



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, October 6, 2021**

1. **CALL TO ORDER**

The meeting was called to order at 5:05 p.m. by President, Marguerite Malloy.

2. **ROLL CALL:**

PRESENT: President Marguerite Malloy, Vice President Troy Hosmer, Member April Madison-Ramsey, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

ABSENT: Members Bob Barde, Donna Hom

STAFF PRESENT:

Chris Low, Senior Human Resources Analyst
Jessica Romeo, Human Resources Manager
Steve Woo, Senior Human Resources Analyst (Arrived 5:18 p.m.)
Nafisah Ali, Human Resources Analyst II
Noelle White, Human Resources Analyst I
Chad Barr, Administrative Technician II
Celena Chen, Assistant City Attorney II
Allen Tai, City Planner

3. **CONSENT CALENDAR:**

MINUTES OF THE CIVIL SERVICE BOARD MEETING OF JULY 7, 2021

Vice President Hosmer moved to accept consent calendar. Seconded by President Malloy, passed by a 3-0 roll call vote.

4. **REGULAR AGENDA ITEMS:**

4-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND

CLASSIFICATIONS FOR OCTOBER 6, 2021

4-A-i. ELIGIBLE LIST ESTABLISHED (June 1, 2021 – August 31, 2021)	DATE ESTABLISHED	EXAM NO.
Administrative Management Analyst-Promotional	07/15/2021	2021-1410-01
Administrative Services Coordinator-Promotional	07/26/2021	2021-1430-01
Administrative Services Coordinator – AMP	08/19/2021	2021-7006-01
Administrative Technician II	07/12/2021	2021-1465-02
Base Reuse Manager	06/03/2021	2021-1728-01
Development Manager - Community Services	06/29/2021	2021-1713-01
Development Manager - Economic Development	08/23/2021	2021-1713-02
Energy Resources Analyst	07/13/2021	2021-7075-02
Human Resources Analyst I	06/15/2021	2021-1258-01
Human Resources Analyst II	06/08/2021	2021-1260-01
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
Management Analyst – Promotional	07/13/2021	2021-1420-01
Park Maintenance Worker II	08/02/2021	2021-5261-01
Permit Technician III – Promotional	07/07/2021	2021-3270-01
Plans Examiner – Promotional	07/07/2021	2021-3235-01
Police Technician	08/24/2021	2021-4079-01
Senior Human Resources Analyst	06/08/2021	2021-1265-01
Senior Human Resources Analyst-Promotional	07/19/2021	2021-1265-02
Senior Transportation Coordinator	08/17/2021	2020-3147-01

4-A-ii. CONTINUOUS ELIGIBLE LISTS	DATE FIRST ESTABLISHED	EXAM NO.
Distribution Engineer	08/25/2021	2021-7260-01
Electrical Equipment Superintendent	12/23/2020	2020-7711-01
Journey Lineworker	12/30/2020	2020-7775-01
Line Superintendent	05/06/2021	2021-7702-01
Police Officer – Academy Graduate	02/17/2021	2021-4040-01
Police Officer – Pre-Graduate Academy Attendee	03/29/2021	2021-4040-02
Police Officer – Lateral	01/07/2021	2020-4040-01
Police Officer – Recruit	02/25/2021	2021-4057-01
Public Safety Dispatcher	05/13/2021	2021-4074-01
Substation & Meter Supervisor	03/25/2021	2021-7750-01

4-A-iii. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Account Clerk	02/11/2020	2019-1610-01
Computer Services Technician – AMP	08/30/2020	2020-7340-01
Firefighter	12/14/2020	2020-4500-02
Library Technician – Children’s Programming	12/17/2020	2020-3515-01

Library Technician – Computer Lab	12/17/2020	2020-3515-02
Park Maintenance Supervisor	12/21/2020	2020-5144-01
Public Works Maintenance Foreperson	06/03/2020	2020-2555-02
Public Works Project Manager III (Facilities Manager)	02/08/2021	2020-3179-01
Public Works Supervisor	03/03/2011	2020-2650-01
System Operator	12/21/2020	2020-7760-01
Telephone Operator-Receptionist – (Police Department Receptionist)	12/09/2019	2019-1500-01

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

Assistant City Attorney II (Prosecutor)	11/12/2019	2019-1013-01
Accountant II	07/21/2020	2020-1680-01
Administrative Management Analyst-Promotional	07/15/2021	2021-1410-01
Community Development Program Manager	07/09/2020	2020-1720-01
Firefighter – Lateral EMT & Paramedic	07/27/2020	2020-4500-01
Management Analyst – Promotional	07/13/2021	2021-1420-01
Permit Technician III – Promotional	07/07/2021	2021-3270-01
Planner I	07/01/2020	2020-6020-01
Planner II	07/01/2020	2020-6030-01
Planner III	07/01/2020	2020-6040-01
Plans Examiner – Promotional	07/07/2021	2021-3235-01
Program Specialist II – Clean Water	07/09/2019	2019-1775-01
Program Specialist II – Integrated Waste	02/18/2020	2020-1775-01
Senior Electrical Engineer - Promotional	07/07/2020	2020-7210-01
Senior Human Resources Analyst	06/08/2021	2021-1265-01
Senior Human Resources Analyst-Promotional	07/19/2021	2021-1265-02
Supervising Civil Engineer – Transportation	07/09/2019	2019-3175-01

