



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, January 3, 2018**

1. CALL TO ORDER

The meeting was called to order at 5:04 p.m. by Vice President Malloy.

2. ROLL CALL:

PRESENT: Vice President Marguerite Malloy, Members Jan Brandt, John Nolan, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

ABSENT: President Dean Batchelor, Member Troy Hosmer

STAFF PRESENT: Chris Low, Senior Human Resources Analyst
Sabina Netto, Human Resources Analyst II
Jessica Romeo, Human Resources Analyst I
Steven Woo, 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 October 18, 2017.

Member Brandt moved to accept the October 18, 2017 Minutes. Motion was seconded by Member Nolan which was passed by a 3-0 vote.

4. CONSENT CALENDAR:

**4-A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND
CLASSIFICATIONS FOR OCTOBER 18, 2017**

| | | |
|-----------------------------------------|-------------------------|-----------------|
| 4-A-i. ELIGIBLE LIST ESTABLISHED | DATE ESTABLISHED | EXAM NO. |
| (September 1, 2017 – November 30, 2017) | | |

| | | |
|------------------------------------------------------|------------|--------------|
| Assistant General Manager – Energy Resource Planning | 09/19/2017 | 2017-31 |
| Construction Inspection & Survey Supervisor | 11/16/2017 | 2017-3080-01 |
| Executive Assistant – AMP | 11/08/2017 | 2017-7003-01 |
| Fire/Building Code Compliance Officer | 10/24/2017 | 2017-2077-01 |
| Firefighter | 10/23/2017 | 2017-4500-01 |
| Line Working Supervisor | 09/18/2017 | 2017-24 |
| Maintenance Worker I | 10/19/2017 | 2017-2510-01 |
| Senior Transportation Coordinator | 11/15/2017 | 2017-3147-01 |
| Utility Energy Analyst | 10/30/2017 | 2017-7630-01 |
| Police Officer | | |
| Addy, Jermaine | 09/11/2017 | 2017-4040-02 |
| Southwell, Beau | 09/11/2017 | 2017-4040-02 |
| Pirnie, Jaime | 09/15/2017 | 2017-4057-02 |
| Nemah, Patrick | 09/15/2017 | 2017-4057-02 |
| Migo, Leo | 09/15/2017 | 2017-4057-02 |
| Masuoka, Tim | 09/15/2017 | 2017-4057-02 |
| Gatti, Joshua | 09/15/2017 | 2017-4057-02 |
| Balaburova, Petya | 09/15/2017 | 2017-4057-02 |
| Yi, Tae | 09/22/2017 | 2017-4057-02 |
| Thau, Mikael | 09/22/2017 | 2017-4057-02 |
| Marques, Shawn | 09/22/2017 | 2017-4057-02 |
| Leyva, Anthony | 09/22/2017 | 2017-4057-02 |
| Han, Benny | 09/22/2017 | 2017-4057-02 |
| Diaz-Smitherman, Julian | 09/22/2017 | 2017-4057-02 |
| Alvarez, Serena | 09/22/2017 | 2017-4057-02 |
| Yamsuan, Jose | 09/28/2017 | 2017-4057-02 |
| Wright, Sydney | 09/28/2017 | 2017-4057-02 |
| Nunn Jr., Jason | 09/28/2017 | 2017-4057-02 |
| Kumar, Vaneesh | 09/28/2017 | 2017-4057-02 |
| Ha, Tuan | 09/28/2107 | 2017-4057-02 |
| Sun, Lu | 10/12/2017 | 2017-4057-02 |
| Lofthouse-Wolf, Cheyenne | 10/12/2017 | 2017-4057-02 |
| Hayes, Windrell | 10/12/2017 | 2017-4057-02 |
| Wood, Taylor | 10/12/2017 | 2017-4040-01 |
| Tozier, Evan | 10/12/2017 | 2017-4040-01 |
| Lee, Michael | 10/12/2017 | 2017-4040-01 |
| Shing-Chun, Harrison | 10/13/2017 | 2017-4040-02 |
| Vanderbilt, Michael | 11/07/2017 | 2017-4040-01 |
| Seaborn, Kalin | 11/07/2017 | 2017-4040-01 |
| Ly, Daivy | 11/07/2017 | 2017-4040-01 |
| Campana, Nicholas | 11/07/2017 | 2017-4040-01 |
| Villas, Benjamin | 11/07/2017 | 2017-4057-02 |
| Paracha, Samir | 11/07/2017 | 2017-4057-02 |
| Hayden, Christopher | 11/07/2017 | 2017-4057-02 |
| Bryant, Alanna | 11/07/2017 | 2017-4057-02 |
| Sutten, Tyler | 11/09/2017 | 2017-4057-02 |
| Saffarian, Dariush | 11/09/2017 | 2017-4057-02 |
| Saephan, Justin | 11/09/2017 | 2017-4057-02 |
| McCall, Dylan | 11/09/2017 | 2017-4057-02 |
| Kavehkar, Amber | 11/09/2017 | 2017-4057-02 |
| Blach, Garren | 11/09/2017 | 2017-4057-02 |

