



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, APRIL 6, 2016**

1. **CALL TO ORDER**

The meeting was called to order at 5:01 p.m. by Board President Dean Batchelor.

2. **ROLL CALL:**

PRESENT: President Dean Batchelor, Vice President Marguerite Malloy and Member John Nolan

ABSENT: Member Zara Santos and Member Jan Brandt

STAFF PRESENT: Nancy Bronstein, Human Resources Director and Executive Secretary to the Board  
Mayor Trish Herrera Spencer  
Alan Cohen, Assistant City Attorney II  
Chris Low, Senior Human Resources Analyst  
Robin Young, Senior Human Resources Analyst  
Tiffany Ilacqua, Human Resources Analyst I  
Monica Selles, Human Resources Analyst II  
Sharlene Shikhmuradova, Administrative Technician II

3. **MINUTES:**

**A. Approval of Minutes of the Regular meeting of January 6, 2016.**

Member Nolan asked for clarification on page three of the January 6, 2016 minutes, under Section 4-A-iv, he suggested a correction to be made to correct his statement as, "...He noticed that the Eligible Lists established only for Police Officer list all people on the Eligible List."

**Vice President Malloy moved that the January 6, 2016 Minutes be approved as corrected. Motion was seconded by Member Nolan which was passed by a 3-0 vote (Santos and Brandt-absent).**

4. **CONSENT CALENDAR:**

**A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR APRIL 6, 2016.**

| <b>4-A-i. ELIGIBLE LIST ESTABLISHED</b><br>(December 1, 2015 – February 29, 2016) | <b>DATE ESTABLISHED</b> | <b>EXAM NO.</b> |
|---|-------------------------|-----------------|
| Accountant II   | 12/29/2015              | 2015-68         |
| Administrative Technician I<br>(Community Development and Base Reuse)             | 01/04/2016              | 2015-89         |
| Electrical Distribution Technician  | 02/24/2016              | 2015-79         |
| Executive Assistant   | 12/15/2015              | 2015-78         |
| Executive Assistant – Alameda Municipal Power                                     | 12/23/2015              | 2015-88         |
| Meter Reader  | 02/04/2016              | 2016-03         |
| Police Captain  | 02/09/2016              | 2016-04PR       |
| Police Sergeant   | 01/19/2016              | 2015-71PR       |
| Senior Combination Building Inspector   | 02/24/2016              | 2016-05PR       |
| Senior Communications Specialist  | 01/12/2016              | 2015-80         |
| Senior Public Safety Dispatcher   | 02/29/2016              | 2016-06PR       |
| Utility Project Manager   | 12/22/2015              | 2015-81         |
| Police Officer  |                         |                 |
| Campi, Kevin  | 12/03/2015              | 2015-76         |
| Cardona, Sara   | 12/03/2015              | 2015-76         |
| Troja, Giovanni   | 12/03/2015              | 2015-76         |
| Rose, David   | 12/03/2015              | 2015-86c        |
| Gonzalez, Sharon  | 12/03/2015              | 2015-86c        |
| Schuitema, Christopher  | 12/03/2015              | 2015-74PT       |
| Basler, William   | 12/03/2015              | 2015-74PT       |
| Gaines, Donnie  | 12/16/2015              | 2015-77         |
| Lujan, Joshua   | 12/16/2015              | 2015-86c        |
| Ly, Son   | 12/16/2015              | 2015-86c        |
| Meadors, Jamal  | 12/16/2015              | 2015-86c        |
| Licari, Joseph  | 12/16/2015              | 2015-84PTc      |
| Harris, Yolanda   | 12/16/2015              | 2015-87c        |
| Hayden, David   | 12/16/2015              | 2015-76         |
| Solodchenko, Kirill   | 01/05/2016              | 2015-84PTc      |
| Yoo, Daniel   | 01/05/2016              | 2015-84PTc      |
| Zidane, Abdelmohcen   | 01/05/2016              | 2015-84PTc      |
| Kearney, Blair  | 01/13/2016              | 2015-84PTc      |
| Odell, Jonathan   | 01/13/2016              | 2015-84PTc      |
| Becker, Jeffrey   | 01/13/2016              | 2015-84PTc      |
| Johnson, Marcus   | 01/13/2016              | 2015-84PTc      |
| Rincon, Arthur  | 01/13/2016              | 2015-84PTc      |
| Kinney, Chris   | 01/13/2016              | 2015-84PTc      |
| Rahimi, Wahed   | 02/03/2016              | 2015-84PTc      |
| Shoopman, Corey   | 02/03/2016              | 2015-84PTc      |
| McLaughlin, Christopher   | 02/03/2016              | 2015-84PTc      |
| Odom, Aaron   | 02/03/2016              | 2015-86c        |
| Johnson, Brandon  | 02/03/2016              | 2015-86c        |
| Garza, Roman  | 02/03/2016              | 2015-86c        |
| Marquardt, Paige  | 02/03/2016              | 2015-86c        |
| Thien, Yu   | 02/15/2016              | 2015-84PTc      |
| Salyer, Kenneth   | 02/15/2016              | 2015-84PTc      |
| Gorham, Michael   | 02/15/2016              | 2015-84PTc      |
| Trammell, John  | 02/15/2016              | 2015-84PTc      |
| Levenson, David   | 02/15/2016              | 2015-84PTc      |
| Police Officer (continued)  |                         |                 |

