



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, July 12, 2017**

1. **CALL TO ORDER**

The meeting was called to order at 5:02 p.m. by Board Vice President Malloy.

2. **ROLL CALL:**

PRESENT: Vice President Marguerite Malloy, Members Jan Brandt, Troy Hosmer

ABSENT: President Dean Batchelor, Member John Nolan, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

STAFF PRESENT: Chris Low, Senior Human Resources Analyst
Robin Young, Senior Human Resources Analyst
Sabina Netto, Human Resources Analyst II
Jessica Romeo, Human Resources Analyst I
Nafisah Ali, Administrative Technician II
Alan Cohen, Assistant City Attorney II

3. **MINUTES:**

Approval of Minutes of the Regular meeting of April 5, 2017.

Member Brandt noted a correction in Section 8 from President Brandt to President Batchelor.

Vice President Malloy noted a grammatical correction in the first sentence in Section 7.

Member Brandt moved to accept the April 5, 2017 Minutes with the changes. Motion was seconded by Member Hosmer which was passed by a 3-0 vote.

4. **CONSENT CALENDAR:**

4-A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JANUARY 12, 2017

4-A-i. ELIGIBLE LIST ESTABLISHED (March 1, 2017 – May 31, 2017)	DATE ESTABLISHED	EXAM NO.
Accountant I (Designated from 2016-45)	05/22/2017	2017-19
Account Clerk	05/24/2017	2017-19
Administrative Services Coordinator – AMP	05/11/2017	2017-15
Customer Service Representative	04/26/2017	2017-18
Engineering Manager	04/26/2017	2017-14
Public Safety Dispatcher – Lateral/Acad/Attendee	03/06/2017	2017-03
Public Safety Dispatcher - Recruit	03/07/2017	2017-04
Public Works Project Manager III	03/13/2017	2017-10PR
Public Works Maintenance Foreperson	04/06/2017	2016-65
Utility Construction Compliance Specialist	03/30/2017	2017-11PR
Utility Information Systems Billing Specialist	05/03/2017	2017-13
Utility Project Manager	05/09/2017	2017-07
Police Officer		
Brooks, Keisha	04/05/2017	2016-55
Anyaoaha, Cyril	04/05/2017	2016-55
Brown, Mario	04/05/2017	2016-55
Chicoine, Nicholas	04/05/2017	2016-55
Akil, Jabari	04/05/2017	2016-55
Wang, Marcus	04/05/2017	2016-30
Safdie, Daniel	04/05/2017	2016-26
Aranda, James	04/05/2017	2016-55
Daniels, Rosaleen	04/13/2017	2016-55
Desiderio, James	04/13/2017	2016-55
Toscano, Alessandro	04/13/2017	2016-55
Damewood, Trevor	04/13/2017	2016-55
Cooper, Michael	04/13/2017	2016-55
Greco, Daniel	04/13/2017	2016-55
Magadia, Harold	04/19/2017	2016-55
Grigsby, Christina	04/19/2017	2016-55
Hunt, Daniel	04/19/2017	2016-55
Escobar, Eduardo	04/19/2017	2016-55
Han, Solomon	04/19/2017	2016-55
Mahanay, Timothy	04/19/2017	2016-55
Martiniuc, Amelia	04/19/2017	2016-55
Numazu, Codey	04/19/2017	2016-55
Kenner Jr., Michael	04/19/2017	2016-55
Grueso, Edward	04/19/2017	2016-55
Lee Jr., Paul	04/19/2017	2016-55
Johnson, Marcus	04/19/2017	2016-55
Ragusa, Timothy	04/26/2017	2016-55
Seltenrich, Jean-Luc	04/26/2017	2016-55
Perkins, Timothy	04/26/2017	2016-55
Schaner, Andrew	04/26/2017	2016-55
Quiocho, Christopher	04/26/2017	2016-55
Zaiats, Roman	04/26/2017	2016-55

Sanchez, Nichalos	04/26/2017	2016-55
Pineda, Ivan	04/26/2017	2016-55
Torres, Alan	04/26/2017	2016-55
Schumacher, Kristina	04/26/2017	2016-55
Sanini, Matthew	04/26/2017	2016-55
Martinez, Frederick	04/29/2017	2016-57
Ayala, Sharon	04/29/2017	2016-57
Harrison, Benjamin	04/29/2017	2016-57
Wu, Harry	04/29/2017	2016-57
Verenzuela, Rommel	04/29/2017	2016-57
Farley, Andrew	04/29/2017	2016-56
Lanzarin, Amanda	04/29/2017	2016-56
Griggs, Shae	04/29/2017	2016-56
Ambeguia, Nicholas	04/29/2017	2016-56
Vidal, Richard	04/29/2017	2016-56
Parsons, Devyn	04/29/2017	2016-56
Crone, Tyler	05/10/2017	2016-55
Kawar, Omar	05/10/2017	2016-55
Renazco, Jaime	05/10/2017	2016-55
Troen, Travis	05/10/2017	2016-55
Reininger, William	05/10/2017	2016-55
Copeland, Jarrod	05/10/2017	2016-55
Rommelfan, Corey	05/10/2017	2016-55
Howard, Kyran	05/10/2017	2016-55
Vasquez, Jose	05/10/2017	2016-55
Crump, Bryce	05/10/2017	2016-55
Natour, Wael	05/10/2017	2016-55
Neri, Sigfred	05/18/2017	2016-57
McKinley, Eric	05/18/2017	2016-55
Hopkins, Riley	05/18/2017	2016-55
Prado, Omar	05/18/2017	2016-55
Jimenez, Marc	05/18/2017	2016-55
Howley, Thomas	05/18/2017	2016-55
Munoz Chavez, Miguel	05/18/2017	2016-55
Bolla, Vincent	05/18/2017	2016-55

