



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, October 2, 2019**

1. **CALL TO ORDER**

The meeting was called to order at 5:01 p.m. by President, Marguerite Malloy.

2. **ROLL CALL:**

PRESENT: President Marguerite Malloy, Members Bob Barde, Donna Hom, Troy Hosmer, John Nolan

ABSENT: Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

STAFF PRESENT:

Sabina Netto, Senior Human Resources Analyst  
Jessica Romeo, Senior Human Resources Analyst  
Steven Woo, Human Resources Analyst II  
Chad Barr, Administrative Technician II  
Yibin Shen, City Attorney

3. **ELECTION OF OFFICERS:**

President Malloy nominated Troy Hosmer for Vice President. Seconded by Bob Barde. Passed by vote of 4-0, with Troy Hosmer abstaining.

4. **CONSENT CALENDAR:**

**MINUTES OF THE CIVIL SERVICE BOARD MEETING OF JULY 24, 2019**

**4-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR OCTOBER 2, 2019**

**4-A-i. ELIGIBLE LIST ESTABLISHED**

(June 1, 2019 – August 31, 2019)

**DATE ESTABLISHED**

**EXAM NO.**

Accounting Technician	06/11/2019	2019-1625-01
Accountant I	08/20/2019	2019-1677-01
Accountant II – Promotional	08/26/2019	2019-1680-01
Administrative Services Coordinator	07/01/2019	2019-1430-01
Assistant Planning, Building, & Transportation Director	07/16/2019	2019-1700-01
Building Code Compliance Officer	06/17/2019	2019-2077-01
Business Programmer Analyst (IT Systems Analyst)	08/08/2019	2019-1679-01
City Planner – Promotional	07/08/2019	2019-6090-01
Deputy City Attorney II / Risk Manager	07/25/2019	2019-1017-01
Development Manager - Promotional	07/01/2019	2019-1713-01
Electrical Engineer	08/14/2019	2019-7230-02
Engineering Office Assistant – Promotional	07/17/2019	2019-1546-01
Financial Services Manager	08/29/2019	2019-1695-01
Firefighter (EMT & Paramedic)	07/29/2019	2019-4500-01
Library IT Systems Analyst (IT Systems Analyst)	07/10/2019	2019-1676-01
Program Specialist II – Clean Water Program	07/09/2019	2019-1775-01
Senior Public Safety Dispatcher – Promotional	08/13/2019	2019-4071-01
Supervising Civil Engineer (Transportation)	07/09/2019	2019-3175-01
Supervising Librarian	06/10/2019	2019-3550-01

**4-A-ii. CONTINUOUS ELIGIBLE LISTS    DATE FIRST ESTABLISHED    EXAM NO.**

Combination Building Inspector	10/16/2018	2018-3245-01
Police Officer – Academy Graduate	10/12/2017	2017-4040-01
Police Officer – Lateral	09/11/2017	2017-4040-02
Police Officer – Recruit	09/15/2017	2017-4057-01
Senior Fire Code Compliance Officer/Plan Checker (Fire Prevention)	01/08/2019	2018-3247-01
System Operator	02/20/2019	2018-7760-01

**4-A-iii. ELIGIBLE LIST EXTENDED    DATE ESTABLISHED    EXAM NO.**

Community Development Analyst (Management Analyst)	01/29/2018	2017-1420-01
Fire Administrative Services Manager	01/31/2019	2018-4605-02
Intermediate Clerk	07/25/2018	2018-1510-01
Library Technician	02/13/2019	2018-3515-02
Maintenance Worker II - Promotional	01/24/2019	2019-2520-01
Park Maintenance Foreperson	06/26/2018	2018-5230-01
Police Sergeant	08/02/2018	2018-4030-01
Procurement Analyst	02/21/2019	2019-7160-01
Public Safety Dispatcher	07/12/2018	2018-4074-01
Safety Officer	01/16/2019	2018-7710-01
Utility Program Manager (Utility Energy Analyst)	01/30/2019	2018-7630-01

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

Accountant II	01/15/2019	2018-1680-01
Administrative Technician III – Promotional	01/09/2019	2018-1460-01

Apprentice Lineworker	01/17/2018	2017-7785-02
Assistant Planning, Building, & Transportation Director	07/16/2019	2019-1700-01
City Engineer	01/31/2018	2017-3180-01
City Planner – Promotional	07/08/2019	2019-6090-01
Engineering Office Assistant – Promotional	07/17/2019	2019-1546-01
Deputy City Clerk	06/27/2018	2018-1590-01
Division Chief – Promotional	12/18/2018	2018-4550-01
Financial Service Manager	04/08/2019	2018-1695-01
Firefighter (Paramedic)	08/23/2018	2018-4500-01
Human Resources Analyst II - Promotional	03/14/2018	2018-1550-01
Permit Technician II – Promotional	05/28/2019	2019-3270-01
Permit Technician III – Promotional	04/23/2019	2019-3274-01
Public Works Maintenance Foreperson	06/13/2018	2018-2555-01
Senior Human Resources Analyst – Promotional	05/29/2019	2019-1265-01