|                    |            |          |
|--------------------|------------|----------|
| Florence, James    | 02/15/2016 | 2015-86c |
| Sorenson, Nathan   | 02/15/2016 | 2015-86c |
| Hayer, Robinderpal | 02/15/2016 | 2015-85c |
| Streight, Jonathan | 02/15/2016 | 2015-85c |

#### **4-A-ii. ELIGIBLE LIST EXTENDED**

|   | <b>DATE ESTABLISHED</b> | <b>EXAM NO.</b> |
|---|-------------------------|-----------------|
| Administrative Technician II (Human Resources)            | 10/21/2015              | 2015-67         |
| Assistant General Manager –<br>Engineering and Operations | 07/21/2015              | 2015-23         |
| Deputy City Clerk   | 09/02/2015              | 2015-54         |
| Division Chief  | 09/23/2015              | 2015-16PR       |
| Paralegal   | 03/04/2015              | 2015-03         |
| Public Works Project Manager II                           | 08/05/2015              | 2015-34         |
| Utility Database Analyst                                  | 08/17/2015              | 2015-25         |
| Utility Information Systems Analyst                       | 08/20/2015              | 2015-26         |

#### **4-A-iii. ELIGIBLE LIST EXPIRED/**

|                                       | <b>DATE ESTABLISHED</b> | <b>EXAM NO.</b> |
|---------------------------------------|-------------------------|-----------------|
| Electrical Maintenance Technician     | 09/15/2015              | 2015-63         |
| Financial Services Manager            | 07/13/2015              | 2015-33         |
| Meter Reader                          | 01/12/2015              | 2014-42         |
| Park Maintenance Foreperson           | 12/10/2015              | 2015-61         |
| Police Captain                        | 02/09/2016              | 2016-04PR       |
| Police Lieutenant                     | 02/06/2014              | 2013-40PR       |
| Senior Combination Building Inspector | 02/24/2016              | 2016-05PR       |
| Senior Public Safety Dispatcher       | 02/29/2016              | 2016-06PR       |

#### **4-A-iv. LIST OF SPECIFICATIONS**

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

- Emergency Medical Services Education Coordinator

##### **New Classification Specifications:**

- None

Vice President Malloy requested to pull item 4-A-iv for further discussion. President Batchelor agreed with Vice President Malloy and had a general question regarding the aging and listing of the eligible lists. President Batchelor questioned item 4-A-ii, and inquired if there is still a process in place for departments to extend or cancel the eligible lists issued. Administrative Technician Shikhmuradova offered to answer President Batchelor's question. She confirmed that eligible lists are extended at the 6-month mark after its established date, provided that the department approves the extension. She added that eligible lists are canceled upon the request of the department and approval of the Human Resources Director and Executive Secretary of the Board.

Human Resources Director and Executive Secretary to the Board, Nancy Bronstein, further added that some eligible lists may only contain one or two names and could easily have been exhausted. Vice President Malloy confirmed her understanding that all expired, canceled and exhausted lists are grouped in item 4-A-iii.

President Batchelor acknowledged the responses to his question and stated that he just wanted to clarify that there is still a process in place.

**Vice President Malloy moved to approve Consent Calendar items 4-A-i, 4-A-ii, and 4-A-iii. Motion was seconded by President Batchelor which was passed by a 3-0 vote (Santos and Brandt-absent).**

Vice President Malloy went on to address item 4-A-iv. She mentioned that the edits and the strikeouts within the classification specification for Emergency Medical Services (EMS) Education Coordinator were substantive. She further questioned if the union was notified of the changes. Senior Human Resources Analyst Robin Young responded to Vice President Malloy's inquiry and said that the union was indeed notified of the changes.

President Batchelor asked if the position for Emergency Medical Services Education Coordinator was open and Senior Analyst Young responded that it was opened and an eligible list was recently established.

President Batchelor questioned the corrected, required certifications for an EMS Education Coordinator, specifically the instructor/teaching experience requirement. He expressed his concern on the difficulty of attracting candidates for this position due to the specific type of requirements listed. Senior Analyst Young responded that the changes to the requirements were made to update the job specification according to current industry standards. Currently, Alameda County requires an instructor certification in addition to an Emergency Medical Technician or higher License. The change was made at the department's request in order to meet their specific needs. The Fire Department determined that they needed a pre-hospital subject matter expert at a level higher than an Emergency Medical Technician.