| | | |
|-------------------------|------------|--------------|
| Arrizon, Anna | 11/09/2017 | 2017-4057-02 |
| Stalker, Nicole | 11/17/2017 | 2017-4057-02 |
| Spieth, Trevor | 11/17/2017 | 2017-4057-02 |
| Rodriguez-Aguila, David | 11/17/2017 | 2017-4057-02 |
| Perez, Ivan | 11/17/2017 | 2017-4057-02 |
| Hadidian, Taylor | 11/17/2017 | 2017-4057-02 |
| Daspit, Jonathan | 11/17/2017 | 2017-4057-02 |
| Baker, Kyle | 11/17/2017 | 2017-4057-02 |
| Allington, Jacob | 11/17/2017 | 2017-4057-02 |
| Riosbaas, David | 11/17/2017 | 2017-4040-01 |
| Moore, Michael | 11/17/2017 | 2017-4040-01 |
| Kennedy, Joseph | 11/17/2017 | 2017-4040-01 |
| Gleese, Kenneth | 11/17/2017 | 2017-4040-01 |

4-A-ii. ELIGIBLE LIST EXTENDED

DATE ESTABLISHED

EXAM NO.

| | | |
|------------------------------|------------|---------|
| Administrative Technician II | 10/10/2016 | 2016-46 |
| Custodian | 11/28/2016 | 2016-53 |
| Fire Captain | 11/22/2016 | 2016-34 |

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

DATE ESTABLISHED

EXAM NO.

| | | |
|------------------------------------------------|------------|--------------|
| Account Clerk | 05/24/2017 | 2017-19 |
| Administrative Services Coordinator - AMP | 05/11/2017 | 2017-15 |
| City Engineer | 03/03/2016 | 2016-02 |
| Combination Building Inspector | 08/31/2017 | 2017-3245-01 |
| Customer Service Representative | 04/26/2017 | 2017-18 |
| Division Chief | 09/23/2015 | 2015-16PR |
| Engineering Manager | 04/26/2017 | 2017-14 |
| Human Resources Analyst II | 11/14/2017 | 2017-1260-01 |
| Human Resources Manager | 11/02/2015 | 2015-70 |
| Public Works Superintendent | 01/30/2017 | 2016-64PR |
| Redevelopment Project Manager | 10/20/2015 | 2015-52 |
| Public Works Project Manager III | 03/13/2017 | 2017-10PR |
| Utility Information Systems Billing Specialist | 05/03/2017 | 2017-13 |
| Utility Project Manager | 05/09/2017 | 2017-07 |

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- None

New Classification Specifications:

- Park Maintenance Supervisor
- Park Maintenance Worker II

Vice President Malloy moved to approve Consent Calendar items 4-A-i, 4-A-ii, and 4-A-iii. Motion was seconded by Member Brandt, which was passed by a 3-0 vote. Items under section 4-A-iv were pulled for further discussion. Per Member Nolan's request, a copy of the Recreation and Parks Department organizational chart was passed out. HR Director Bronstein stated that she and HR Analyst Netto are working with the

Department on a reorganization and in the meantime there have been Acting Pays for employees that have taken additional duties. HR Analyst Netto described that the Park Maintenance Supervisor and Park Maintenance Worker II positions had been previously approved and have now established compensation and specifications for the positions. She explained the Park Maintenance Worker II is not on the same level as the Park Foreperson as shown on the chart, which may have occurred due to spacing on the page. She described that the Park Foreperson is the lead, including over the Park Maintenance Worker II. The Park Manager is responsible for the park operations and capital projects and so the Park Maintenance Supervisor will help by adding a layer of supervision. HR Director Bronstein added that there are also part time staff that provide support during peak season.

Member Nolan moved to accept the specifications listed on item 4-A-iv. Motion was seconded by Member Brandt, which was passed by a 3-0 vote.

