



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, April 7, 2021**

1. **CALL TO ORDER**

The meeting was called to order at 5:00 p.m. by President, Marguerite Malloy.

2. **ROLL CALL:**

PRESENT: President Marguerite Malloy, Vice President Troy Hosmer, Members Bob Barde, April Madison-Ramsey, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

ABSENT: Member Donna Hom

STAFF PRESENT:

Chris Low, Senior Human Resources Analyst
Sabina Netto, Senior Human Resources Analyst
Jessica Romeo, Senior Human Resources Analyst
Steve Woo, Human Resources Analyst II
Nafisah Ali, Human Resources Analyst I
Chad Barr, Administrative Technician II
Celena Chen, Assistant City Attorney II

3. **CONSENT CALENDAR:**

MINUTES OF THE CIVIL SERVICE BOARD MEETING OF JANUARY 6, 2021

Member Barde expressed gratitude to staff for presenting demographic information.

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

4. **REGULAR AGENDA ITEMS:**

4-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR APRIL 7, 2021

4-A-i. ELIGIBLE LIST ESTABLISHED **DATE ESTABLISHED** **EXAM NO.**
(December 1, 2020 – February 28, 2021)

Firefighter	12/14/2020	2020-4500-02
Library Technician – Children’s Programming	12/17/2020	2020-3515-01
Library Technician – Computer Lab	12/17/2020	2020-3515-01
Line Superintendent	01/06/2021	2020-7702-01
Park Maintenance Supervisor	12/21/2020	2020-5144-01
Public Works Project Manager III (Facilities Manager)	02/08/2021	2020-3179-01
Public Works Supervisor	02/03/2021	2020-2650-01
Recreation Services Specialist (Recreation Services Supervisor I)	01/11/2021	2021-5115-01
System Operator	12/21/2020	2020-7760-01

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

Electrical Equipment Superintendent	12/23/2020	2020-7711-01
Journey Lineworker	12/30/2020	2020-7775-01
Police Officer – Academy Graduate	02/17/2021	2021-4040-01
Police Officer – Lateral	01/07/2021	2020-4040-01
Police Officer – Recruit	02/25/2021	2021-4057-01

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

Accountant II	07/21/2020	2020-1680-01
Accounting Technician	06/11/2019	2019-1625-01
Account Clerk	02/11/2020	2019-1910-01
Building Code Compliance Officer	06/17/2019	2019-2077-01
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
Telephone Operator-Receptionist – (Police Department Receptionist)	12/09/2019	2019-1500-01
Planner I	07/01/2020	2020-6020-01
Planner II	07/01/2020	2020-6030-01
Planner III	07/01/2020	2020-6040-01
Program Specialist II – Clean Water	07/09/2019	2019-1775-01
Program Specialist II – Integrated Waste	02/18/2020	2020-1775-01
Public Works Maintenance Foreperson	06/03/2020	2020-2555-02
Senior Electrical Engineer - Promotional	07/07/2020	2020-7210-01
Supervising Civil Engineer – Transportation	07/09/2019	2019-3175-01

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

Accountant I	07/21/2020	2020-1677-01
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	2019-1676.02
Librarian	01/15/2020	2019-3530-02
Line Superintendent	01/06/2021	2020-7702-01
Paralegal	02/06/2020	2019-1570-01
Public Safety Dispatcher	10/17/2019	2019-4074-01

4-B. Activity Report – Period of December 1, 2020 through February 28, 2021.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/01/20	AMP	Utility Energy Analyst
12/20/20	Library	Senior Librarian
01/04/21	City Attorney	Chief Assistant City Attorney
01/04/21	City Attorney	Paralegal-Investigator
01/04/21	Recreation & Park	Gardener x 2
01/11/21	Police	Public Safety Dispatcher
01/18/21	Library	Senior Librarian
01/19/21	Library	Library Technician x 2
01/19/21	Library	Senior Librarian
01/19/21	City Manager	Sustainability & Resilience Manager
01/19/21	Recreation & Pak	Gardener
01/25/21	AMP	Substation & Meter Supervisor
02/02/21	AMP	Journey Lineworker
02/02/21	AMP	Line Superintendent
02/08/21	Police	Police Officer
02/22/21	Recreation & Park	Park Maintenance Supervisor

RECLASSIFICATION

DATE	DEPARTMENT	JOB CLASSIFICATION
02/28/2021	City Manager	Communication & Legislative Affairs Officer (from Public Information Officer)

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
02/01/21	Recreation & Park	Recreation Services Specialist
02/14/21	Fire	Division Chief

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/02/20	Recreation & Park	Park Manager
12/04/20	Recreation & Park	Park Maintenance Worker
12/07/20	Fire	Firefighter
12/18/20	Fire	Fire Apparatus Operator
12/30/20	Fire	Fire Chief

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/08/20	AMP	Apprentice Lineworker
12/10/20	Public Works	City Engineer
12/11/20	Library	Library Technician
12/29/20	Finance	Administrative Technician II
12/31/20	AMP	Line Superintendent
01/20/21	Public Works	Maintenance Worker II
01/25/21	Police	Police Officer
02/07/21	AMP	Substation & Meter Supervisor
02/07/21	Police	Police Officer
02/25/21	AMP	Energy Resources Analyst
02/26/21	AMP	Utility Energy Analyst