4-B. Activity Report – Period of June 1, 2021 through August 31, 2021.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
06/01/21	Finance	Administrative Technician II
06/01/21	Public Works	Program Specialist II
06/08/21	Police	Chief of Police
06/21/21	Library	Librarian
06/21/21	Public Works	Maintenance Worker II
07/06/21	Library	Library Technician
07/07/21	City Attorney	Deputy City Attorney II
08/02/21	AMP	Electrical Equipment Superintendent
08/16/21	Community Development	Base Reuse Manager
08/23/21	AMP	Energy Resources Analyst
08/23/21	Fire	Firefighter x 3

08/23/21	Human Resources	Administrative Technician II
08/23/21	Human Resources	Human Resources Analyst I
08/23/21	Public Works	Maintenance Worker I
08/30/21	Police	Police Officer

TRANSFER TO ANOTHER DEPARTMENT

08/02/21	Community Development	Accounting Technician (from Finance)
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REINSTATEMENT TO FULL-TIME

06/28/21	Public Works	Maintenance Worker I
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REINSTATEMENT TO FORMER POSITION

06/22/21	Planning, Building & Transportation	Planner II (from Planner III)
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PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/06/21	Fire	Fire Apparatus Operator x 3
06/07/21	Public Works	Maintenance Worker II
07/18/21	Police	Police Lieutenant x 3
07/18/21	Police	Police Sergeant x 3
07/19/21	Community Development	Management Analyst
07/19/21	Planning, Building & Transportation	Permit Technician III x2
07/19/21	Planning, Building & Transportation	Plans Examiner
07/26/21	Recreation & Park	Administrative Services Coordinator
08/01/21	Finance	Administrative Management Analyst
08/01/21	Human Resources	Senior Human Resources Analyst
08/02/21	Police	Public Safety Dispatcher

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
08/12/21	Public Works	Associate Civil Engineer

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/05/21	Police	Public Safety Dispatcher
06/12/21	Police	Police Officer
06/18/21	AMP	Assistant General Manager – Customer Resources
06/18/21	Public Works	Maintenance Worker II
06/22/21	AMP	Customer Service Representative
07/02/21	AMP	Electrical Engineering Aide
07/17/21	AMP	Assistant General Manager – Energy Resources Planning
07/17/21	AMP	Electrical Engineer
08/05/21	Finance	Account Clerk
08/06/21	Recreation & Park	Gardener
08/14/21	Library	Library Technician
08/31/21	Police	Police Officer

5-C. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Deputy City Attorney I
- Development Services Division Manager
- Supervising Planner
- Traffic Signal / Pump Station Maintenance Technician

New Classification Specifications:

- Principal Financial Analyst

President Malloy appreciated seeing the major change for Deputy City Attorney I specification to remove the 1 year of experience, which was in-line with her own research on the subject. Member Madison-Ramsey asked if each attorney was assigned to specific assignments or practice areas and Director Bronstein responded that typically attorneys are assigned to departments and are responsible for all transactions, advice, and direction for those departments. Attorneys may have 2 or 3 departments depending on department size. Community Development handles Alameda Point and has 1 lawyer who handles the majority of that. The prosecution unit has 2 attorneys. Alameda also has risk management handled by the Chief Assistant City Attorney. Member Madison-Ramsey posited that the Deputy City Attorney would be a junior member who would handle whatever they were assigned and Director Bronstein replied the DCAI would likely get less complex assignments. Human Resources Manager Romeo stated they would get more supervision from the City Attorney or Chief Assistant City Attorney.

President Malloy stated she expected more changes to the Traffic Signal / Pump Station Maintenance Technician based on information in the staff report about recruitment issues and specialty skills provided and asked if the department was comfortable with the changes. Director Bronstein explained the analyst worked closely with the department and looked at similar jobs in other jurisdictions because they could not recruit and was

hopeful this will help recruitment. President Malloy asked for clarity if in the past recruitments were able to find candidates with experience. Director Bronstein stated historically this was filled with a generic maintenance worker but these changes move the class to a higher salary with specialized skills.

President Malloy moved to approve items 4-A-i, 4-A-ii, 4-A-iii, 4-A-iv, 4-B and 4-C. Seconded by Member Madison-Ramsey, passed by a 3-0 roll call vote.

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

No comment from public.

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

President Malloy asked if staff could provide a short presentation on how HR performs salary studies. President Malloy inquired about getting a statement from City Council for the priorities of the Civil Service Board next year or if Council had things CSB could take under their wing.

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

HR Director Bronstein updated the Board about the City implementing a new human resources information and financial system, indicating the financials went live and hoped the other half would in January, which would hopefully make it easier to get and share data.

President Malloy wondered if staff did end of year performance analysis and Director Bronstein responded we collect that data each year and should be able to send you last year's performance measure data. If we don't get the data for the January meeting, we can provide it for the April meeting, to email out before hand, since it is part of the budget process.

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

Future meetings were confirmed for Wednesday, 5:00 PM on January 5, 2022.

10. **ADJOURNMENT**

Meeting was adjourned at 5:21 p.m.

Respectfully submitted,

Nancy Bronstein, Human Resources Director
and
Executive Secretary to the Civil Service Board