



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, August 15, 2018**

1. CALL TO ORDER

The meeting was called to order at 5:02 p.m. by Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein.

2. ROLL CALL:

PRESENT: Vice President Marguerite Malloy, Members Jan Brandt, Robert Barde, Troy Hosmer, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

ABSENT: Member John Nolan

STAFF PRESENT: Chris Low, Senior Human Resources Analyst
Robin Young, Senior Human Resources Analyst
Sabina Netto, Human Resources Analyst II
Jessica Romeo, Human Resources Analyst I
Steven Woo, Human Resources Analyst I
Nafisah Ali, Administrative Technician II
Elena Adair, Finance Director
Michael Rouche, City Attorney's Office

3. SPECIAL PRESENTATION:

HR Director Bronstein introduced new and Member Robert (Bob) Barde. HR Director Bronstein also expressed appreciation by presenting a certificate and service pin for departing President, Dean Batchelor for his six (6) years of service on the Civil Service Board. Mr. Batchelor thanked all the Civil Service Board members and staff for support and preparation making his time on the Board easy. A short break was taken at 5:08 for refreshments and cake.

Meeting was called back to order at 5:11 by Vice President Malloy.

4. MINUTES:

4-A. Approval of Minutes of the Regular meeting of April 4, 2018.

Member Brandt moved to accept the April 4, 2018 Minutes. Motion was seconded by Vice President Malloy which was passed by a 3-0 vote (Barde – Abstained).

4-B. Approval of Minutes of the special meeting of May 10, 2018.

Vice President Malloy moved to accept the minutes of the special meeting of May 10, 2018. Motion was seconded by Member Brandt which was passed by a 3-0 vote (Barde – Abstained).

5. CONSENT CALENDAR:

5-A. SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR AUGUST 15, 2018

5-A-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO.
 (March 1, 2018 – May 31, 2018)

Account Clerk	04/12/2018	2017-1619-01
Administrative Technician II	03/22/2018	2017-1465-01
Electrical Distribution Technician (Utility Service Planner)	05/22/2018	2018-7250-01
Management Analyst	05/10/2018	2018-1420-01
Office Assistant (Fleet Services Assistant)	03/14/2018	2018-1550-01
Park Maintenance Worker II	04/12/2018	2018-5261-01
Permit Technician I	04/19/2018	2018-3000-01
Senior Utility Accountant	03/14/2018	2018-7425-01
Service Lineworker	04/27/2018	2018-7765-01
Traffic Signal Technician	04/17/2018	2018-2570-01
 Police Officer		
Abbott, Bruno David	03/26/2018	2017-4040-01
Aguilar, Erick Rene	03/38/2018	2017-4057-02
Akil, Jabari	03/12/2018	2017-4057-02
Alvarez, Serea Wales	03/26/2018	2017-4057-02
Baldinelli, Michael Edward	03/26/2018	2017-4057-02
Ching, Colt	04/23/2018	2017-4057-02
Dong, David	04/23/2018	2017-4057-02
Fancey, Michelle Ambrose	04/09/2018	2017-4057-02
Fisher, Steffon Jamal	03/12/2018	2017-4057-02
Flores, Ramilio	04/09/2018	2017-4057-02
Frank, Terrance Lamont	05/17/2018	2017-4057-02
Galindo, Alfonso	03/27/2018	2017-4057-02
Gonzales, Edward	03/26/2018	2017-4057-02
Ham, Carlos	04/09/2018	2017-4057-02
Higgins, Lindsey	04/23/2018	2017-4057-02
Holmes, Benjamin	03/26/2018	2017-4057-02
Johnson, Johnny	04/09/2018	2017-4057-02

Joiner, Danielle	03/12/2018	2017-4057-02
Jones, Grellan	03/26/2018	2017-4057-02
Khantigna, Frankie	04/09/2018	2017-4057-02
Lee, Aaron	03/12/2018	2017-4057-02
Lee, Gregory Jr.	05/07/2018	2017-4057-02
Little, Ronald	04/09/2018	2017-4057-02
Machado, Renee	03/12/2018	2017-4057-02
Mandujano, Joseph	03/26/2018	2017-4057-02
McAlester, Lindsay	05/17/2018	2017-4057-02
Meier, Timothy	04/09/2018	2017-4057-02
Meranda, Frank Jr.	03/12/2018	2017-4040-01
Nguyen, Tommy	03/26/2018	2017-4057-02
Norton, Matthew	03/26/2018	2017-4057-02
Palomino, Maribel	03/27/2018	2017-4057-02
Rabb, Ibn	03/12/2018	2017-4057-02
Rivera, Jerry	04/23/2018	2017-4040-01
Romero, Carlos	04/23/2018	2017-4057-02
Salinas, Jimmy	03/12/2018	2017-4057-02
Sandoval, Alexander	04/09/2018	2017-4057-02
Takaki, James	03/26/2018	2017-4057-02
Terry, Wayne Skylar	03/12/2018	2017-4057-02
Trybull, Alexander	04/29/2018	2017-4040-01
Tyagi, Dylan	03/26/2018	2017-4057-02
Wong, Chester	05/07/2018	2017-4040-01
Wynn, Christopher	03/12/2018	2017-4057-02
Yorro, Marcos	04/23/2018	2017-4057-02