**Member Nolan moved to approve Consent Calendar items 4-A, 4-B, 4-B-i, 4-B-ii, 4-B-iii, and 4-B-iv. Seconded by Vice President Hosmer, passed by a 5-0 vote.**

**5. REGULAR AGENDA ITEMS:**

**5-A. Activity Report – Period of June 1, 2019 through August 31, 2019.**

**FULL-TIME HIRES**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/09/19	Planning, Building, & Transportation	Permit Technician I
06/17/19	AMP	Account Manager
06/24/19	AMP	Energy Resources Analyst
07/01/19	Police	Office Assistant
07/08/19	AMP	Electrical Engineering Aide
07/08/19	Recreation & Parks	Accounting Technician
07/15/19	Planning, Building, & Transportation	Combination Building Inspector II
07/15/19	Public Works	Management Analyst
07/15/19	Public Works	Maintenance Worker II
07/22/19	AMP	Energy Resources Analyst
07/22/19	Library	Supervising Librarian
07/22/19	Recreation & Parks	Gardener
08/05/19	Police	Police Officer
08/05/19	Public Works	Accounting Technician
08/05/19	Public Works	Associate Civil Engineer
08/05/19	Planning, Building, & Transportation	Fire/Building Code Compliance Officer
08/19/19	Finance	Administrative Technician II
08/26/19	Library	IT Systems Analyst

**LATERAL TRANSFER**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
08/19/19	Human Resources From Finance	Administrative Technician III

### **PROMOTIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/09/19	Human Resources	Human Resources Analyst I
06/09/19	Human Resources	Human Resources Analyst II
06/09/19	Human Resources	Senior Human Resources Analyst
06/10/19	Planning, Building, & Transportation	Permit Technician II
07/08/19	Planning, Building, & Transportation	Administrative Services Coordinator
07/22/19	Planning, Building, & Transportation	City Planner
07/22/19	Community Development	Development Manager
08/05/19	Planning, Building, & Transportation	Assistant Planning, Building, & Transportation Director
08/04/19	Fire	Fire Apparatus Operator
08/04/19	Fire	Fire Captain
08/05/19	Public Works	Engineering Office Assistant
08/05/19	Public Works	Senior Clerk

### **RETIREMENTS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/03/19	AMP	Senior Energy Resources Analyst
07/20/19	Police	Police Officer
08/02/19	Fire	Division Chief
08/02/19	Fire	Fire Captain

### **SEPARATIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/05/19	Public Works	Program Specialist II
06/06/19	Human Resources	Senior Human Resources Analyst
06/25/19	Police	Intermediate Clerk
07/05/19	City Attorney	Risk Manager
07/12/19	AMP	Electrical Maintenance Technician

## **5-B. LIST OF SPECIFICATIONS**

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

- Assistant City Attorney I
- Assistant City Attorney II
- Deputy City Attorney I
- Deputy City Attorney II

- Finance and Utility Billing Manager
- Utility Billing Specialist
- Utility Billing Technician

**New Classification Specifications:**

- Assistant Planning, Building, & Transportation Director

**President Malloy asked if any separations could result in hearings and Analyst Romeo responded that none were anticipated at that time.**

**Member Nolan moved to approve Regular Calendar Item 5-A and 5-B. Motion seconded by Vice President Hosmer, passed by a 5-0 vote.**

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

No comment from public. Member Barde asked if anyone from the public has attended in the past. President Malloy and Analyst Romeo responded affirmatively that union representatives, employees, and the general public have attended at various instances.

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

President Malloy welcomed Member Hom to the board and thanked her for serving and asked if Member Hom had any questions. Member Hom inquired if the classification surveys for negotiations used other jurisdictions for comparison to remain competitive. Analyst Netto responded that we compare internal and external examples and misalignments were taken into account in revising specifications.

President Malloy provided a brief summary on consent calendar items and regular calendar items and how the Board typically pulls an item for deeper consideration.

President Malloy asked if the new City Attorney, Yibin Shen, would like to introduce himself and brief greetings occurred.

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

The January meeting was confirmed for Wednesday, January 15, 2020 at 5:00 PM.

**9. ADJOURNMENT**

Meeting was adjourned by motion made by Member Nolan and seconded by President Malloy at 5:10 p.m.

Respectfully submitted,

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