4-A-ii. ELIGIBLE LIST EXTENDED

	DATE ESTABLISHED	EXAM NO.
Administrative Technician II	10/10/2016	2016-46
City Engineer	03/03/2016	2016-02
Custodian	11/28/2016	2016-53
Division Chief	09/23/2015\	2015-16PR
Fire/Building Code Compliance Officer	05/31/2016	2016-16
Fire Captain	11/22/2016	2016-34PR
Firefighter	10/17/2016\	2016-61
Human Resources Manager	11/02/2015	2015-70
Librarian	04/05/2016	2016-09
Redevelopment Project Manager	10/20/2015	2015-52

4-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED

	DATE ESTABLISHED	EXAM NO.
Accountant I	11/15/2016	2016-44
Accountant II	11/21/2016	2016-45
Associate Civil Engineer	11/21/2016	2016-40

Human Resources Analyst II

06/13/2016

2016-18B

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- None

New Classification Specifications:

- None

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

5. REGULAR AGENDA ITEMS

5-A. Activity Report – Period of March 1, 2017 through May 31, 2017

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
3/20/17	AMP	Energy Resources Analyst
3/21/17	Police	Police Officer (2)
3/21/17	Public Works	Associate Civil Engineer
4/17/17	Police	Animal Control Officer
5/01/17	Public Works	Program Specialist II

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
3/20/17	Community Development	Permit Tech II
3/20/17	Public Works	Public Works Superintendent
4/02/17	Information Technology	IT Systems Analyst
5/01/17	Base Reuse	Administrative Technician II
5/01/17	Public Works	PW Project Manager III
5/28/17	Fire	Fire Captain
5/28/17	Police	Police Sergeant

APPOINTED TO NEW POSITION

DATE	DEPARTMENT	JOB CLASSIFICATION
4/16/17	AMP	Utility Construction Compliance Specialist

CERTIFIED TO CIVIL SERVICE (FROM CPM BACKFILL)

DATE	DEPARTMENT	JOB CLASSIFICATION
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05/28/17

Fire

Fire Captain

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/31/17	AMP	Customer Service Representative
3/18/17	Police	Police Officer
4/07/17	AMP	Administrative Services Coordinator
5/13/2017	Police	Police Sergeant

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
3/13/17	Recreation & Parks	Park Maintenance Worker
3/15/17	Community Development	Senior Building Code Compliance Officer
3/16/17	AMP	Journey Lineworker
5/12/17	AMP	Lineworking Supervisor
5/13/17	Police	Police Officer

5-B. Informational Report, May 18, 2017, Regarding Designation of Eligible List Accountant II, 2016-45 for Accountant I vacancy, FN.1680.003

5-C. Information Reports

May 24, 2017, Acknowledgement of Administrative Assignment – Jeff DelBono

May 24, 2017, Acknowledgement of Administrative Assignment – Stephen Floyd

May 24, 2017, Acknowledgement of Administrative Assignment – William Oyas

Member Brandt had a question on what is FTE budget program 3220. Senior Human Resources Analyst, Robin Young answered the program number is the accounting code for the Fire Department.

Member Hosmer noted the memo for Jeff Delbono lists the incorrect employee name on the second paragraph.

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 STAFF)

Senior Human Resources Analyst, Robin Young presented the new Human Resources applicant tracking system that will allow a user friendly and efficient process for job seekers and departments in the recruitment and hiring process. The new system is hosted by NeoGov. The Human Resources webpage will provide a link to the new job announcement page as well as links to job descriptions, benefits, etc. The system will also eliminate the need for paper requisitions and certifications. There will be an automated workflow and approval process for hiring managers, department heads, and the City Manager's Office. August 1st is the goal to roll out the new system and department training is scheduled for end of July through the beginning of August.

Vice President Malloy asked if this system is part of the new Human Resources Management System (HRMS). Senior HR Analyst Young answered that it is not part of the new HRMS but a separate system for updating the online recruitment and hiring process. Vice President Malloy mentioned that in her County, new hire forms and certain training requirements are available online. Senior HR Analyst Young noted this new system offers the same online onboarding feature for an additional cost as well as a performance management option and the department may consider those options in the future.

8. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

The October meeting was confirmed for Wednesday, October 18, 2017 at 5:00 PM.

9. ADJOURNMENT

Meeting was adjourned at 5:17 p.m.

Respectfully submitted,

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