



**MINUTES OF THE SPECIAL MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, APRIL 1, 2026**

1. CALL TO ORDER

The meeting was called to order at 5:04 p.m.

2. ROLL CALL:

PRESENT: President Tim Erwin, Vice President Jordan Frank, Members Diane Lang, Tracy Cote, Human Resources Director and Executive Secretary of the Civil Service Board, Noelle White

ABSENT: Member Selia Warren

STAFF PRESENT:

Ally Almendarez, Senior Human Resources Analyst
Lisa Llewellyn, Human Resources Analyst II
Melissa Davis, Human Resources Analyst II
Matt Nowlen Assistant Recreation & Park Director
Lara Weisiger, City Clerk
Ashley Zieba, Assistant City Clerk
Oscar Davalos, Building Official
Carlos Figueroa, Senior Financial Analyst
Nick Luby, Fire Chief
Erin Smith, Public Works Director
Steve Chiu, Chief Utility Technology Officer
Thai Ly, AMI System Administrator
Chad Barr, Administrative Technician II

3. NON-AGENDA PUBLIC COMMENT:

No comment from the public.

4. **CONSENT CALENDAR:**

MINUTES OF THE CIVIL SERVICE BOARD MEETING OF JANUARY 7, 2026

Vice President Frank moved to accept consent calendar. Seconded by Member Lang.
Passed by vote of 4 to 0.

5. **REGULAR AGENDA ITEMS:**

**5-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS
FOR APRIL 1, 2026**

5-A-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO.
(December 1, 2025 – February 28, 2026)

Accountant II - Promotional	01/29/2026	2026-1680-01
Account Manager	01/09/2026	2025-7616-01
Administrative Technician II	02/18/2026	2026-1465-01
Administrative Technician III	02/18/2026	2026-1460-01
Assistant City Clerk	01/20/2026	2025-1310-01
Combination Building Inspector II – Promotional	01/21/2026	2026-3245-01
Construction Inspector	12/01/2025	2025-3070-01
Electrical Equipment Superintendent	01/15/2026	2025-7711-01
Firefighter – Paramedic	01/20/2026	2025-4500-01
Firefighter – Lateral	01/15/2026	2025-4500-02
Information Technology Systems Analyst	12/29/2025	2025-1676-02
Park Maintenance Worker II – Promotional	01/15/2026	2026-5261-01
Permit Technician II - Promotional	01/21/2026	2026-3270-01
Police Lieutenant – Promotional	01/08/2026	2026-4020-01
Police Records Specialist – Promotional	02/04/2026	2026-4069-01
Supervisor – Customer Resources – Promotional	02/17/2026	2026-7640-01
System Operator Trainee – Promotional	01/27/2026	2025-7761-01
Traffic Signal Maintenance Technician	02/04/2026	2026-2570-01
Utility Construction Compliance Specialist	12/23/2025	2025-7791-01
Victim Services Advocate	01/20/2026	2025-1012-01

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

Code Enforcement Supervisor	07/02/2025	2025-2078-01
Firefighter – Entry Level EMT	01/21/2026	2025-4500-01EMT
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
Senior Electrical Engineer	02/04/2026	2025-7210-01

5-A-iii. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Computer Services Technician (GIS)	07/09/2025	2025-1650-01
Computer Services Technician	07/09/2025	2025-1650-02
Economic Development Division Manager	07/24/2024	2024-1701-01
Electrical Utility Drafter	01/23/2025	2024-7270-01
Housing & Human Services Manager	08/22/2024	2024-1058-01
Library Services Manager	06/17/2025	2025-3550-01
Principle Executive Assistant	08/14/2024	2024-1404-01
Program Specialist II	08/18/2025	2025-1775-01
Property & Evidence Technician	02/20/2025	2025-1694-02
Police Records Specialist	07/24/2024	2024-4069-01
Technology Services Coordinator	06/18/2025	2025-1670-01
Utility Accountant	02/24/2025	2024-7420-01

5-A-iv. ELIGIBLE LIST EXPIRED CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO.
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Accountant I	12/19/2024	2024-1677-01
Accountant II	12/19/2024	2024-1680-01
Account Clerk	08/18/2025	2025-1610-01
Apprentice Lineworker - Promotional	08/13/2025	2025-7785-01
Budget Manager/Purchasing Agent	12/16/2024	2024-1694-02
Chief System Operator – Promotional	07/18/2025	2025-7718-01
Combination Building Inspector II – Promotional	01/21/2026	2026-3245-01
Compliance & Safety Superintendent	02/13/2025	2024-7709-01
Executive Assistant – Promotional	08/25/2025	2025-1560-03
Gardener	07/17/2025	2025-7120-01
Human Resources Analyst I	07/07/2025	2025-1258-01
Human Resources Analyst II	07/07/2025	2025-1260-01
Line Working Supervisor – Promotional	08/05/2025	2025-7745-01
Office Assistant	06/12/2024	2024-1550-01
Office Assistant	02/05/2025	2025-1550-01
Permit Technician II – Promotional	01/21/2026	2026-3270-01
Police Records Specialist – Promotional	02/04/2026	2026-4069-01
Supervisor – Customer Resources – Promotional	02/17/2026	2026-7640-01
Technology Services Coordinator	06/20/2024	2024-1670-01
Utility Construction Compliance Specialist	12/23/2025	2025-7791-01
Utility Geographic Information Systems Analyst	01/23/2025	2024-7339-01

5-B. ACTIVITY REPORT – PERIOD OF DECEMBER 1, 2025 THROUGH FEBRUARY 28, 2026.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/01/25	Base Reuse & Economic Development	Economic Development Specialist II

