



City of Alameda

Meeting Agenda

Civil Service Board

Wednesday, July 6, 2016

5:00 PM

City Hall, 2263 Santa Clara Avenue, Conference
Room 360, Alameda, CA 94501

Meetings held the first Wednesday of each
calendar quarter (January, April, July, October)
at 5 p.m.

1 CALL TO ORDER

2 ROLL CALL - President Dean Batchelor, Vice President Marguerite Malloy, Members John Nolan, Jan Brandt, Troy Hosmer and Nancy Bronstein, Human Resources Director and Executive Secretary of the Civil Service Board.

3 MINUTES

3-A [2016-3087](#) Approval of Minutes of the Regular Meeting of April 6, 2016.

Attachments: [2016-04-06 CSB Minutes-Draft.pdf](#)

4 CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine and will be enacted, approved or adopted by one motion unless a request for removal for discussion or explanation is made by one of the Civil Service Board members or a member of the public.

4-A [2016-3088](#) SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 6, 2016

4-A-i. ELIGIBLE LIST ESTABLISHED

See attached report.

4-A-ii. ELIGIBLE LIST EXTENDED

See attached report.

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

See attached report.

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specifications Revision:

Executive Assistant

Public Works Maintenance Foreperson

Public Works Supervisor

New Class Specifications:

Information Technology Systems Coordinator

Public Safety Information Technology Systems Analyst

Attachments: [2016-7-6 CSB Eligible List Final.pdf](#)
[Information Technology Systems Coordinator - New Spc..pdf](#)
[Public Safety Information Technology Systems Analyst-NEW SPEC.pdf](#)
[Public Works Maintenance Foreperson - Redline.pdf](#)
[Public Works Supervisor - Redline.pdf](#)
[Executive Assistant - Redline.pdf](#)

5 REGULAR AGENDA ITEMS

5-A [2016-3089](#) Activity Report - Period of March 1, 2016 through May 31, 2016

Attachments: [07-06-16 CSB Mar16-May16.pdf](#)

5-B [2016-3090](#) Informational Report, March 16, 2016, Regarding Designation of Eligible List

- Economic Development Manager, 2015-51 for Management Analyst vacancy, DS.1420.001

Attachments: [Econ Dev Mgr Designation to Mgmt Analyst.pdf](#)

5-C [2016-3091](#) Informational Reports

February 25, 2016, Acknowledgment of Administrative Assignment - Patrick Corder

February 25, 2016, Acknowledgment of Administrative Assignment - David Wills

April 6, 2016, Acknowledgment of Application to Temporarily Vacate Civil Service Position - Armando Baldizan

Attachments: [07-06-16 CSB Informational Report - Corder.pdf](#)
[07-06-16 CSB Informational Report - Wills.pdf](#)
[07-06-16 CSB Informational Report - Baldizan.pdf](#)

5-D [2016-3092](#) Informational Report, May 5, 2016, Regarding the Cancellation of Eligible List - Facilities Maintenance Worker, 2016-11

Attachments: [07-06-16 Informational Report - Memo to CSB re Facilities Maintenance Worker.pdf](#)

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

8 CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

8-A [2016-3100](#) Informational Item
 Draft of Proposed Additions to Civil Service Rules
 - Flexible Staffing
 - Limited Certification

Attachments: [Flexible Staffing.pdf](#)
 [Limited Certification.pdf](#)

9 CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

October 5, 2016

10 ADJOURNMENT

******NOTE******

- Translators or sign language interpreters will be available upon request.
- Equipment for the hearing impaired is available for public use.
- Accessible seating for persons with disabilities (including those using wheelchairs) is available.
- Minutes of the meeting can be made available in enlarged print.
- Please contact the Human Resources Department at (510) 747-4900 at least 72 hours prior to the meeting to request agenda materials in an alternative format, or any other reasonable accommodation that may be necessary to participate in and enjoy the benefits of the meeting.
- Documents related to this agenda are available for public inspection and copying at the Human Resources Department (Room 290) and the City Clerk's Office located at 2263 Santa Clara Avenue in addition to each Alameda Free Library location during normal business hours.

- **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE:** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City of Alameda exist to conduct the citizen of Alameda's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.
- **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION:** the address is 2263 Santa Clara Avenue, Room 380, Alameda, CA, 94501; phone number is 510-747-4800; fax number is 510-865-4048, e-mail address is lweisiger@alamedaca.gov and contact is Lara Weisiger, City Clerk.
- In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.