil Service Board Meeting to Wednesday, January 11, 2017 from January 4, 2017.

Vice President Malloy moved to accept the next Civil Service Board Meeting to be held on January 11, 2017. Motion was seconded by Member Brandt which was passed by 4-0.

10. ADJOURNMENT

Meeting was adjourned at 5:36p.m.

Respectfully submitted,

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

DRAFT