



City of Alameda

Meeting Agenda

Civil Service Board

Wednesday, July 1, 2020

5:00 PM

City Hall, 2263 Santa Clara Avenue, Council
Chambers, 3rd Floor, Alameda, CA 94501

Due to Governor Executive Order N-29-20, Board Members can attend the meeting via teleconference.

The City will allow public participation via Zoom.

Please be sure to have the most current version of Zoom and register here:

<https://zoom.us/j/94014087376?pwd=SGU5cXVoUUoyNnNOcEtzWkJETlphQT09>

Members of the public can also watch the meeting via livestream

(http://alameda.granicus.com/MediaPlayer.php?camera_id=3) and address the Board during the meeting via email (hr@alamedaca.gov). Comments submitted during the meeting will be read into the record, subject to speaker time limits. Comments submitted prior to the meeting will be included in the meeting record, but will not be read.

Any requests for reasonable accommodations from individuals with disabilities should be made by contacting the City Clerk's office (clerk@alamedaca.gov or 510-747-4800).

City Hall will be NOT be open to the public during the meeting.

1 CALL TO ORDER

2 ROLL CALL - President Marguerite Malloy, Vice President Troy Hosmer, Members Bob Barde, Donna Hom and Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

3 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.

[2020-8124](#) Approval of Minutes of the Civil Service Board Meeting of January 15th, 2020

Attachments: [2020-7-1 CSB Minutes Final](#)

[2020-8099](#) SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR APRIL 1, 2020

3-A-i. ELIGIBLE LIST ESTABLISHED

See attached report

3-A-ii. CONTINUOUS ELIGIBLE LIST

See attached report

3-A-iii. ELIGIBLE LIST EXTENDED

See attached report

3-A-iv. ELIGIBLE LIST EXPIRED/CANCELLED/EXHAUSTED

See attached report

Attachments: [04-1-2020 CSB Eligible List Final](#)

[2020-8100](#) SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JULY 1, 2020

3-B-i. ELIGIBLE LIST ESTABLISHED

See attached report

3-B-ii. CONTINUOUS ELIGIBLE LIST

See attached report

3-B-iii. ELIGIBLE LIST EXTENDED

See attached report

3-B-iv. ELIGIBLE LIST EXPIRED/CANCELLED/EXHAUSTED

See attached report

Attachments: [07-1-2020 CSB Eligible List Final](#)

4 REGULAR AGENDA ITEMS

[2020-8101](#) Activity Report - Period of December 1, 2019 through February 29, 2020

Attachments: [4-1-20 CSB Dec1-Feb29](#)

[2020-8102](#) Activity Report - Period of March 1, 2020 through May 31, 2020

Attachments: [7-1-20 CSB Mar1-May31](#)

2020-8123 REVIEW OF NEW & REVISED SPECIFICATIONS FOR JULY 1, 2020

Existing Classification Specifications Revision:

- Electrical Equipment Superintendent
- Line Superintendent

New Classification Specifications:

- Paralegal/Investigator
- Police Records Specialist
- Sustainability and Resilience Manager

Attachments:[Staff Report on Job Description](#)[Electrical Equipment Superintendent - Track changes](#)[Electrical Equipment Superintendent -Final](#)[Line Superintendent-Track Changes](#)[Line Superintendent - Final](#)[AMP E&O Organization Chart](#)[Paralegal-investigator - Track changes](#)[Paralegal-Investigator Clean Copy](#)[City Attorney Org](#)[Police Records Specialist Job Classification Final - Clean](#)[Police Org Chart](#)[Sustainability and Resilience Manager](#)[City Manager Org](#)

2020-8103 Informational Reports

April 14, 2020 Acknowledgement to Move to a Civil Service Position:

- Cody Boudwin
- Nicholas Bowerman
- Gustavo LopezLopez
- Daniel Martin
- Nicholas Sprott
- Ryan Tunney
- Morgan Yee

Attachments: [2020-04-14 Informational Memo Move to CS Pos - Boudwin](#)
[2020-04-14 Informational Memo Move to CS Pos - Bowerman](#)
[2020-04-14 Informational Memo Move to CS Pos - LopezLopez](#)
[2020-04-14 Informational Memo Move to CS Pos - Martin](#)
[2020-04-14 Informational Memo Move to CS Pos - Sprott](#)
[2020-04-14 Informational Memo Move to CS Pos - Tunney](#)
[2020-04-14 Informational Memo Move to CS Pos - Yee](#)

- 5 **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).
- 6 **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**
Presentation to Civil Service Board Member regarding best practice and training regarding bias, ethics, and harassment as well as how HR guides partners through Civil Service process.
- 7 **CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING**
October 7, 2020
- 8 **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.