



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, October 7, 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  
Alan Cohen, Assistant City Attorney II

3. **CONSENT CALENDAR:**

**MINUTES OF THE CIVIL SERVICE BOARD MEETING OF OCTOBER 7, 2020**

HR Director Bronstein noted the minutes incorrectly listed the October minutes for approval but the correct minutes for January were attached. HR Director addressed Member Barde's question from the July 1, 2020 meeting about missing comments regarding recruitment diversity. HR Director Bronstein said similar comments were found in April 3, 2019 minutes, but not any meetings since then. The comments may have been after meeting ended.

President Malloy moved to accept consent calendar. Seconded by Vice President Hosmer, passed by a 4-0 roll call vote.

4. **REGULAR AGENDA ITEMS:**

**4-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR OCTOBER 7, 2020**

**4-A-i. ELIGIBLE LIST ESTABLISHED                      DATE ESTABLISHED                      EXAM NO.**  
(June 1, 2020 – August 31, 2020)

Accountant I	07/21/2020	2020-1677-01
Accountant II (Limited Term)	07/21/2020	2020-1680-01
Community Development Program Manager	07/09/2020	2020-1720-01
Computer Services Technician - AMP	08/30/2020	2020-7340-01
Division Chief – Promotional	07/17/2020	2020-4550-01
Firefighter – Lateral EMT & Paramedic	07/27/2020	2020-4500-01
Senior Electrical Engineer - Promotional	07/07/2020	2020-7210-01
Senior Engineer - Promotional	07/23/2020	2020-3150-01
Supervising Building Inspector – Promotional	06/09/2020	2020-3215-01
Planner I	07/01/2020	2020-6020-01
Planner II	07/01/2020	2020-6030-01
Planner III	07/01/2020	2020-6040-01
Public Works Maintenance Foreperson	06/03/2020	2020-2555-02

**4-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	2018-4074-01

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

Account Clerk	02/11/2020	2019-1610-01
Accounting Technician	06/11/2020	2019-1625-01
Building Code Compliance Officer	06/17/2019	2019-2077-01
Fire Apparatus Operator - Promotional	02/26/2020	2019-4505-01
IT Systems Analyst (Library IT Systems Analyst)	07/10/2019	2019-1676-01
IT Systems Analyst (Business Programmer Analyst)	08/08/2019	2019-1679-01
Librarian	01/15/2020	2019-3530-02
Paralegal	02/06/2020	2019-1570-01
Program Specialist II (Clean Water)	07/09/2019	2019-1775-01
Program Specialist II (Integrated Waste)	02/18/2020	2020-1775-01
Business Programmer Analyst	08/08/2019	2019-1679-01
Supervising Civil Engineer (Transportation)	07/09/2019	2019-3175-01
Telephone Operator-Receptionist (Police Department Receptionist)	12/09/2019	2019-1500-01

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

Accountant I	08/20/2019	2019-1677-01
Accountant II – Promotional	08/26/2019	2019-1680-01
Administrative Services Coordinator – Promotional	07/01/2019	2019-1430-01
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
Intermediate Clerk	07/25/2018	2018-1510-01
Park Maintenance Foreperson	06/26/2018	2018-5230-01
Procurement Analyst	02/21/2019	2019-7160-01
Safety Officer	01/16/2019	2108-7710-01
Senior Engineer – Promotional	07/23/2020	2020-3150-01
Senior Public Safety Dispatcher – Promotional	08/13/2019	2019-4071-01
Supervising Librarian	06/10/2019	2019-3550-01
Utility Program Manager (Utility Energy Analyst)	01/30/2019	2018-7630-01

**4-B. Activity Report – Period of June 1, 2020 through August 31, 2020.**

**FULL-TIME HIRES**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/08/20	Recreation & Park	Recreation Assistant
06/29/20	Recreation & Park	Gardener
08/10/20	Community Development	Community Development Program Manager
08/13/20	Recreation & Park	Accounting Technician
08/31/20	Planning, Building, & Transportation	Permit Technician II
08/31/20	Public Works	Fleet Mechanic

**PROMOTIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
07/06/20	Community Development	Development Manager
07/20/20	Planning, Building, & Transportation	Supervising Building Inspector
07/26/20	Police	Police Captain
08/02/20	AMP	Senior Electrical Engineer
08/16/20	Fire	Division Chief
08/16/20	Fire	Fire Apparatus Operator
08/16/20	Fire	Fire Captain
08/17/20	Planning, Building, & Transportation	Planner I

08/17/20	Public Works	Senior Engineer
08/17/20	Public Works	Supervising Civil Engineer

#### **RETIREMENTS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
07/18/20	Fire	Firefighter
07/22/20	Fire	Firefighter
07/23/20	Police	Police Captain
07/31/20	Fire	Fire Apparatus Operator
08/04/20	Recreation & Park	Park Maintenance Supervisor
08/07/20	Police	Police Officer
08/28/20	Police	Chief of Police

#### **SEPARATIONS**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOB CLASSIFICATION</b>
06/10/20	AMP	Energy Resources Analyst
06/19/20	Recreation & Park	Accounting Technician
06/22/20	Police	Police Officer
07/10/20	Public Works	Public Works Director
07/16/20	AMP	Utility Energy Analyst
08/07/20	Public Works	Public Works Superintendent

#### **4-C. LIST OF SPECIFICATIONS**

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

- Computer Services Technician - AMP

Member Barde asked where on the AMP organizational chart is the position dedicated to cyber security. Analyst Low responded security is a responsibility for all members of Info Technology. He indicated this position is responsible for assisting AMP employees with day to day technical issues, best practices, and cyber security. AMP also coordinates with the City's IT department to standardize training. Member Barde stated this seems like a junior position that would not lead the effort to protect against network intrusion. Analyst Low stated security was a team effort and started with the Utility IT Manager position who sets standards for maintaining the various systems and much of the work is a team effort. When it comes to end users taking security seriously, it is this computer services technician that handles that. HR Director Bronstein stated this position will get direction from the IT manager at AMP. Vice President Hosmer asked if AMP was

on the City network and Analyst Low stated AMP has its own system. HR Director Bronstein explained AMP was the only department with its own IT department. AMP and City IT work together on security.

President Malloy asked if the language in the classification lead to Member Barde's question about cyber security and Member Barde affirmed that in absence of seeing cyber security responsibly on organizational chart, yes.

President Malloy stated that as job descriptions are always changing that language will likely be updated in other classes as well. In addition in the field of IT on the job experience frequently occurs so job descriptions in IT may look like junior positions when they are not. Advanced degrees are not necessarily required.

Member Barde moved to approve existing classification. Seconded by Vice President Hosmer, passed by a 4-0 roll call vote.

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

No comment from public.

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

HR Director Bronstein said April Madison will be newest member of the board and the City Council would vote on her including in the October 20<sup>th</sup> council meeting and thanked future member Madison for attending the meeting as a member of the public.

Further, HR Director Bronstein stated next presentation to CSB from staff, about how items get to the CSB would be done in next meeting in order to include future member Madison.

President Malloy asked when her term expired and Director Bronstein stated 2022.

President Malloy offered 2 ideas for consideration. President Malloy asked if there was a mechanism for addressing public comment so that the public has a better idea of what action items are on the agenda that may sway citizens to attend a meeting rather than stay home for dinner, for example.

Attorney Cohen stated that is something the City Council has adopted and something we can adopt here. President Malloy stated not requiring but wanted to put it in public forum.

President Malloy's second idea was having an agenda item for discussion of agenda items, allowing the board to have the opportunity to discuss potential

**future items and vote on them. Attorney Cohen, replied this sounded analogous to council referral process. The City Council has a process and we can craft protocols and procedures for the CSB.**

**HR Director Bronstein said this was timely because the City is starting some diversity and equity efforts and though we could not know how it would work with this board, it was a starting place.**

**Attorney Cohen would discuss options with HR Director Bronstein.**

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

The October meeting was confirmed for Wednesday, January 6, 2021 at 5:00 PM.

**8. ADJOURNMENT**

Meeting was adjourned at 5:24 p.m.

Respectfully submitted,

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