



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, January 9, 2019**

1. CALL TO ORDER

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

2. ROLL CALL:

PRESENT: President Marguerite Malloy (arrived at 5:13), Vice President Jan Brandt, Members John Nolan, Troy Hosmer, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

ABSENT: Member Bob Barde

STAFF PRESENT: Robin Young, Senior Human Resources Analyst
Chris Low, Senior Human Resources Analyst
Sabina Netto, Senior Human Resources Analyst
Jessica Romeo, Human Resources Analyst II
Steven Woo, Human Resources Analyst I
Nafisah Ali, Administrative Technician II
Michael Roush, City Attorney's Office

3. MINUTES:

Member Nolan moved to accept the October 03, 2018 Minutes. Motion was seconded by Member Hosmer which was passed by a 3-0 vote (President Malloy arrived after the vote).

4. CONSENT CALENDAR:

4-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR January 9, 2019.

4-A-i. ELIGIBLE LIST ESTABLISHED

(September 1, 2018 – November 30, 2018)

DATE ESTABLISHED

EXAM NO.

AMI System Administrator
Assistant City Attorney II – Real Estate

10/18/2018
09/10/2018

2018-7290-01
2018-1013-01

Assistant Engineer	10/24/2018	2018-3120-01
Associate Civil Engineer	10/24/2018	2018-3140-01
Combination Building Inspector	10/16/2018	2018-3245-01
Energy Resources Analyst	09/24/2018	2018-7075-01
Fire Administrative Services Manager	10/17/2018	2018-4605-01
Fire Apparatus Operator	10/15/2018	2018-4505-01
Plan Check Engineer	10/01/2018	2018-3230-01
Planner III	11/06/2018	2018-6040-01
Police Technician (Abandoned Vehicle Technician)	11/06/2018	2018-4079-01
Senior Energy Resources Analyst	09/24/2018	2018-7073-01

Police Officer

Ali, Saif (Police Recruit who completed Academy)	10/02/2018	2017-4040-01
Aliyar, Arash	11/05/2018	2017-4057-02
Brussee, Jeffrey Steven	11/20/2018	2017-4057-02
Bustamante, Jason	11/20/2018	2017-4057-02
Cano, Daniel	10/22/2018	2017-4057-02
Carter, William Paige	11/20/2018	2017-4057-02
Cervantes, Francisco	10/22/2018	2017-4057-02
Coleman, Kyle	11/05/2018	2017-4057-02
Correia, Cody	09/11/2018	2017-4057-02
Dale, Nicholas Adrian	10/22/2018	2017-4040-01
Dun, Eric	10/08/2018	2017-4057-02
Eagan, Jonathan	11/05/2018	2017-4057-02
Eckenrode, Chelsea Patricia	10/22/2018	2017-4057-02
Fagans, Jr., Anthony	11/20/2018	2017-4057-02
Freytag, Ronald	10/08/2018	2017-4057-02
Gee, Randall	10/08/2018	2017-4057-02
Hoang, Phi David	11/05/2018	2017-4057-02
Khantigna, Frankie	10/08/2018	2017-4057-02
Kolnes, Kellie	09/10/2018	2017-4057-02
Lopez, Hector	10/22/2018	2017-4057-02
Macias, Christopher	10/15/2018	2017-4057-02
Maldonado, Francisco	10/08/2018	2017-4057-02
Marez, Daniel	10/22/2018	2017-4057-02
Ng, Jackson Chi-Sun	11/05/2018	2017-4057-02
Nguyen, Angel	10/22/2018	2017-4057-02
Ocreto, Cory	10/08/2018	2017-4057-02
O'Hare, Patrick	11/05/2018	2017-4040-01
Olmos Alvaro, Salvador	09/10/2018	2017-4057-02
Orozco, Nicholas	10/22/2018	2017-4057-02
Pfohl-Lang, Sandy David	11/05/2018	2017-4057-02
Phelps, Robert	11/05/2018	2017-4057-02
Rivera, David Roy	10/22/2018	2017-4057-02
Ross, Morgan	11/20/2018	2017-4057-02
Ruiz, Karina	10/22/2018	2017-4057-02
Ryder, Godson Kashan	11/20/2018	2017-4057-02
Savage, Jesse	10/22/2018	2017-4057-02
Shaw, Taylor	11/05/2018	2017-4057-02
Singh, Navpal	11/20/2018	2017-4057-02
Thach, Peter	10/08/2018	2017-4057-02
Van Valin, Brian	11/20/2018	2017-4057-02
Wynn, Christopher	10/22/2018	2017-4057-02

4-A-ii. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Administrative Technician II	03/22/2018	2017-1465-01
Assistant General Manager – Energy Resource planning	09/19/2017	2017-7056-01
Office Assistant (Fleet Services Assistant)	03/14/2018	2018-1550-01
Permit Technician I	04/19/2018	2018-3000-01
Service Lineworker	04/27/2018	2018-7765-01
Senior Utility Accountant	03/14/2018	2018-7425-01
Traffic Signal Maintenance	04/17/2018	2018-2570-01

4-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Assistant Engineer	11/16/2017	2017-3120-01
Executive Assistant – AMP	11/08/2017	2017-7003-01
Fire Administrative Services Manager	10/17/2018	2018-4605-01
Fire/Building Code Compliance Officer	10/24/2017	2017-2077-01
Line Working Supervisor (Line Crew Foreperson)	09/18/2017	2017-7745-01
Management Analyst	11/06/2017	2017-1420-01
Senior Transportation Coordinator	11/15/2017	2017-3147-01

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Account Manager
- Senior Account Manager

New Classification Specifications:

- None

Member Nolan moved to approve Consent Calendar items 4-A-i, 4-A-ii, and 4-A-iii. Motion was seconded by Member Hosmer, which was passed by a 3-0 vote (President Malloy arrived after the vote).