12/01/25	Finance	Controller
12/01/25	City Manager	Office Assistant
12/08/25	City Attorney	Deputy City Attorney II
12/15/25	AMP	Support Service Manager
12/21/25	Police	Police Officer X 2
12/29/25	AMP	Customer Service Representative
01/11/26	Recreation & Park	Gardener
01/12/26	AMP	Administrative Services Coordinator - AMP
01/12/26	AMP	Assistant General Manager – Engineering & Operations
01/12/26	Library	Librarian I X 2
02/03/26	AMP	Utility Construction Compliance Specialist
02/09/26	City Clerk	Assistant City Clerk
02/23/26	AMP	Account Manager
02/23/26	Information Technology	IT Systems Analyst
02/23/26	Public Works	Construction Inspector

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
01/25/26	Recreation & Park	Park Maintenance Worker II
02/08/26	Finance	Accountant II
02/08/26	Planning, Building, & Transportation	Combination Building Inspector II
02/08/26	Planning, Building, & Transportation	Permit Technician II
02/08/26	Police	Police Records Specialist
02/22/26	AMP	Supervisor – Customer Resources
02/22/26	AMP	System Operator Trainee

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
01/02/26	Public Works	Traffic Signal Maintenance Technician
02/16/26	Public Works	Senior Construction Inspector
02/26/26	City Clerk	Assistant City Clerk

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/05/25	City Manager	City Manager
12/05/25	Police	Police Officer
12/12/25	Police	Police Records Specialist

5-C. LIST OF SPECIFICATIONS

New & Existing Classification Specification Revision:

- **Executive Assistant - AMP**
- **Office Assistant - AMP**
- **Intermediate Clerk**
- **Senior Clerk**
- **Public Works Project Manager I**
- **Public Works Project Manager II**
- **Public Works Project Manager III**
- **Deputy City Clerk**
- **Assistant City Clerk**
- **Utility System Analyst**
- **Maintenance Worker I**
- **Maintenance Worker II**
- **Early Morning Street Sweeper Operator**
- **Street Light Maintenance Technician**
- **Combination Building Inspector I**
- **Combination Building Inspector II**
- **Senior Combination Building Inspector**
- **Supervising Building Inspector**
- **Sustainability & Resilience Division Manager**
- **Recreation Manager**
- **Emergency Medical Services Education & QA-QI Coordinator**

President Erwin inquired if there were separations the Board should be aware of and Director White responded there were none.

There were no questions regarding the Executive Assistant - AMP specification. The bargaining unit had no issue with the changes recommended by the Board.

There were no questions regarding the Office Assistant – AMP specification. The bargaining unit had no issue with the changes recommended by the Board.

There were no questions regarding the Intermediate Clerk and Senior Clerk specifications. Director White noted these had been pulled from the previous meeting due to last minute questions from the bargaining unit, but those questions were resolved.

There were no questions regarding the Public Works Project Manager I, II, and III specifications.

President Erwin inquired about the education qualifications for Deputy City Clerk and Assistant City Clerk and asked which position was higher as the organizational chart showed them on the same level. City Clerk Lara Weisiger was present to explain the organizational chart was indicating that both positions report to the City Clerk, but the Deputy was the junior position, thus requiring the lower educational requirement compared to the senior Assistant City Clerk position.

Director White commented that Steve Chiu and Thai Ly were instrumental in updating the Utility

Systems Analyst specification and the Board had no questions regarding the specification.

Vice President Frank inquired if the Civil Service Rules impede hiring for AMP in any way and Director White indicated that she had not experienced CSB rules as an impediment to AMP personnel operations.

President Erwin asked if the education requirement of graduation from high school for Maintenance Worker I and II could be amended to include completion of a GED and Public Works Director Erin Smith replied she encouraged the change.

There was a discussion regarding the Early Morning Street Sweeper Operator classification and whether its duties could be rolled into the Maintenance I or II positions. Director White explained it was a singular position, with only 1 employee in the job, and the class's pay scale represented the shift differential in the base pay.

Human Resources Analyst Melissa Davis explained that the Street Light Maintenance Technician specification was pulled for the meeting as the bargaining unit had some questions and the specification would be brought back for the July meeting.

Director White stated the specifications for the Building Inspector classifications were a series and the same educational changes requested of the Maintenance Workers would be implemented for all these classifications. There was a discussion regarding the years of experience required for the classifications in this series and questions from the Board regarding why the changes to experience were being made. City staff proffered that the changes occurred after internal discussion due to employees being released due to insufficient technical knowledge, typically regarding building codes. Vice President Frank wondered if there was a way to test this without rewriting the Combination Building Inspector I and II specifications.

There were no questions regarding the Sustainability & Resilience Division Manager specification.

There were no questions regarding the Recreation Manager specification.

There were no questions regarding the Emergency Medical Services Education & QA-QI Coordinator.

Vice President Frank moved to accept the Combination Building Inspector I and II specifications and Member Lang seconded the motion. Vote passed 3 to 1, with Vice President Frank voting against the approval.

Member Lang moved to accept the GED educational changes to the Maintenance Worker I, II, and Early Morning Street Sweeper Operator and accept all other job specifications, except the Street Light Maintenance Technician, which had been pulled. Vice President Frank seconded the motion. Vote passed 4 to 0.

7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS AND REQUESTS FROM THE BOARD)

Vice President Frank asked where the project stood on updating City job specifications and Director White replied that staff has presented 105 specifications so far of 185 active job specifications.

8. **STAFF COMMUNICATIONS**

There was no staff communication to the Board.

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

The next meeting in July was confirmed for July 15th.

10. **ADJOURNMENT**

The meeting adjourned at 5:58 p.m.

Respectfully submitted,

Noelle White, Human Resources Director
and
Executive Secretary to the Civil Service Board