



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, April 3, 2019**

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, Members Bob Barde, John Nolan, Troy Hosmer, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

ABSENT: Vice President Jan Brandt

STAFF PRESENT: Chris Low, Senior Human Resources Analyst
Sabina Netto, Senior Human Resources Analyst
Jessica Romeo, Human Resources Analyst II
Steven Woo, Human Resources Analyst I
Nafisah Ali, Administrative Technician III
Michael Roush, City Attorney's Office

3. **MINUTES:**

Member Nolan moved to accept the January 09, 2019 Minutes. Motion was seconded by Member Hosmer which was passed by a 3-0 vote (Bob Barde abstained from vote).

4. **CONSENT CALENDAR:**

4-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR April 3, 2019.

4-A-i. ELIGIBLE LIST ESTABLISHED

(December 1, 2018 – February 28, 2019)

DATE ESTABLISHED

EXAM NO.

Accountant II

01/15/2019

2018-1680-01

Administrative Technician III - Promotional	01/09/2019	2018-1460-01
Division Chief – Promotional	12/18/2018	2018-4550-01
Fire Administrative Services Manager	01/31/2019	2018-4605-02
Information Technology Manager – Promotional	02/11/2019	2019-1684-01
Library Technician	02/13/2019	2018-3515-01
Maintenance Worker II - Promotional	01/24/2019	2019-2520-01
Procurement Analyst	02/21/2019	2019-7160-01
Safety Officer	01/16/2019	2018-7710-01
Senior Fire Code Compliance Officer	01/08/2019	2018-3247-01
System Operator	02/20/2019	2018-7760-01
Utility Energy Analyst (Utility Program Manager)	01/30/2019	2018-7630-01

Police Officer

Aliping, Bryan	12/18/2018	2017-4057-02
Baclagan, Rolie	02/12/2019	2017-4057-02
Balfour, Kristian Grant	02/12/2019	2017-4057-02
Beckelman, Travis Dean	01/29/2019	2017-4057-02
Bennett, Shaniqua	02/12/2019	2017-4057-02
Berggren, John Edward	12/03/2018	2017-4057-02
Bollong, Marissa Erin	02/25/2019	2017-4057-02
Borg, Damien	01/15/2019	2017-4057-02
Cabrera, Jakob	12/03/2018	2017-4057-02
Chew, Kasey	01/15/2019	2017-4057-02
Claiborne, Zachary Jacob	02/25/2019	2017-4057-02
Cordova, William	12/18/2018	2017-4057-02
Dangerfield, Brian	02/25/2019	2017-4057-02
Davis, Christopher	02/12/2019	2017-4057-02
De Andrade, Eduardo	02/26/2019	2017-4057-02
Dean, Taylor	01/29/2019	2017-4057-02
Elpedes, Theodore	01/15/2019	2017-4057-02
Finley, Dustin	01/15/2019	2017-4057-02
Finney, Daniel Klaus	12/03/2018	2017-4057-02
Garibaldi, Ross	12/03/2018	2017-4057-02
Garrison, Gregory Carl	01/29/2019	2017-4040-01
Guerra, Noel	02/25/2019	2017-4057-02
Gutierrez, David Antonio	02/25/2019	2017-4057-02
Hankton, Samuel Ramon	12/03/2018	2017-4057-02
Hunter, Kristopher Thomas	12/03/2018	2017-4040-01
Hurwitz, Marc	01/14/2019	2017-4040-01
Isquirdo, Dylan Luke	01/29/2019	2017-4057-02
Johnson, Kyle William	12/18/2018	2017-4057-02
Johnson, Rachael	01/15/2019	2017-4057-02
Jones, Lasalle	12/03/2018	2017-4057-02
Kadirzada, Edrees	01/29/2019	2017-4057-02
Lee, Daphne	02/25/2019	2017-4057-02
Lee, Jr., Gregory	01/29/2019	2017-4057-02
Lopez, Angelo Romano	02/25/2019	2017-4057-02
Luiz, Robert	02/12/2019	2017-4057-02
Martinez, Justin Rian	12/18/2018	2017-4057-02
McGinity, Eric	12/03/2018	2017-4057-02
Molina, Edwin Alonzo	12/03/2018	2017-4057-02
Nelson, Samuel	02/25/2019	2017-4057-02
Ortega, Juan Manuel	01/20/2019	2017-4057-02
Perez, Andrew Vincent	12/18/2018	2017-4057-02
Ratto, Steven	01/29/2019	2017-4057-02

Rivera, Jerry	01/29/2019	2017-4040-01
Rodinsky, Christopher	12/18/2018	2017-4057-02
Shaghasi, Ahmed	12/18/2018	2017-4057-02
Singh, Hardip	01/15/2019	2017-4057-02
Taylor, LaDarius Akem	01/29/2019	2017-4057-02
Tinagero, Robert Ben	01/15/2019	2017-4057-02
Valdez, Eric	02/25/2019	2017-4057-02
Wilkinson, Chad	01/15/2019	2017-4057-02
Wynn, Yulia	12/18/2018	2017-4057-02
Yi, Jonathan	01/29/2019	2017-4040-01

4-A-ii. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Apprentice Lineworker	01/17/2018	2017-7785-02
City Engineer	01/31/2018	2017-3180-01
Deputy City Clerk	06/27/2018	2018-1590-01
Firefighter (Paramedic)	08/23/2018	2018-4500-01
Gardener	06/28/2017	2017-21
Intermediate Clerk	07/25/2018	2018-1510-01
Management Analyst (Community Development Analyst)	01/29/2018	2017-1420-02
Park Maintenance Foreperson	06/26/2018	2018-5230-01
Police Sergeant	08/02/2018	2018-4030-01
Public Safety Dispatcher	07/12/2018	2018-4074-01
Public Works Maintenance Foreperson	06/13/2018	2018-2555-01