5-A-ii. ELIGIBLE LIST EXTENDED

DATE ESTABLISHED

EXAM NO

Administrative Technician II	10/10/2016	2016-46
Fire Captain	11/22/2016	2016-34PR
Line Working Supervisor (Line Crew Foreperson)	09/18/2017	2017-24
Management Analyst	11/06/2017	2017-1420-01

5-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED

DATE ESTABLISHED

EXAM NO

Custodian	11/28/2016	2016-53
Deputy Public Works Director	12/04/2017	2017-2601-01
Librarian	04/05/2016	2016-09
Park Maintenance Supervisor	02/15/2018	2018-5144-01
Permit Technician II	02/28/2018	2018-3270-01

5-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Accountant I
- Accountant II
- Administrative Services Coordinator – AMP
- Assistant City Clerk
- Deputy City Clerk

New Classification Specifications:

- AMI System Administrator

Member Brandt moved to approve Consent Calendar items 5-A-i, 5-A-ii, 5-A-iii, 6-A, and 6-B. Motion was seconded by Vice President Malloy, which was passed by a 4-0 vote.

Items under section 5-A-iv were pulled for further discussion. HR Director Bronstein pulled the specification, Administrative Services Coordinator – AMP from tonight’s meeting. She added that HR is working with the Bargaining Unit, Electrical Utility Professionals of Alameda (EUPA) on several specifications and present them on the October 3rd CSB meeting agenda.

Vice President Malloy asked if there is a reason why the example of duties #15 listed for Accountant I is not listed in example of duties for Accountant II. Finance Director Elena Adair described that the Accountant I position is entry level and would service the rest of the department and for Accountant II, the expectation is to have the experience so it wasn’t listed in the Accountant II specification. Vice President Malloy commented that Accountant II requires only two (2) years of experience and feels that this example of duties is still an important role. Member Brandt added that the word “positive” is not easy to define and it would be beneficial to be consistent using “effective” since it is used in other sections of the specification. It was agreed to make this change as well as add the same example of duties listed under Accountant I #15 to the Accountant II specification.

Vice President Malloy asked how you would evaluate someone for the example of duties listed under Accountant I if no experience is required. Finance Director Adair explained that her expectation for an Accountant I is to have a lot of questions relating to governmental accounting. She expects managers and herself, to spend more time explaining rules and regulations whereas for an Accountant II, the individual should be able to work more independently and handle complex work with limited questions and oversight. HR Director Bronstein added that the Accountant I position may have a written exam to test for aptitude and the ability to apply those skills learned in school.

Member Brandt asked how an Accountant I will provide training for clerical staff listed in example of duties #14, if the person has no experience. HR Director Bronstein explained that this example may be directing clerical staff to provide copies or other documents. Member Brandt noted the driver’s license requirement has not been updated as well as for Accountant II, which was noted and will be updated. Member Barde noted a grammatical correction of “preforms” on page one of Accountant I.

Member Barde noted a grammatical correction of “principals” on page two of Accountant II. Member Barde asked if there are government accounting courses available for students locally. Finance Director Adair answered that not all colleges offer governmental accounting since it is specialized. She added that staff may attend technical training

offered by national organization that are geared towards government agencies when available.

Vice President Malloy asked if there is a reason why on the Assistant and Deputy City Clerk education requirement, it is listed to have graduated from an accredited four year college while other specifications ask for a bachelor's degree. Senior HR Analyst Young answered that there was no specific reason other than that this is how it was previously written and they will move to a consistent term. Member Barde asked in general, what a related field is as listed under education and whether this is a deterrent. HR Analyst Romeo gave an example of a law degree used as a related field for the HR Analyst classification. HR Director Bronstein added that a related field can be stretched pretty far. Senior HR Analyst Young also added that all the job descriptions state we accept a combination of education and experience which allows for flexibility.