4-C. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Base Reuse Manager

Member Madison-Ramsey asked if we were recruiting for this position. Director Bronstein explained we were asking to upgrade this existing position which is assigned to develop Alameda Point and more technical expertise is needed so the increase in salary and responsibility were listed for council to approve. Member Barde asked what kind of salary upgrade is being asked for. Director Bronstein replied it would be closer to \$180,000 at

top step. Members Barde and Madison- Ramsey asked if we were recruiting currently and Director Bronstein replied the incumbent retired and when we looked at the private sector realized we needed to revise the specifications. President Malloy asked about knowledge indicating personnel management needed, but other requirements did not reflect needing personnel management. Analyst Netto replied it will have at least 1 direct report and oversee contract staff as indicated in example duty no. 14.

Mayor Marilyn Ezzy Ashcraft joined the meeting.

President Malloy moved to approve items 4-A-I, 4-A-ii, 4-Aiii, 4-A-iv, 4-B and 4-C. Seconded by Member Barde, passed by a 4-0 roll call vote.

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

Mayor Marilyn Ezzy Ashcraft stated she tries to attend each board and commission meeting at least once each year to thank board and staff for all the effort on behalf of the City and to thank those involved for helping the organization run smoothly.

6. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS AND REQUESTS FROM THE BOARD)**

HR Director Bronstein stated this section was added at the request of the board. Member Barde confirmed this would be the section of the meeting his comments about demographics would be appropriate for future meetings. Member Madison-Ramsey also thanked staff for the demographic information and asked if she would be able to request additional information on the Racial Equity Commission. President Malloy asked if we could agendize that body to provide an update to the CSB. Technician Barr stated the majority of the presentation occurred before Member Madison-Ramsey was let into the previous meeting. Director Bronstein offered to bring Community-Led Committee on Police Reform and Racial Equity back or bring CSB information on next steps and what City council has directed staff to do. President Malloy recognized the effort for staff to provide work unrelated to the HR department and asked if we could put it on the agenda to bring the committee back to update the CSB. Director stated we can follow up on that. Vice President Hosmer suggested bringing committee back only if new information is available. Member Barde stated the committee has been working for 3 months and could have new information and would like to hear conclusions. Director Bronstein suggests our next step could be to ask someone to come back, not whole group, or provide next steps from council.

President Malloy suggested sending recording of presentation to Member Madison-Ramsey.

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

HR Director Bronstein talked about demographic info for entire City and the extracted data on Safety (Fire and Police) and asked if anyone had questions. Member Barde asked if this is representative or is it different from general population of Alameda. Director Bronstein said we were waiting for census info and it is in line for all City departments, though more male than female. We are working hard on Safety recruitments because we don't represent community as well as we could. Member Barde said we have census estimate from 2019. Director Bronstein replied that is correct and looking at most recent data we are pretty close in City, but still working to improve Safety representation.

Vice President Hosmer asked if this is compared to ethnic composition of City or is this broken down by resident vs. non-resident? Vice President Hosmer remarked this could be an interesting data point. Director Bronstein asked for clarification. Vice President Hosmer asked if we are hiring from within City or not. Director Bronstein replied we try to hire from Alameda but Safety hires come from larger geographic range and the number from Alameda is lower. We did not look at who lives in City or Alameda County, but we could look at that.

Director Bronstein mentioned working on recruitment data, demographic data of who applies, and updating our recruitment outreach list.

President Malloy offered that for her it was more important that we look at who we are serving, that is more valuable than population statistics. If we look at who we serve we may determine our numbers are not that good. For example, arrest rates and looking at staff make up could reveal better benchmarks. Director Bronstein said that is something we can work on.

Member Barde noticed the distinction between sworn and all staff, sworn meaning officers, firefighters, those in patrol cars versus support are those who do not meet public. Director Bronstein believed it important to show that. Member Barde said looking at it in that manner, President Malloy's point is more salient. President Malloy agreed with Member Barde's comment that percentages can be deceptive if populations change.

Director Bronstein inquired about finding dates for the special civil service board meeting for May. As part of hearing we would train board for their role and then move to actual hearing. Member Barde asked if this is a skelly review. Director Bronstein explained this is post skelly. If there is financial impact they are entitled to skelly hearing, which is a non-evidentiary hearing. The hearing officer decides on order of discipline. This meeting would be appeal of actual order.

President Malloy asked if we could be in closed session for preparatory session and if we could allot 2 hours for hearing or schedule multiple days now. Director Bronstein

remarked that the training could be scheduled for 30 minutes, several hours for the hearing, and schedule further dates if it carries over. President Malloy suggested we block out time now if we can determine how much time will be needed, noting that typically both parties consider how long it will take and plan accordingly. President Malloy asked about looking at dates now and Director Bronstein proffered the dates of May 25 and/or 26, which was agreed upon. Director Bronstein said confirmation would come before end of week.

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

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

9. **ADJOURNMENT**

Meeting was adjourned at 5:34 p.m.

Respectfully submitted,

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