



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, January 6, 2021**

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, April Madison-Ramsey admitted into meeting at 5:51 PM, 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
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 JANUARY 6, 2021

Vice President Hosmer moved to accept consent calendar. Seconded by Member Barde, passed by a 4-0 roll call vote. Member April Madison-Ramsey not present for vote.

4. **SPECIAL PRESENTATION:**

Community-Led Committee on Police Reform and Racial Equity gave special presentation on role and goal of committee.

5. **REGULAR AGENDA ITEMS:**

5-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JANUARY 6, 2021

5-A-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO.
 (September 1, 2020 – November 30, 2020)

Associate Civil Engineer (Associate Civil & Transportation Engineer)	10/22/2020	2020-3140-01
Chief Assistant City Attorney	11/04/2020	2020-1016-01
Park Manager - Promotional	10/28/2020	2020-5145-01
Senior Librarian	10/30/2020	2020-3540-01
Sustainability and Resilience Manager	11/03/2020	2020-1406-01
Utility Energy Analyst (Utility Program Manager)	09/16/2020	2020-7630-01

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

Public Safety Dispatcher	10/17/2019	2019-4074-01
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5-A-iii. ELIGIBLE LIST EXTENDED DATE ESTABLISHED EXAM NO.

Assistant City Attorney II (Assistant City Prosecutor)	11/12/2019	2019-1013-01
Combination Building Inspector II	05/15/2019	2019-3245-01
Deputy City Attorney II (Assistant City Prosecutor)	11/12/2019	2019-1017-01
Fire Captain – Promotional	03/07/2019	2019-4520-01
Gardener	03/10/2020	2020-7120-01
Maintenance Worker II	11/05/2019	2019-2520-03
Office Assistant (Investigations Division Office Assistant)	04/16/2019	2019-1550-01
Police Sergeant	04/22/2020	2020-4030-01
Recreation Assistant	03/20/2020	2020-5114-01
Senior Management Analyst	10/03/2019	2019-1408-01
System Operator Trainee – Promotional	03/06/2019	2019-7761-01
Technology Services Coordinator (Public Safety Technology Services Coordinator)	10/22/2019	2019-1670-01

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

Administrative Technician II – Promotional	09/26/2019	2019-1465-02
Administrative Technician II	10/28/2019	2019-1465-03
Associate Civil Engineer	05/16/2019	2019-3140-01

Apprentice Lineworker	10/02/2019	2019-7785-01
Energy Resources Analyst	05/26/2019	2019-7075-01
Electrical Engineer	11/12/2019	2019-7230-01
Firefighter (Paramedic)	11/23/2019	2019-4500-02
Planner III – Promotional	11/06/2018	2018-6040-01
Police Captain – Promotional	03/31/2020	2020-4010-001
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
Police Technician (Abandoned Vehicle Technician)	11/06/2018	2018-4079-01
Senior Account Manager	11/18/2019	2019-7617-01
Senior Fire Code Compliance Officer (Plan Checker)	01/08/2019	2018-3247-01
Substation and Meter Supervisor	03/18/2020	2020-7750-01
Supervising Building Inspector	06/09/2020	2020-3215-01

5-B. Activity Report – Period of September 1, 2020 through November 30, 2020.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
09/21/20	Finance	Finance Director
09/29/20	AMP	Computer Services Technician - AMP
10/12/20	Finance	Accountant II
10/22/20	Police	Police Officer
10/26/20	Fire	Firefighter x 9
10/26/20	Police	Police Officer x 2
11/02/20	Public Works	Public Works Maintenance Foreperson

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/13/20	Fire	Fire Captain
10/11/20	Fire	Division Chief
10/11/20	Fire	Fire Captain
10/25/20	Public Works	Public Works Director
11/09/20	Recreation & Park	Park Manager
11/08/20	Fire	Fire Apparatus Operator

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/01/20	Police	Police Officer
09/12/20	Fire	Fire Captain
09/13/20	AMP	System Operator
09/25/20	Library	Senior Librarian

10/09/20	AMP	Journey Lineworker
10/09/20	Community Development	Community Development Director
10/09/20	Fire	Division Chief
10/09/20	Library	Senior Librarian
10/24/20	Fire	Firefighter x 2
11/22/20	Fire	Firefighter
11/22/20	Fire	Fire Apparatus Operator
11/22/20	Police	Police Officer

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/11/20	City Attorney	Paralegal
09/11/20	Library	Senior Librarian
10/23/20	Library	Library Technician
11/13/20	Public Works	Public Works Supervisor
11/25/20	Police	Police Officer

5-C. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Communication and Legislative Affairs Officer
- System Operator

President Malloy moved to approve existing classification. Seconded by Member Barde, passed by a 5-0 roll call vote. Member April Madison-Ramsey present for vote.

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

No comment from public.

7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

HR Director Bronstein presented requested information to the Civil Service Board. Director Bronstein introduced the four Merit Principles from the Civil Service Rules that the Staff and Board endeavor to uphold, what information is provided by Staff to the Board members, how that information is routed from initiation to come before the Board, and new information that Staff will share with the Board: an updated recruitment outreach list,

race/gender data for each stage of a recruitment, and employee race/gender data.

Member Barde stated he was happy to see the last 2 reports listed. President Malloy asked if the information is voluntarily provided and Director Bronstein affirmed it was. Analyst Romeo provided clarification the system allows an option "Not Stated" and reports show that code. The system is setup with the default EEO report. For example, an applicant can't choose "2 or more" as an option. Member Hom stated she would like the report to show the data percentage of those who responded. For example if 30% chose not to report, than the data shows 70% responded. Director Bronstein answered that we would provide that information.

Director Bronstein initiated the conversation with Assistant City Attorney Alan Cohen on how CSB members could agendize items. Assistant City Attorney Cohen suggested two options. The first option is to follow the formal City Council referral process that requires 2 members to agree on the item. The second option is to follow the Public Utility Board practice of having a Board Communication section on the agenda which allows members to ask HR for direction from the Board on instructing HR for a future meeting. Other options were also possible.

President Malloy stated she was looking for something less formal, like a line item or action item holding spot. The Board could then vote on the item. Member Barde asked if anyone had not gotten an item on the agenda as he knew he could communicate with Director Bronstein or President Malloy to put an item on the agenda and asked if there was a need for a different process. President Malloy responded we often make decisions without thinking ahead and we don't have a collaborative process in her view and the effort could be burdensome for Staff, depending on the recommendations. Member Hom stated the current practice works for her needs. Member Barde asks Director Nancy if the communications from the Board is overwhelming. Director Bronstein stated it was not and we wanted to provide a place for communications for the Board. President Malloy asked that the Staff consider making action items a bit more obvious so the public is more aware of what actions are being taken.

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

Future meetings were confirmed for Wednesday, 5:00 PM on April 7, 2021 / July 7, 2021
October 6 2021.

9. **ADJOURNMENT**

Meeting was adjourned at 6:23 p.m.

Respectfully submitted,

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