4-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Apprentice Electrical Maintenance Technician	12/04/2017	2017-7790-02
Assistant City Attorney II – Real Estate	09/10/2018	2018-1013-01
Assistant Engineer	10/24/2018	2018-3120-01
Associate Civil Engineer	10/24/2018	2018-3140-01
Information Technology Manager – Promotional	02/11/2019	2019-1684-01
Library Technician	12/18/2018	2017-3515-01
System Operator Trainee	02/09/2018	2017-7761-01
Senior Energy Resources Analyst	09/24/2018	2018-7073-01

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Combination Building Inspector to Combination Building Inspector II

New Classification Specifications:

- Combination Building Inspector I

Human Resources Director Bronstein requested time to comment on the format of continuous eligible lists, particularly regarding listing all the candidate names for police recruitments and HR would prefer to show continuous lists without the names. With the use of technology, the names on lists can now be tracked and aged off automatically.

Member Barde asked why listing the names was uncomfortable. HR Director Bronstein replied this report is public information and we want to provide privacy to candidates if they are applying to many agencies. Member Nolan commented he thought it was strange that only police names were listed, but no other recruitments. Member Barde asked how public this info is. HR Director Bronstein responded that the information is posted on the City's website. Analyst Romeo stated that there are other continuous eligible lists, such as Combination Building Inspector, and job seekers might not want current employees to know they are looking. HR Director Bronstein described the potential new reporting method of removing names and possibly listing number of eligible candidates. Member Troy asked why names fall off the police lists and Bronstein responded that six months give us enough time to get them through the recruitment process and know if they will be hired or not.

Member Nolan mentioned the good diversity of names on the police list. Member Barde asked if we were getting good mix of diversity. President Malloy suggested it is not this body's purview to determine diversity in hiring, rather that is the City's. HR Director Bronstein indicated we could share the diversity report with CSB when prepared for Fire and Police departments.

Member Hosmer moved to approve Consent Calendar items 4-A-i, 4-A-ii, and 4-A-iii. Motion was seconded by Member Nolan, which was passed by a 4-0 vote.

Items under section 4-A-iv were pulled for further discussion. President Malloy asked if there was any distinction between the Combination Building Inspector I and II specs. HR Director Bronstein described the difference as a level I would require supervision. President Malloy further asked if recruitments would be flexible. HR Director Bronstein responded that the City does not currently use flexible staffing, but hopes to bring the topic back to the Civil Service Board to request flexible staffing.

President Malloy moved to approve Consent Calendar item 4-A-iv. Motion was seconded by Member Barde, which was passed by a 4-0 vote.

5. **REGULAR AGENDA ITEMS:**

5-A. Activity Report – Period of December 1, 2018 through February 28, 2019.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/03/18	Police	Intermediate Clerk
12/10/18	AMP	AMI System Administrator
01/07/19	AMP	Senior Energy Resources Analyst
01/07/19	Community Development	Plan Check Engineer
01/14/19	AMP	Energy Resources Analyst
02/04/19	Public Works	Maintenance Worker I
02/11/19	Police	Police Officer X 5
02/19/19	Fire	Firefighter SAFER X 6

RECERT OF FORMER EMPLOYEE TO SAME POSITION

DATE	DEPARTMENT	JOB CLASSIFICATION
01/07/19	Community Development	Combination Building Inspector

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
01/06/19	Fire	Division Chief
01/07/19	AMP	Apprentice Lineworker
01/07/19	AMP	Service Lineworker
01/20/19	Human Resources	Administrative Technician III
02/04/19	AMP	Electrical Distribution Technician
02/04/19	Finance	Administrative Technician III
02/17/19	Public Works	Maintenance Worker II X 2

LATERAL TRANSFER

DATE	DEPARTMENT	JOB CLASSIFICATION
01/07/19	AMP	Apprentice Lineworker
	Formerly	Apprentice Electrical Maintenance Technician

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/22/18	Fire	Firefighter
12/22/18	Fire	Fire Captain
12/27/18	AMP	Senior Energy Resources Analyst
12/29/18	Fire	Firefighter
12/30/18	Library	Library Technician
01/08/19	Fire	Senior Fire Code Compliance Officer
01/14/19	Police	Police Officer
02/16/19	Finance	Administrative Technician III

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/15/18	Police	Police Officer
12/15/18	Public Works	Transportation Engineer
01/03/19	Finance	Financial Services Manager
01/24/19	Police	Police Officer
01/31/19	AMP	Apprentice Lineworker
01/31/19	AMP	Electrical Distribution Technician
01/31/19	City Manager's Office	Assistant City Manager
02/07/19	AMP	Energy Resources Analyst

5-B. Informational Report, January 03, 2019, Regarding Acknowledgement to Return to Temporarily Vacate Civil Service Position:

- Jeff DeIBono

January 14, 2019, Acknowledgement to Move to a Civil Service Position:

- Daniel Dias
- Timothy Elliot
- Steven Menger
- Ryan Palmer
- Jacob Zinn

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

No comment from public.

7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

President Malloy asked if any Board Member had ethics training questions. Member Barde asked if ethics training was necessary for this Board. Attorney Michael Roush stated we can review the criteria to determine if the Board is required to engage in ethics training.

8. CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING

Bronstein inquired if meeting Wednesday, July 3, 2019 at 5:00 PM would conflict with vacation plans and it was determined that once summer plans had been settled we could determine next date for Board meeting.

9. ADJOURNMENT

Meeting was adjourned at 5:26 p.m.

Respectfully submitted,



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