



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, July 1, 2020**

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, Vice President Troy Hosmer, Members Bob Barde, Donna Hom, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

ABSENT: None

STAFF PRESENT:

Chris Low, Senior Human Resources Analyst
Sabina Netto, Senior Human Resources Analyst
Jessica Romeo, Senior Human Resources Analyst
Steven Woo, Human Resources Analyst II
Nafisah Ali, Human Resources Analyst I
Chad Barr, Administrative Technician II

3. **CONSENT CALENDAR:**

MINUTES OF THE CIVIL SERVICE BOARD MEETING OF JANUARY 15, 2020

Member Barde asked about his prior comments regarding hiring diversity missing from minutes. Discussion determined Board would table acceptance of minutes and Technician Barr would review minutes for confirmation of statement by member Barde.

President Malloy moved to table minutes. Seconded by Vice President Hosmer, passed by a 4-0 roll call vote.

Vice President Hosmer asked if there were public comments from other attendees and we noted Alan Cohen and other public attendees were viewing the meeting and

could make comments during the public communications portion of the agenda.

3-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR APRIL 1, 2020

3-A-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO. (December 1, 2019 – February 29, 2020)

Account Clerk	02/11/2020	2019-1610-01
Fire Apparatus Operator - Promotional	02/26/2020	2019-4505-01
Librarian	01/15/2020	2019-3530-02
Paralegal	02/06/2020	2019-1570-01
Telephone Operator-Receptionist (Police Department Receptionist)	12/09/2019	2019-1500-01
Program Specialist II	02/18/2020	2020-1775-01
Public Works Maintenance Foreperson	02/20/2020	2020-2555-01
Senior Combination Building Inspector - Promotional	12/03/2020	2019-3242-01
Substation and Meter Supervisor	03/18/2020	2020-7750-01

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

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
Public Safety Dispatcher	10/17/2019	2019-4074-01
Senior Fire Code Compliance Officer/Plan Checker (Fire Prevention)	01/08/2019	2018-3247-01

3-A-iii. ELIGIBLE LIST EXTENDED DATE ESTABLISHED EXAM NO.

Accountant I	08/20/2019	2019-1677-01
Accountant II – Promotional	08/26/2019	2019-1680-01
Accounting Technician	06/11/2019	2019-1625-01
Administrative Service Coordinator	07/01/2019	2019-1430-01
Building Code Compliance Officer	06/17/2019	2019-2077-01
Deputy City Attorney II / Risk Manager	07/25/2019	2019-1017-01
Development Manager – Promotional	07/01/2019	2019-1713-01
Firefighter (EMT & Paramedic)	07/29/2019	2019-4500-01
Library IT Systems Analyst (IT Systems Analyst)	07/10/2019	2019-1676-01
Procurement Analyst	02/21/2019	2019-7160-01
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

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

Combination Building Inspector	10/16/2018	2018-3245-01
Electrical Engineer	08/14/2019	2019-7230-02
Electrical Maintenance Technician	11/12/2019	2019-7770-01
Financial Services Manager	08/28/2019	2019-1695-01
Library Technician	02/13/2019	2018-3515-02
Senior Combination Building Inspector - Promotional	12/03/2020	2019-3242-01
System Operator	02/20/2019	2018-7760-01

**3-B. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND
CLASSIFICATIONS FOR JULY 1, 2020**

3-B-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO.
(March 1, 2020 – May 31, 2020)

Gardener	03/10/2020	2020-7120-01
Police Captain - Promotional	03/31/2020	2020-4010-001
Police Sergeant	04/22/2020	2020-4030-01
Recreation Assistant	03/20/2020	2020-5114-01
Substation & Meter Supervisor	03/18/2020	2020-7750-01

3-B-ii. CONTINUOUS ELIGIBLE LISTS DATE FIRST ESTABLISHED EXAM NO.

