



City of Alameda

Meeting Agenda

Civil Service Board

Wednesday, August 15, 2018

5:00 PM

City Hall, 2263 Santa Clara Avenue, Conf. Rm.
360

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 Robert Barde, Vice President Marguerite Malloy, Members Jan Brandt, John Nolan, Troy Hosmer, and Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein.**
- 3 **SPECIAL PRESENTATION**
Welcoming new member, Robert Barde and thank you to departing member, Dean Batchelor.
- 4 **MINUTES**
 - 4-A [2018-5868](#) Approval of Minutes of the Civil Service Board Meeting of April 4, 2018
Attachments: [2018-4-04 CSB Minutes - Draft](#)
 - 4-B [2018-5869](#) Approval of Minutes of the Special Civil Service Board Meeting of May 10, 2018
Attachments: [2018-5-10 CSB Minutes Special Mtg - Draft](#)
- 5 **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.**

5-A [2018-5870](#) SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR August 15, 2018

5-A-i. ELIGIBLE LIST ESTABLISHED

See attached report

5-A-ii. ELIGIBLE LIST EXTENDED

See attached report

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

See attached report

5-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specifications Revision:

- Accountant I
- Accountant II
- Administrative Services Coordinator - AMP
- Assistant City Clerk
- Deputy City Clerk

New Class Specifications:

- AMI System Administrator

Attachments: [2018-8-15 CSB Eligible List Final](#)

[Accountant I_Redline](#)

[Accountant I_Clean](#)

[Accountant II_Redline](#)

[Accountant II_Clean](#)

[Administrative Services Coordinator - AMP - 8-8-2018 - Redline](#)

[Administrative Services Coordinator - AMP - 8-8-2018 - Clean](#)

[Assistant City Clerk 4-10-18 redline](#)

[Assistant City Clerk 4-10-18 Clean](#)

[Deputy City Clerk 4-10-2018 redline](#)

[Deputy City Clerk 4-10-2018 clean](#)

[AMI System Administrator - New Job - FINAL](#)

6 REGULAR AGENDA ITEMS

6-A [2018-5871](#) Activity Report - Period March 1, 2018 through May 31, 2018

Attachments: [2018-8-15 CSB Activity Report Mar1-May31](#)

6-B [2018-5872](#) Informational Report, April 1, 2018, Regarding Acknowledgment to Return to Civil Service Position:

- Dyer, William
- Meistrell, Jason
- Shaver, Cody
- Staley, Ricky
- Waite, Karl

Attachments: [Informational Memo - Dyer, William](#)
[Informational Memo - Meistrell, Jason](#)
[Informational Memo - Shaver, Cody](#)
[Informational Memo - Staley, Ricky](#)
[Informational Memo - Waite, Karl](#)

7 GENERAL DISCUSSION OF CIVIL SERVICE RULES

7-A [2018-5874](#) Edits to Civil Service Rules

Attachments: [Civil Service Rules Revision 8.15.2018](#)

8 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).

9 CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

10 CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

October 3, 2018

11 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.