Items under section 5-A-iv were pulled for further discussion. For both Account Manager and Senior Account Manager specifications, Vice President Brandt asked if we are accepting knowledge and abilities under employment standards through education and experience or one or the other and how have we listed this on other class specifications. Senior Analyst Young answered that there may be variations on other class specifications, but it is meant to be listed without the “and” or “or” between education and experience. Member Nolan asked if we can provide an organizational chart showing how the Account and Senior Account Manager fit in the organization. Senior Analyst Netto described that Alameda Municipal Power (AMP) has a Customer Service Division and these two positions manage residential and medium to large commercial accounts. Under this division are also Customer Service Representatives and Energy Analysts. Member Nolan asked the main distinction between the two positions. Senior Analyst Netto answered that the Senior Account Manager is the lead and will handle more complex and

larger commercial customer accounts. Member Nolan asked if the Account Manager is here for two years, are they eligible for the Senior Account Manager position. Senior Analyst Netto answered that currently only if there is a vacancy. HR Director Bronstein added that right now there isn't enough work for two at the top level.

Member Nolan moved to approve Consent Calendar item 5-A-iv. Motion was seconded by Member Hosmer, which was passed by a 3-0 vote (President Malloy arrived after the vote).

5. **REGULAR AGENDA ITEMS:**

5-A. Activity Report – Period of September 1, 2018 through November 30, 2018.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
09/04/18	Base Reuse	Executive Assistant
09/04/18	Recreation & Parks	Park Maintenance Foreperson
09/16/18	Police	Police Officer X 2
09/24/18	Public Works	Public Works Maintenance Foreperson
10/15/18	Finance	Intermediate Clerk
10/30/18	Police	Police Officer
10/30/18	Police	Public Safety Dispatcher
10/31/18	Base Reuse	Administrative Technician II
11/14/18	City Attorney's Office	Assistant City Attorney II

ASSIGNED TO CIVIL SERVICE POSITION FROM COMMUNITY PARAMEDICINE

DATE	DEPARTMENT	JOB CLASSIFICATION
10/31/18	Fire	Division Chief

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/16/18	Police	Police Lieutenant
09/23/18	Police	Police Sergeant
11/26/18	Community Development	Planner III

JOB TITLE CHANGE

DATE	DEPARTMENT	JOB CLASSIFICATION
10/03/18	AMP	Procurement Analyst
	Formerly	Buyer
10/03/18	AMP	Support Services Manager
	Formerly	Support Services Supervisor

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/27/18	Police	Police Lieutenant
10/27/18	Police	Police Officer

11/02/18	Fire	Division Chief
11/30/18	City Attorney's Office	City Attorney

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/04/18	Police	Police Officer
09/12/18	AMP	Journey Lineworker
09/12/18	AMP	System Operator Trainee
09/15/18	Base Reuse	Base Reuse & Transportation Planning Director
09/27/18	Community Development	Combination Building Inspector
10/04/18	Finance	Account Clerk
10/04/18	Police	Police Officer
10/08/18	Fire	Firefighter
10/18/18	Fire	Fire Administrative Services Supervisor
11/06/18	AMP	Utility Energy Analyst
11/26/18	Fire	Fire Captain

Member Nolan moved to accept item 5A. Motion was seconded by Member Hosmer, which was passed by a 3-0 vote (President Malloy arrived after the vote).

5-B. Informational Report, November 19, 2018, Regarding Acknowledgement to Return to Civil Service Position:
- Christopher Marks

Member Nolan moved to accept item 5B. Motion was seconded by Member Hosmer, which was passed by a 3-0 vote (President Malloy arrived after the vote).

6. GENERAL DISCUSSION OF CIVIL SERVICE RULES

Article II – It was agreed to define Laid Off if not defined anywhere else in the rules. It was also agreed to define Executive Secretary.

Article II Section 4 – California State Military Reserve will replace California military.

Article II Section 13 – It was agreed to replace “recruiting applicants” to “evaluating applicants based on application, supplemental material, observation of performance, interview, and tests of knowledge”.

Article II Section 13(c) – HR Analyst Romeo noted that section (c) of this article was supposed to be removed.

Article V Section 5 – Correction needed to “materials” to be “material”.

President Malloy asked for continuous examinations, once an eligible list developed, does

the ranking of those on the eligible list change as new applicants are reviewed. HR staff answered that the names are merged and names can be referred again if already interviewed but not hired.

President Malloy moved to accept the Civil Service Rules as amended based on the recommended changes. Motion seconded by Vice President Brandt, which was passed by a 4-0 vote.

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

No comment from the public.

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

Vice President Malloy suggested to separate action items verses informational items on future Civil Service Agendas.

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

The April meeting was confirmed for Wednesday, April 3, 2019 at 5:00 PM.

10. **ADJOURNMENT**

Meeting was adjourned at 5:26 p.m.

Respectfully submitted,

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