



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, January 15, 2020**

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, Donna Hom, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

ABSENT: None

STAFF PRESENT:

Chris Low, Senior Human Resources Analyst
Sabina Netto, Senior Human Resources Analyst
Jessica Romeo, Senior Human Resources Analyst
Steven Woo, Human Resources Analyst II
Nafisah Ali, Human Resources Analyst I
Chad Barr, Administrative Technician II
Yibin Shen, City Attorney

3. **CONSENT CALENDAR:**

MINUTES OF THE CIVIL SERVICE BOARD MEETING OF OCTOBER 2, 2019

3-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JANUARY 15, 2020

3-A-i. ELIGIBLE LIST ESTABLISHED

(September 1, 2019 – November 30, 2019)

DATE ESTABLISHED

EXAM NO.

Account Manager	11/18/2019	2019-7616-02
Administrative Technician II - Promotional	09/26/2019	2019-1465-02
Administrative Technician II	10/28/2019	2019-1465-03
Apprentice Lineworker	10/02/2019	2019-7785-01

Assistant City Attorney I	11/12/2019	2019-1013-01
Construction Inspection & Survey Supervisor – Promotional	10/31/2019	2019-3080-01
Electrical Engineer	11/12/2019	2019-7230-01
Firefighter	11/23/2019	2019-4500-02
Information Technology Systems Analyst – Promotional	09/04/2019	2019-1676-02
Librarian	09/23/2019	2019-3530-01
Maintenance Worker II	11/05/2019	2019-2520-03
Management Analyst – Promotional	09/16/2019	2019-1420-01
Technology Services Coordinator (Public Safety Technology Services Coordinator)	10/22/2019	2019-1670-01
Senior Account Manager	11/18/2019	2019-7617-02
Senior Management Analyst	10/03/2019	2019-1408-01

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

Combination Building Inspector	10/16/2018	2018-3245-01
Electrical Maintenance Technician	11/12/2019	2019-7770-01
Police Officer – Academy Graduate	10/12/2017	2017-4040-01
Police Officer – Lateral	09/11/2017	2017-4040-02
Police Officer – Recruit	09/15/2017	2017-4057-01
Public Safety Dispatcher	10/17/2019	2019-4074-01
Senior Fire Code Compliance Officer/Plan Checker (Fire Prevention)	01/08/2019	2018-3247-01
System Operator	02/20/2019	2018-7760-01

3-A-iii. ELIGIBLE LIST EXTENDED DATE ESTABLISHED EXAM NO.

Account Clerk	03/06/2019	2018-1610-02
AMI System Administrator	10/18/2018	2018-7290-01
Associate Civil Engineer	05/16/2019	2019-3140-01
Combination Building Inspector II	05/15/2019	2019-3245-01
Electrical Engineering Aide	05/14/2019	2019-7270-01
Energy Resources Analyst	05/06/2019	2019-7075-01
Fire Captain – Promotional	03/07/2019	2019-4520-01
Office Assistant (Investigations Division Office Assistant)	04/16/2019	2019-1550-01
Management Analyst	05/10/2018	2018-1420-01
Permit Technician I	04/19/2018	2018-3000-01
Planner III – Promotional	11/06/2018	2018-6040-01
Police Lieutenant – Promotional	04/30/2019	2019-4020-01
Police Technician (Abandoned Vehicle Technician)	11/06/2018	2018-4079-01
Service Lineworker	04/27/2018	2018-7765-01
System Operator Trainee – Promotional	03/06/2019	2019-7761-01

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

Account Manager	04/17/2019	2019-7616-01
Administrative Technician II	03/22/2018	2017-1465-01
Administrative Technician II	04/15/2019	2019-1465-01
Distribution Engineer (Electrical)	05/08/2019	2019-7260-01
Electrical Distribution Technician (Utility Service Planner)	05/22/2018	2018-7250-01
Energy Resources Analyst	09/24/2018	2018-7075-01
Fire Apparatus Operator – Promotional	10/15/2018	2018-4505-01
Human Resources Analyst I – Promotional	05/29/2019	2019-1258-01
Information Technology Systems Analyst – Promotional	09/04/2019	2019-1676-02
Maintenance Worker I	10/19/2017	2017-2510-01
Maintenance Worker II	04/15/2019	2019-2520-02
Management Analyst – Promotional	09/16/2019	2019-1420-01
Senior Account Manager	04/17/2019	2019-7617-01
Senior Energy Resources Analyst	05/06/2019	2019-7073-01
Senior Utility Accountant	03/14/2018	2018-7425-01

Vice President Hosmer moved to approve October 2, 2019 CSB minutes. Seconded by Member Hom, passed by a 4-0 vote.