President Batchelor stated that his concerns were originating from the difficulty of recruiting for this type of position. Senior Analyst Young acknowledged that it was indeed a difficult recruitment and of the recently established eligibility list, only one met the specific requirements as listed on the recruitment bulletin.

**President Batchelor moved to approve Consent Calendar item 4-A-iv. Motion was seconded by Vice President Malloy which was passed by a 3-0 vote (Santos and Brandt-absent).**

**5. REGULAR AGENDA ITEMS**

**5-A. Informational Report, on Cancellation of Eligible List – Park Maintenance Foreperson, 2015-61**

The Civil Service Board accepted the Informational report.

**5-B. Activity Report – Period of December 1, 2015 through February 29, 2016.**

**FULL-TIME HIRES**

| <b>DATE</b> | <b>DEPARTMENT</b>       | <b>JOB CLASSIFICATION</b>             |
|-------------|-------------------------|---------------------------------------|
| 12/01/15    | Public Works            | Traffic Signal Maintenance Technician |
| 12/07/15    | Alameda Municipal Power | Senior Clerk                          |
| 01/04/16    | Community Development   | Economic Development Manager          |
| 01/04/16    | Base Reuse              | Redevelopment Project Manager         |
| 01/10/16    | City Manager's Office   | Executive Assistant                   |
| 01/11/16    | Community Development   | Permit Technician I                   |
| 01/11/16    | Police                  | Public Safety Dispatcher              |
| 01/19/16    | Alameda Municipal Power | Executive Assistant                   |
| 01/19/16    | Community Development   | Permit Technician I                   |
| 01/25/16    | City Manager's Office   | IT Director                           |
| 01/25/16    | Human Resources         | Human Resources Director              |
| 01/25/16    | Fire                    | Firefighters (7)                      |
| 02/01/16    | Alameda Municipal Power | Utility Project Manager               |
| 02/01/16    | Community Development   | Permit Technician I                   |
| 02/08/16    | Police                  | Police Officer (2)                    |
| 02/16/16    | Base Reuse              | Administrative Technician I           |
| 02/16/16    | Community Development   | Administrative Technician I           |
| 02/22/16    | Alameda Municipal Power | Meter Reader                          |
| 02/22/16    | Finance                 | Accountant II                         |

### **PROMOTIONS**

| <b>DATE</b> | <b>DEPARTMENT</b>       | <b>JOB CLASSIFICATION</b>              |
|-------------|-------------------------|--|
| 12/13/15    | Alameda Municipal Power | Substation & Meter Supervisor          |
| 12/13/15    | Alameda Municipal Power | Utility Analyst                        |
| 01/03/16    | Police                  | Police Lieutenant                      |
| 11/01/15    | Fire                    | Division Chiefs (2)                    |
| 11/01/15    | Alameda Municipal Power | Utility Information Technology Manager |
| 11/15/15    | Fire                    | Fire Captains (3)                      |
| 11/23/15    | Human Resources         | Administrative Technician II           |
| 11/29/15    | Public Works            | Project Specialist II                  |

### **RETIREMENTS**

| <b>DATE</b> | <b>DEPARTMENT</b>       | <b>JOB CLASSIFICATION</b>     |
|-------------|-------------------------|-------------------------------|
| 12/02/15    | Human Resources         | Human Resources Manager       |
| 12/28/15    | Human Resources         | Administrative Technician III |
| 12/30/15    | Alameda Municipal Power | Executive Assistant           |
| 12/30/15    | Police                  | Police Captain                |
| 12/30/15    | Police                  | Police Sergeant               |
| 12/30/15    | Police                  | Police Officer (3)            |

### **SEPARATIONS**

| <b>DATE</b> | <b>DEPARTMENT</b>       | <b>JOB CLASSIFICATION</b>      |
|-------------|-------------------------|--------------------------------|
| 12/10/15    | Community Development   | Permit Technician III          |
| 12/10/15    | Community Development   | Combination Building Inspector |
| 01/04/16    | Alameda Municipal Power | Meter Reader                   |

|          |                       |                                    |
|----------|-----------------------|------------------------------------|
| 01/04/16 | Community Development | Fire/Bldg. Code Compliance Officer |
| 02/04/16 | Fire                  | Firefighter                        |
| 02/18/16 | Fire                  | Firefighter                        |
| 02/20/16 | Library               | Librarian                          |

The Civil Service Board accepted the Activity report.

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

(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).

**7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Vice President Malloy asked HR Director Bronstein if there is anything else she needed to submit in addition to the Form 700 and the ethics certification. HR Director Bronstein acknowledged Vice President Malloy and commented that there are no other certifications needed.

President Batchelor thanked all staff members who are present at the meeting after regular working hours.

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

HR Director Bronstein thanked the Board and acknowledged that she is happy to be of service. She continued to offer support to the Board and noted that she would be delighted to answer any questions the Board may have.

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

Wednesday, July 6, 2016.

**10. ADJOURNMENT**

Meeting was adjourned at 5:17 p.m.

Respectfully submitted,

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