



# City of Alameda

## Meeting Agenda

### Civil Service Board

---

Wednesday, October 3, 2018

5:00 PM

City Hall, 2263 Santa Clara Avenue, Conf Rm  
360, 3rd Floor, 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 - Vice President Marguerite Malloy, Members Bob Barde, Jan Brandt, Troy Hosmer, John Nolan and Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein.**
- 3 **ELECTION OF OFFICERS**
  - A. President
  - B. Vice-President
- 4 **MINUTES**
  - 4-A [2018-6044](#) Approval of Minutes of the Civil Service Board Meeting of August 15, 2018  
**Attachments:** [2018-8-15 CSB Minutes - 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**     [2018-6045](#)     SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR October 3, 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:

- Administrative Services Coordinator - AMP
- Buyer to Procurement Analyst
- Fire Administrative Services Supervisor
- Support Services Supervisor to Support Services Manager
- Utility Geographic Information Systems Analyst
- Utility Information Technology Manager

New Class Specifications:

- None

**Attachments:** [2018-10-03 CSB Eligible List Final](#)  
[2018-10-03 - EUPA Classification Revision Recommendation](#)  
[Administrative Services Coordinator - AMP - 8-8-2018 - Redline](#)  
[Administrative Services Coordinator - AMP - 8-8-2018 - Clean](#)  
[Buyer to Procurement Analyst- redline](#)  
[Buyer to Procurement Analyst - clean](#)  
[Fire Administrative Services Supervisor - 8-28-2018 - Redline](#)  
[Fire Administrative Services Supervisor - 8-28-2018 - Clean](#)  
[Support Services Supervisor to Support Services Manager - redline](#)  
[Support Services Supervisor to Support Services Manager - clean](#)  
[Utility Geographic Information Systems Analyst - redline](#)  
[Utility Geographic Information Systems Analyst - clean](#)  
[Utility Information Technology Manager - redline](#)  
[Utility Information Technology Manager - clean](#)

## 6 REGULAR AGENDA ITEMS

6-A [2018-6046](#) Activity Report - Period June 1, 2018 through August 31, 2018

**Attachments:** [2018-10-03 CSB Activity Report Jun1-Aug31](#)

6-B [2018-6047](#) Informational Report, July 16, 2018, Regarding the Designation of Eligible List - Executive Assistant - AMP 2017-7003-01 for Executive Assistant Vacancies

**Attachments:** [2018-7-16 Exec Asst-AMP for Exec Asst](#)

7 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)

9 CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

January 2, 2019

**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](mailto: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.