



**MINUTES OF THE SPECIAL MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
THURSDAY, May 10, 2018**

**SPECIAL MEETING – 3:00 PM**

**1. CALL TO ORDER**

The meeting was called to order at 3:00 p.m. by President Dean Batchelor.

**2. ROLL CALL:**

**PRESENT:** President Dean Batchelor, Vice President Marguerite Malloy, Member John Nolan (late), Troy Hosmer, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

**ABSENT:** Members Jan Brandt

**STAFF PRESENT:** Robin Young, Senior Human Resources Analyst  
Chris Low, Senior Human Resources Analyst  
Sabina Netto, Human Resources Analyst II  
Jessica Romeo, Human Resources Analyst I  
Steven Woo, Human Resources Analyst I

**3. GENERAL DISCUSSION OF CIVIL SERVICE RULES**

Article VII Section 2 – It was agreed to use a consistent term instead of interchangeably using Executive Secretary to the Board and Human Resources Director.

It was suggested to include an appendix to provide a basic template for items where candidates are requested to submit such as appeals, written applications, waivers, etc.

There is a concern that the second sentence may not be following the lay-off provision in the Memorandum of Understanding (MOU) in that it is based on years of service. It was agreed to leave the current language but add “unless superseded by MOUs”.

It was discussed to add a separate paragraph addressing that an employee may request to be placed on an eligible list for a lower classification for which they qualify

however with no preference or priority.

Article VII Section 1 – HR will follow up to review any federal or state requirements when applying veteran points during the examination process.

Article VII Section 3 – There was discussion whether an employee may be reinstated to a lower classification. There may be concern of the obligation to meet and confer before making this change as it may affect another employee's promotional opportunity.

Article VII Section 4 – It was clarified that the extension requests are done before the six (6) month deadline without the CSB approval requirement and may be extended up to two (2) years.

Article VII Section 6 – It was clarified that in section (b) where it references Armed Forces does include those in the Reserve.

Article VIII Section 3 – It was clarified that every Civil Service position does have an MOU or compensation plan that references a probationary period. In the second paragraph where it references probationary employees released without appeal, there should language those who are released for unlawful reasons. It was agreed to update the notices to reflect this request. There was discussion to update the second paragraph to include probation extensions.

Article VIII Section 4 – The first sentence will be updated to reflect that supervisors will be notified no less than two (2) weeks before the termination of any probationary period.

Article VIII Section 6 – Under section (a) it was clarified that HR does document through a memo along with the application showing the applicant meets the minimum qualifications for temporary appointments.

There was discussion to add a section to capture provisional appointments not exceeding one (1) year to differentiate limited-term appointments, which is more project based, grant-funded positions.

Article VIII Section 7 – It was clarified that this section is referring to part-time appointment in a Civil Service position.

Article IX Section 2 – An example was presented for this section where a situation of higher level of work is required therefore the duties have changed and may trigger a reclassification. The pay is not retroactive to when the duties have changed and the employee may start the request for a class study through their union or supervisor. It was agreed to update the title to Reclassification if there are no other sections in the Civil Service Rules addressing reclassifications.

Article IX Section 3 – There is concern that there is lack of structure in the appeals process for demotions. A template form may be beneficial for the employee in how they

are presenting their appeal. It was agreed to place this request under Article XI – Procedure on Appeals.

Article IX Section 5 & 6 – It was agreed to update language to be in accordance to the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Article IX Section 7 – Language will be updated to reflect compliance with ADA and the MOU.

Article X Section 1 – It was agreed to reference City policies and MOU for disciplinary action. There will be a correction to the listed City Charter this section is referencing.

Article X Section 2 – It was agreed to update the last paragraph to include that if an employee fails to answer questions and cooperate, this may be grounds for dismissal or discipline up to termination. It was agreed to also update the title to Investigation.

Article X Section 3 – Language will be updated to reflect notice as required by State law.

Article XI – It was agreed that the sections listed in this article are not listed in order to reflect the actual process. HR will clean up this section including updating headings.

Article XII Section 3 – Language will be added to reflect City policy.

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

No comment from the public.

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

No communication from staff.

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

The July meeting was confirmed for Wednesday, July 11, 2018 at 5:00 PM.

7. **ADJOURNMENT**

Meeting was adjourned at 5:00 p.m.

Respectfully submitted,



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