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
Public Safety Dispatcher	10/17/2019	2019-4074-01
Senior Fire Code Compliance Officer/Plan Checker (Fire Prevention)	01/08/2019	2018-3247-01

3-B-iii. ELIGIBLE LIST EXTENDED DATE ESTABLISHED EXAM NO.

Administrative Technician II - Promotional	09/26/2019	2019-1465-02
Administrative Technician II	10/28/2019	2019-1465-03
Apprentice Lineworker	10/02/2019	2019-7785-01
Assistant City Attorney I	11/12/2019	2019-1013-01
Associate Civil Engineer	05/16/2019	2019-3140-01
Combination Building Inspector II	05/15/2019	2019-3245-01
Electrical Engineer	11/12/2019	2019-7230-01
Energy Resources Analyst	05/06/2019	2019-7075-01
Fire Captain - Promotional	03/07/2019	2019-4520-01
Firefighter	11/23/2019	2019-4500-02
Office Assistant (Investigations Division Office Assistant)	04/16/2019	2019-1550-01
Planner III – Promotional	11/06/2018	2018-6040-01
Police Technician (Abandoned Vehicle Technician)	11/06/2018	2018-4079-01
System Operator Trainee – Promotional	03/06/2019	2019-7761-01

Maintenance Worker II	11/05/2019	2019-2520-03
Technology Services Coordinator (Public Safety Technology Services Coordinator)	10/22/2019	2019-1670-01
Senior Account Manager	11/18/2019	2019-7617-02
Senior Management Analyst	10/03/2019	2019-1408-01

**3-B-iv. ELIGIBLE LIST EXPIRED/
CANCELLED/EXHAUSTED**

DATE ESTABLISHED

EXAM NO.

Account Manager	11/18/2019	2019-7616-02
AMI System Administrator	10/18/2018	2018-7290-01
Construction Inspection & Survey Supervisor – Promotional	10/31/2019	2019-3080-01
Electrical Engineering Aide	05/14/2019	2019-7270-01
Librarian	09/23/2019	2019-3530-01
Management Analyst	05/10/2018	2018-1420-01
Permit Technician I	04/19/2018	2018-3000-01
Police Lieutenant – Promotional	04/30/2019	2019-4020-01
Public Works Maintenance Foreperson	02/20/2020	2020-2555-01
Service Lineworker	04/27/2018	2018-7765-01

4. REGULAR AGENDA ITEMS:

4-A-i. Activity Report – Period of December 1, 2019 through February 29, 2020.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/02/19	Finance	Accountant I
12/09/19	Finance	Senior Management Analyst
12/16/19	AMP	Electrical Engineer
12/23/19	AMP	Electrical Maintenance Technician
01/06/20	City Attorney	Deputy City Attorney II
01/14/20	Public Works	Maintenance Worker II
01/21/20	Police	Telephone Operator-Receptionist
01/27/20	Planning, Building, & Transportation	Combination Building Inspector
02/10/20	AMP	Apprentice Lineworker x 3
02/10/20	AMP	Senior Account Manager

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/23/19	Planning, Building & Transportation	Senior Combination Building Inspector x 2
01/04/20	Fire	Fire Captain
02/02/20	Police	Police Sergeant
02/16/20	Police	Senior Public Safety Dispatcher

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/01/19	Planning, Building & Transportation	Supervising Building Inspector
12/02/19	AMP	Senior Account Manager
12/19/19	Fire	Fire Captain
12/19/19	Fire	Firefighter
02/07/20	Recreation & Parks	Park Maintenance Worker

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/02/19	Fire	Firefighter
12/16/19	Fire	Firefighter
12/30/19	Police	Police Officer
01/10/20	AMP	Substation & Meter Supervisor
02/06/20	Planning, Building & Transportation	Planner II
02/20/20	Fire	Firefighter
02/21/20	Public Works	Program Specialist II