5. REGULAR AGENDA ITEMS

5-A. Activity Report – Period of September 1, 2017 through November 30, 2017

FULL-TIME HIRES

| DATE | DEPARTMENT | JOB CLASSIFICATION |
|-------------|-----------------------|--------------------------------|
| 9/13/17 | Police | Crime Prevention Technician |
| 9/18/17 | Police | Police Officer |
| 9/18/17 | Community Development | Combination Building Inspector |
| 9/19/17 | Public Works | Maintenance Worker II (x2) |
| 9/25/17 | Recreation & Parks | Gardener |
| 10/18/17 | City Attorney | Assistant City Attorney II |
| 11/27/17 | Finance | Intermediate Clerk |

PROMOTIONS

| DATE | DEPARTMENT | JOB CLASSIFICATION |
|-------------|-------------------|----------------------------|
| 9/3/17 | Fire | Fire Apparatus Operator |
| 10/1/17 | AMP | Line Working Supervisor |
| 11/27/17 | Human Resources | Human Resources Analyst II |
| 11/28/17 | Public Works | Public Works Supervisor |

RETIREMENTS

| DATE | DEPARTMENT | JOB CLASSIFICATION |
|-------------|-------------------|---------------------------|
| 9/16/17 | Police | Police Officer |
| 9/30/17 | Police | Police Sergeant |

SEPARATIONS

| DATE | DEPARTMENT | JOB CLASSIFICATION |
|-------------|-------------------|---------------------------|
|-------------|-------------------|---------------------------|

| | | |
|----------|-----------------------|---------------------------------------------------------|
| 9/12/17 | Public Works | Maintenance Worker I |
| 9/22/17 | Public Works | Traffic Signal Maintenance Technician |
| 10/3/17 | Police | Police Officer |
| 10/5/17 | Finance | Intermediate Clerk |
| 10/7/17 | AMP | Meter Reader |
| 10/26/17 | Community Development | Administrative Technician I |
| 10/28/17 | AMP | Assistant General Manager – Engineering & Operations |
| 11/1/17 | AMP | System Operator |

5-B. Correction in Article VIII Section 3 of the Civil Service Rules

Vice President Malloy moved to accept the correction to the Civil Service Rules. Motion was seconded by Member Brandt, which was passed by a 3-0 vote.

6. GENERAL DISCUSSION OF CIVIL SERVICE RULES

Member Nolan asked for clarification on the Civil Service Rules Section 1e of Article VII where it describes that those in a police academy or apprenticeship program may be placed on an eligible list by the HR Director. HR Director Bronstein explained that Police Officer Recruit is a part-time classification. Once the academy is completed in six (6) months, they are moved into the full-time Police Officer position without a new recruitment. HR Director Bronstein continued to explain that Firefighters are initially hired in a full-time Firefighter position while attending the academy. She also explained that apprentices are hired full-time then moved up. For example once the four (4) year apprenticeship program for an Apprentice Lineworker is completed, they are moved into the Lineworker classification.

Vice President Malloy stated that addressing updates and questions on the Civil Service Rules may require several sessions. HR Director Bronstein agreed that it will be beneficial to go piece by piece over multiple meetings so staff can go back and work on the revisions and ultimately put together a final packet for Council approval.

Article I Section 2 - Vice President Malloy noted that Military or Veterans status was not listed. HR Director Bronstein agreed it was important update the language in accordance with the law.

Article II Section 1 – Vice President Malloy suggested update the language “salary increase” and perhaps changing it to “increase in compensation pay” or “increase in wage rate” because there are salaried and hourly paid employees.

Article II Section 3 – Vice President Malloy asked for clarification if appointments are formerly made by Council. HR Director answered that Council approves the funding of the position and the City Manager signs off on all the hires.

Article II Section 9 – Vice President Malloy would like to see a definition distinguishing “employee” and “Civil Service Employee”. She also asked what makes someone “legally

appointed". HR Director Bronstein answered for a Civil Service position, it is a position that Council has approved as part of the budget process. Positions are not filled if not first approved by Council.

Article II Section 13 – Vice President Malloy would like to change "no benefit entitlement" to "not a Civil Service position". HR Director Bronstein added that laws do provide benefits so the language needs to be updated. Vice President Malloy was not clear if the process of how part-time employees are selected was left out intentionally from this section. HR Director Bronstein explained that someone fills out an application for a specific part-time position then goes through an interview and reference check. So it does not go through an opening and closing of a recruitment nor establishing an eligible list. Vice President Malloy suggested perhaps adding the part-time hiring process.

Article II Section 14 – Member Brandt thinks perhaps replacing "permanent employee" as no one is permanent in a position.

Article II Section 15 – Vice President Malloy would like to define the term "position" with sub-categories such as part-time position or temporary position.

