



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, OCTOBER 5, 2022**

**1. CALL TO ORDER**

The meeting was called to order at 5:00 p.m. by Vice President, Troy Hosmer.

**2. ROLL CALL:**

PRESENT: Vice President Troy Hosmer, Members Tim Erwin, Jordan Frank, Diane Lang, Human Resources Director and Executive Secretary of the Civil Service Board, Jessica Romeo

ABSENT: Member, Donna Hom

**STAFF PRESENT:**

Chris Low, Senior Human Resources Analyst  
Steve Woo, Senior Human Resources Analyst  
Nafisah Ali, Senior Human Resources Analyst  
Noelle White, Human Resources Analyst II  
Chad Barr, Administrative Technician II  
Celena Chen, Assistant City Attorney II  
Previous Human Resources Director and Secretary of the Civil Service Board, Nancy Bronstein (Joined at 5:36 PM)

**3. SPECIAL PRESENTATION:**

New Board members introduced themselves and Human Resources Director Romeo gave a presentation on the Civil Service Board's area of oversight, responsibilities, and typical discussions for the new members.

**4. ELECTION OF OFFICERS:**

Member Erwin nominated Troy Hosmer for President. Seconded by Member Frank. Passed by a 4-0 roll call vote.

**President Hosmer moved to nominate Member Erwin for Vice President. Seconded by Member Frank. Passed by a 4-0 roll call vote.**

5. **CONSENT CALENDAR:**

**MINUTES OF THE CIVIL SERVICE BOARD MEETING OF OCTOBER 6, 2022**

There were no comments from the public. The Board could not vote on the October 2021 and July 2022 minutes due to the lack of a quorum of members in attendance at those meetings. Members Erwin and Frank volunteered to watch recordings of these previous meetings in order to familiarize themselves with the content of the meetings and qualify to vote on the minutes for approval.

6. **REGULAR AGENDA ITEMS:**

**6-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR OCTOBER 5, 2022**

**6-A-i. ELIGIBLE LIST ESTABLISHED**                      **DATE ESTABLISHED**                      **EXAM NO.**  
(June 1, 2022 – August 31, 2022)

Accountant II	08/17/2022	2022-1680-01
Administrative Management Analyst	07/27/2022	2022-1410-01
Administrative Services Coordinator - Promotional	07/11/2022	2022-1430-02
Administrative Services Coordinator	08/15/2022	2022-1430-03
Administrative Technician II – Payroll	07/28/2022	2022-1465-01
Administrative Technician III– Promotional	08/29/2022	2022-1460-01
Base Reuse Manager	08/04/2022	2022-1728-02
Community Development Program Manager – Economic Development & Housing	08/08/2022	2022-1720-01
Crime Analyst	08/03/2022	2022-4067-02
Customer Service Representative	06/29/2022	2022-7560-01
Deputy City Attorney I – Prosecution Unit	06/23/2022	2022-1020-01
Director of Rent Programs	07/21/2022	2022-1044-01
Division Chief – Promotional	08/09/2022	2022-4550-01
Firefighter – Lateral	06/27/2022	2022-4500-01
Firefighter – Entry Level	06/27/2022	2022-4500-02
Housing Specialist II	08/25/2022	2022-6642-01
Library Technician	06/01/2022	2022-3515-01
Maintenance Worker II – Promotional	08/22/2022	2022-2520-02
Park Maintenance Worker II	08/23/2022	2022-5261-02
Planner II – Promotional	08/04/2022	2022-6030-01
Police Lieutenant - Promotional	06/28/2022	2022-4020-01
Public Works Project Manager II	07/06/2022	2022-3178-01
Recreation Manager- Promotional	08/29/2022	2022-5118-01
Street Light Maintenance Technician	06/13/2022	2022-7789-01
Utility Analyst	06/30/2022	2022-7310-01

**6-A-ii. CONTINUOUS ELIGIBLE LISTS      DATE FIRST ESTABLISHED      EXAM NO.**

Police Officer – Academy Graduate	02/17/2021	2021-4040-01
Police Officer – Lateral	01/07/2021	2020-4040-01
Police Officer – Recruit	02/25/2021	2021-4057-01
Public Safety Dispatcher	05/18/2021	2021-4074-01

**6-A-iii. ELIGIBLE LIST EXTENDED      DATE ESTABLISHED      EXAM NO.**

Account Clerk	02/28/2022	2022-1610-01
Administrative Technician II – Human Resources	01/05/2022	2021-1465-04
Development Manager	08/23/2021	2021-1713-02
Development Manager – Social Services	02/14/2022	2022-1713-01
Electrical Engineering Aide	01/20/2022	2021-7270-01
Human Resources Analyst I	06/15/2021	2021-1258-01
Human Resources Analyst II	06/08/2021	2021-1260-01
Lead Parking Technician	02/24/2022	2021-4085-01
Public Works Maintenance Foreperson	02/10/2022	2021-2555-03
Senior Communications Specialist	12/21/2021	2021-7015-01
Stock Clerk	12/07/2021	2021-7130-01
System Operator	12/21/2020	2020-7760-01