4-A-ii. Activity Report – Period of March 1, 2020 through May 31, 2020.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
03/02/20	Library	Librarian
03/02/20	Police	Public Safety Dispatcher x 2
03/09/20	City Attorney	Paralegal
03/09/20	Finance	Account Clerk
03/23/20	IT	Technology Services Coordinator
03/30/20	Fire	Firefighter x 10
03/30/20	Police	Police Officer
04/13/20	Finance	Accountant I
04/27/20	AMP	Substation and Meter Supervisor
05/11/20	Public Works	Program Specialist II

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/29/20	Fire	Fire Apparatus Operator x 2
04/27/20	Planning, Building, & Transportation	Planner III
05/03/20	Police	Police Sergeant
05/10/20	Police	Police Lieutenant
05/10/20	Police	Police Captain

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
04/13/19	Police	Public Safety Dispatcher (Back dated)
03/06/20	AMP	Media Coordinator
05/01/20	Police	Police Captain
05/25/20	Police	Police Lieutenant
05/31/20	Police	Police Lieutenant

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
03/09/20	AMP	Facilities Maintenance Worker
03/12/20	Planning, Building, & Transportation	Combination Building Inspector II
03/13/20	Finance	Finance Director
03/19/20	Finance	Accountant I
03/21/20	Police	Police Officer
03/26/20	Recreation & Park	Recreation Services Specialist
04/16/20	Fire	Firefighter x 2
04/18/20	Police	Public Safety Dispatcher
04/26/20	Fire	Firefighter
04/29/20	Police	Police Officer
05/14/20	Fire	Firefighter
05/22/20	Public Works	Fleet Mechanic
05/23/20	Police	Public Safety Dispatcher

4-B. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Electrical Equipment Superintendent
- Line Superintendent

New Classification Specifications:

- Paralegal/Investigator
- Police Records Specialist
- Sustainability and Resilience Manager

President Malloy thanked the staff for attention to detail on classification descriptions.

President Malloy moved to approve existing classes. Seconded by Vice President Hosmer, passed by a 4-0 roll call vote.

President Malloy inquired about the details in the background and timing on the classification of Paralegal/Investigator in relation to the new prosecution unit. HR Director Bronstein explained staff realized the duties were different and thus this

classification was developed. President Malloy asked if any other new class would be expected and HR Director Bronstein stated none were expected.

Member Barde moved to approve new classification. Seconded by President Malloy, passed by a 4-0 roll call vote.

Member Barde asked why some informational memos regarding additional firefighter pay stated a 4% increase and others a 12.5% increase. HR Director Bronstein replied the difference is due to different levels of paramedic skill, as stipulated in negotiations.

5. ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)

No comment from public.

6. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

Analyst Romeo presented information on training managers to navigate the civil service process. President Malloy asked if a handout or guide for managers existed. Analyst Romeo replied there was not, but staff go over these individually with managers as necessary. President Malloy ask how often the role of the supervisor training is done and Analyst Romeo stated twice a year, but not this year due to the pandemic.

Analyst Woo presented info on sexual harassment, discrimination, and bias training. Member Barde asked if the training is effective. HR Director Bronstein responded that the City does not have a lot of individual complaints and if measured by number of investigations, that is low.

President Malloy stated she believed that internalizing the training helps the City work to be compliant and if the City does not have many complaints it would thus have fewer investigations and other forms of resolution that impact finance and morale. Member Hom said that is good to hear.

President Malloy reasoned this was the time to think about how to address, legally and within confines of subject, the diversity of work force applicants and how to broaden the City's approach to diversity and asked that HR Director Bronstein reach out to Member Barde.

HR Director Bronstein stated she believed she understands what Member Barde is requesting and will reach out to him after the meeting.

Vice President Hosmer asked about the recreation assistant recruitment in relation to the cancelled parade. Analyst Woo stated the department used it to underfill a higher level position vacated due to employee separation.

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

The October meeting was confirmed for Wednesday, October 7, 2020 at 5:00 PM.

8. **ADJOURNMENT**

Meeting was adjourned at 5:51 p.m.

Respectfully submitted,

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