Article II Section 17 – Vice President Malloy asked if it would be beneficial to add language that speaks to the length of the probationary period. HR Director Bronstein answered that since probationary periods are negotiated, they can reference this in the section.

Article II Section 19 – Vice President Malloy would like to include the term "promotional exam" in Article II Section 11 since it is listed in this section.

Article II Section 20 – Vice President Malloy would like to update the sentence to "The involuntary separation of an employee..." and would like to add language that the employee is being separated from the position held verses just separating the employee.

Article II Section 22 – Vice President Malloy would like to update the sentence to "The involuntary temporary separation..."

Article II Section 23 – Vice President Malloy suggested to clarify the language which describe a position that is being filled is of a limited duration verses a person filling the position for a limited time.

Article II Section 24 – Vice President Malloy would like to see consistency when using "separation" verses "discharge" and changing "work completion" to "work assignment". Assistant City Attorney Alan Cohen believes the second sentence is vague.

Article II Section 25 – Vice President Malloy understood this section to mean that an employee can move from department to department if the position is similar. HR

Director Bronstein believe this section applies to positions that have similar qualifications such as a Utility Accountant at AMP and an Accountant with the Finance Department. One person can possibly move from one position to another without going through a recruitment. The language overall was suggested to be reviewed for clarification.

Article IV Section 1 – Vice President Malloy would like to see the term “Position Classification Plan” defined in the document.

Article V Section 3 – Vice President Malloy would like to change “salary range” in the second sentence to “wage range” or something similar since everyone is not paid on a salary. She also wanted clarification on the second sentence on the usage of “classification”.

Article VI Section 1 – Vice President Malloy noticed in the second paragraph that references applications being signed by the applicant which is not applicable anymore. There also needs to be an update on language on when an application is rejected. Vice President Malloy asked if applicants are given notices of rejection. HR Director Bronstein confirmed applicants will receive a notice letting them know they are not selected.

Article VI Section 3 – Vice President Malloy asked if it is at the discretion of the HR Director if applications are received after the time limit as described in the second sentence. Assistant City Attorney Cohen added for due process purposes there should be parameters established. HR Director Bronstein added that if one applicant is allowed to amend their application then we allow all to amend in similar circumstances.

Article VI Section 4 – Vice President Malloy suggested updating the language for the examination components.

Article VI Section 5 – Vice President Malloy wanted clarification for the term “City employees” and whether that means part-time, full-time, or Civil Service employee. It was agreed to update the language and to define “promotional examination” used in this section.

Article VI Section 7 – Vice President Malloy suggested to update the language since results of examinations are not “posted” anymore.

Article VII Section 6 – Vice President Malloy suggested adding that if you accept the job your name will be removed off the eligible list if that is in fact the practice.

Article VIII Section 3 – Vice President Malloy asked if it may be beneficial to refer to the probationary term as the number of hours worked verses months to help account for those who are absent for a period of time. HR Director Bronstein responded that is something to think about as there are overtime hours to consider as well. Assistant City Attorney Cohen added that there would need to be a cross reference against the

various MOUs and Municipal Code that reference the probationary period.

Article VIII Section 4 – Vice President Malloy asked if the second paragraph is intended to allow someone to go back to their “held position” or only if they’ve tenured in the position. HR Director responded said they will look at the language to clarify. Member Nolan asked if there is a time limit to re-hire an employee. HR Director Bronstein answered that once the promotional probationary period is complete and the disciplinary action resulting in discharge occurs after this period, they do not have return rights.

Article VIII Section 5 – Assistant City Attorney Cohen suggested updating the language that refers to arbitrary termination since someone cannot be arbitrarily terminated.

Article VIII Section 6 – Vice President Malloy wanted clarification on what happens to an eligibility list if no one is hired from the list and whether you can bring back a temporary person if it exceeds one (1) year. It was suggested to look at temporary verses provisional language for this section.

Article IX Section 1 – Vice President Malloy suggested updating the language that a transfer can happen at any time to a transfer can happen based on departmental needs.

HR Director Bronstein said all the above changes will be worked on where it can be brought back and reviewed again.

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

Assistant City Manager, Liz Warmerdam gave a presentation about the City’s housing, traffic, infrastructure, and the A1 bond measure addressing affordable housing. There has been outreach to various boards and commissions, as well as surveys given to the public about what is going on in the community and what issues are a priority to them.

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

The April meeting was confirmed for Wednesday, April 4, 2018 at 5:00 PM. The July 4th meeting was postponed to July 11th.

9. **ADJOURNMENT**

Meeting was adjourned at 5:58 p.m.

Respectfully submitted,

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