**6-A-iv. ELIGIBLE LIST EXPIRED      DATE ESTABLISHED      EXAM NO.  
CANCELLED/EXHAUSTED**

Administrative Services Coordinator – AMP	08/19/2021	2021-7006-01
Administrative Technician II	07/12/2021	2021-1465-02
Administrative Technician II – Police Records	12/07/2021	2021-1465-03
Administrative Technician II – Fire Prevention	01/06/2022	2021-1465-05
Assistant City Attorney I – Prosecution Unit - Promotional	12/15/2021	2021-1014-01
Base Reuse Manager	06/03/2021	2021-1728-01
Base Reuse Manager	05/22/2022	2022-1728-01
Crime Analyst	02/22/2022	2022-4067-01
Director of Rent Programs	07/21/2022	2022-1044-01
Division Chief – Promotional	08.09/2022	2022-4550-01
Energy Resources Analyst	07/13/2021	2021-7075-02
Firefighter – Lateral	06/27/2022	2022-4500-01
Gardener	02/28/2022	2022-7120-01
Information Technology Systems Analyst	12/07/2021	2021-1676-01
Library Technician	12/17/2020	2020-3515-01
Maintenance Worker II – Sewer/Storm	07/22/2021	2021-2520-02
Maintenance Worker II – Promotional	07/28/2021	2021-2520-03
Maintenance Worker II – Streetlights	08/26/2021	2021-2520-04
Park Maintenance Supervisor	12/21/2020	2020-5144-01
Parking Technician	02/23/2022	2022-4084-01
Police Technician	08/24/2021	2021-4079-01
Public Works Project Manager III	02/08/2021	2020-3179-01
Public Works Supervisor	02/03/2021	2020-2650-01
Recreation Supervisor	12/20/2021	2021-5120-01
Senior Transportation Coordinator	08/17/2021	2021-3147-01
Supervising Planner	12/13/2021	2021-6080-01

## **6-B. ACTIVITY REPORT – PERIOD OF JUNE 1, 2022 THROUGH AUGUST 31, 2022.**

### **FULL-TIME HIRES**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/01/22	AMP	Apprentice Lineworker x 2
06/08/22	City Attorney	Administrative Services Coordinator
06/13/22	AMP	Senior Utility Accountant
06/13/22	AMP	System Operator
06/27/22	Public Works	Management Analyst
07/05/22	Public Works	Street Light Maintenance Technician
07/20/22	Library	Library Technician
08/01/22	AMP	Customer Service Representative
08/08/22	Police	Public Safety Dispatcher
08/15/22	City Attorney	Deputy City Attorney I
08/15/22	City Attorney	Director of Rent Programs
08/29/22	Police	Police Officer x 2

### **TRANSFER TO ANOTHER DEPARTMENT**

06/12/22	Police	Executive Assistant (from Public Works)
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### **PROMOTIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/05/22	Fire	Fire Apparatus Operator x 3
06/24/22	AMP	Engineering Manager
07/18/22	City Attorney	Administrative Services Coordinator
08/14/22	Fire	Fire Captain
08/21/22	Fire	Division Chief
08/21/22	Fire	Fire Captain
08/28/22	Planning, Building & Transportation	Planner II x 2

### **RETIREMENTS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
04/23/22	Fire	Firefighter (Retroactive)
06/23/22	AMP	Engineering Manager
07/05/22	City Attorney	Management Analyst
07/15/22	Fire	Fire Captain
07/29/22	Police	Police Sergeant
08/01/22	Police	Executive Assistant

### **SEPARATIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/02/22	AMP	Utility Analyst
06/15/22	AMP	Utility Construction Compliance Specialist

06/17/22	AMP	Senior Utility Accountant
07/14/22	Public Works	Associate Civil Engineer
08/15/22	Fire	Firefighter
08/19/22	Police	Police Officer
08/20/22	Library	Librarian
08/24/22	Public Works	Public Works Supervisor
08/31/22	Library	Senior Librarian

President Hosmer asked if any of the separations listed in the Activity Report could result in action by the CSB and Director Romeo shared that there may be an appeal before the CSB in the next months.

## **6-C. LIST OF SPECIFICATIONS**

### **Existing Classification Specification Revision:**

- Customer Service Representative
- Housing Specialist II
- Senior Communications Specialist

Director Romeo explained that these classifications were brought to the previous meeting for review and after discussion the previous Board requested revisions to the specifications which were being presented to the current Board for approval.

Member Frank asked if staff had considered changing the title of Senior Communications Specialist to Senior Communications and Marketing Specialist because it appears to have marketing responsibilities which could expand the applicant pool. Senior Human Resources Analyst Low responded that had been considered but staff decided it was simpler to focus on communications as it is the primary focus of the position but feedback can be taken back to staff for further discussion if needed.

President Hosmer pointed out the letter S at the end of the word vehicles was unnecessary on the customer service representative specification and Administrative Technician II Barr noted it would be corrected.

**Member Erwin moved to approve items 6A-C. Seconded by Member Frank, passed by a 4-0 roll call vote.**

## **7. ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

No comment from public.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS AND REQUESTS FROM THE BOARD)**

Member Erwin requested a copy of the CSB role and responsibility presentation from Director Romeo and Member Franks requested any other material shared with the Board in the past year, pointing out the Diversity & Inclusion and setting compensation discussions from prior meetings. Director Romeo replied that would be done.

9. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Previous HR Director and Secretary of the Board Nancy Bronstein joined the meeting and thanked all Members for participating in this Board and that Director Romeo would be steady as the new director. President Hosmer said thank you to Secretary Bronstein and best of luck in retirement.

10. **CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING**

The next meeting was confirmed for January 4, 2023.

11. **ADJOURNMENT**

Meeting adjourned at 5:38 p.m.

Respectfully submitted,

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Jessica Romeo, Human Resources Director  
and  
Executive Secretary to the Civil Service Board