Member Brandt asked if the City still has a Cable Television station or channel that broadcasts City meetings as described under example of duties #9. Finance Director Adair answered that Comcast is working on technical issues so that there is a government channel. It was agreed to add webcast to the duties description as well as to the Deputy City Clerk example of duties. On page two under other requirements, it was agreed to remove the word "or" from "and/or" listed in the fourth paragraph from both Assistant and Deputy City Clerk. Under experience, it was discussed to keep the years of experience as written in the new version to allow flexibility.

For the Advanced Metering Infrastructure (AMI) System Administrator special requirement, it was agreed to remove "or" from "and/or" from the sentence.

Member Brandt moved to accept the specifications listed on item 5-A-iv with the recommended changes and with the exception of Administrative Services Coordinator – AMP. Motion was seconded by Member Hosmer, which was passed by a 4-0 vote.

6. REGULAR AGENDA ITEMS

6-A. Activity Report – Period of March 1, 2018 through May 31, 2018

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
3/12/18	AMP	Apprentice Lineworker
3/12/18	Community Development	Management Analyst
3/19/18	Police	Police Officer
3/19/18	Public Works	Fleet Mechanic
4/2/18	Public Works	Office Assistant
4/2/18	Public Works	City Engineer
4/16/18	Fire	Firefighter (SAFER) X 6
5/8/18	Police	Police Officer X2
5/14/18	Community Development	System Operator Trainee
5/14/18	Community Development	Permit Tech I

5/21/18	Finance	Account Clerk
---------	---------	---------------

ASSIGNED TO CIVIL SERVICE POSITIONS FROM SAFER

4/1/18	Fire	Firefighter X 5
--------	------	-----------------

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
3/1/18	AMP	Journey Lineworker
3/5/18	Police	Police Records Supervisor
3/19/18	Community Development	Permit Technician II X 2
3/19/18	Recreation & Parks	Park Maintenance Supervisor
4/16/18	AMP	Senior Utility Accountant

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/15/17	AMP	Senior Utility Accountant
12/18/18	Fire	Fire Apparatus Operator
12/21/17	Fire	Division Chief
12/28/17	Library	Senior Librarian
12/28/17	Library	Library Technician
5/1/18	AMP	Customer Program Coordinator
5/3/18	AMP	Financial Analyst

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
3/8/18	Community Development	Administrative Technician I
3/15/18	Fire	Firefighter
3/23/18	AMP	Service Lineworker
4/5/18	Community Development	Permit Technician I
4/9/18	Finance	Intermediate Clerk
4/12/18	City Clerk Office	Deputy City Clerk
5/10/18	City Attorney Office	Assistant City Attorney II
5/15/18	City Manager	City Manager

6-B. Informational Report, April 1, 2018, Regarding Acknowledgment to Return to Civil Service Position:

- Dyer, William
- Meistrell, Jason
- Shaver, Cody
- Staley, Ricky
- Waite, Karl

7. GENERAL DISCUSSION OF CIVIL SERVICE RULES

7-A. Edits to Civil Service Rules

It was pointed out that grammatical corrections including spelling will be reviewed after the overall review of the Civil Service Rules is complete.

Article II Section 7 - Since "classification plan" is not defined separately it was agreed to make reference to it under the classification definition since it is referenced within the Civil Service Rules.

It was agreed to define the term "employee".

Article II Section 17 – It was agreed to clarify the first sentence to reflect that part-time status means no Civil Service protection.

Article II Section 23 – It was suggested to update the use of the term "Compensation Plan" for clarification purposes.

Article II Section 24 – It was agreed to restructure the sentence for clarification purposes.

Article IV Section 1 – the use of term "Position Classification Plan" will be updated so as not to confuse with other compensation plans.

Article V Section 2b – It was clarified that for employees that do not have permanent status, it is a risk to get promoted because if they do not pass probation, they do not have a position to return to. It was suggested providing some sort of notice to the employee of this risk.

Article VII Section 3 – The use of the term "Compensation Plan" will be reviewed.

Article VII Section 8 – It was clarified that this section refers to part-time employees placed in a full-time classification.

Article VIII Section 4 – Grammatical correction to the first sentence.

Article IX Section 2 – It was agreed to add "work performance" in the first sentence.

The revised copy of the Civil Service rules will be provided for acceptance as soon as a few adjustments are made in the policy section due to negotiations.

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

No comment from the public.

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

It was agreed to add to the next meeting agenda to formalize the new President of the Civil Service Board.

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

The October meeting was confirmed for Wednesday, October 3, 2018 at 5:00 PM.

11. **ADJOURNMENT**

Meeting was adjourned at 6:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Nancy Bronstein', written over a horizontal line.

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