President Malloy moved to approve Consent Calendar items x-A, x-B, x-B-i, x-B-ii, x-B-iii, and x-B-iv. Seconded by Vice President Hosmer, passed by a 4-0 vote.

4. REGULAR AGENDA ITEMS:

4-A. Activity Report – Period of September 1, 2019 through November 30, 2019.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
09/03/19	Police	Intermediate Clerk
09/04/19	City Attorney	Deputy City Attorney II
09/09/19	IT	Information Technology Systems Analyst
09/30/19	Finance	Financial Services Manager
10/14/19	Library	Librarian
10/14/19	Public Works	Program Specialist II – Clean Water Program
10/28/19	Public Works	Senior Engineer
10/28/19	Public Works	Supervising Civil Engineer
11/12/19	AMP	Procurement Analyst
11/18/19	Firefighter	Firefighter x 12
11/18/19	Police	Police Officer x 3

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/29/19	Finance	Accountant II
10/13/19	Police	Administrative Technician II
10/13/19	IT	Information Technology Systems Analyst
10/27/19	Police	Police Lieutenant

10/27/19	Police	Police Sergeant
11/25/19	Fire	Administrative Technician II

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/13/19	Fire	Apparatus Operator
10/06/19	IT	Information Technology Systems Analyst
10/12/19	Police	Police Sergeant
10/14/19	Police	Police Lieutenant
10/16/19	Police	Police Officer
11/02/19	Police	Telephone Operator - Receptionist

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/28/19	AMP	Line Superintendent
10/03/19	AMP	Procurement Analyst
06/25/19	Police	Intermediate Clerk
07/05/19	City Attorney	Risk Manager
07/12/19	AMP	Electrical Maintenance Technician
10/31/19	Police	Police Officer
11/18/19	Library	Librarian

4-B. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Administrative Management Analyst
- Administrative Technician III
- Information Technology Systems Analyst
- Management Analyst
- Senior Management Analyst
- Technology Services Coordinator
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New Classification Specifications:

- Lead Parking Technician
- Parking Technician
- Recreation Assistant

President Malloy asked if any separations could result in hearings and HR Director Bronstein responded that none were anticipated at that time.

Member Hom asked why the references to municipal experience in specifications were removed and HR Director Bronstein replied that municipal experience was not necessary to be effective in the job and this could attract applicants without municipal experience.

President Malloy asked about the number of parking technician vacancies, the current classification handling parking enforcement, and if those duties will remain with current classifications. HR Director Bronstein answered there would be one parking technician and one lead parking technician to provide direction that currently comes from a police sergeant. Part time employees currently handle parking enforcement and after the full time position is filled, the part time employees will continue as the parking technicians will handle a broader range of functions and the part time positions will continue with parking enforcement.

Member Barde asked if there is a concern that not enough tickets are being written and HR Director Bronstein responded we are working toward better enforcement. Analyst Low added that the position would help early morning street sweeping.

President Malloy asked if the duty to testify in court on City's behalf would be a large part of their time which would not be spent writing tickets and HR Director Bronstein indicated they did not anticipate court testimony to be a large part of their time but wanted that listed as a possible duty.

President Malloy wondered if the recreation department had a need for the recreation assistant position before the parade's current disposition of not having volunteers for planning and does HR have documentation of that need. HR Director Bronstein affirmatively answered there was documentation and explained the recreation department's director previously could not justify the need, but now this presented an opportunity to create an entry level position that would handle the parade as well as numerous other recreational activities and that the city council agreed there was a need for the position.

Member Barde asked if the parade has a budget and how much of this position if part of that budget. HR Director Bronstein responded the City Council approved a budget and this position as well as the recreation manager are part of that. Other alternatives were looked as well, but this was decided as best way to support parade.

Member Hom asked if HR performed a survey of job description and salary. HR Director Bronstein replied yes, HR used internal alignment and salary surveys to determine salary range.

Analyst Woo commented on the increased security concerns for the parade and how it became labor intensive for the volunteers.

President Malloy moved to approve Regular Calendar Item 4-A and 4-B. Motion seconded by Member Hom, passed by a 4-0 vote.

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

Mr. Singh, a citizen, inquired about starting wellness program for police officers and President Malloy offered an introduction to HR Director Bronstein to exchange contact information with citizen after the meeting.

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

President Malloy wondered if HR could present several bundles of info: (1) what kind of training, best practice, is given for EEOC, sexual harassment, ethics, bias, implicit bias for line staff, supervisory staff, and managers. (2) And how we train managers to navigate civil service process. (3) Then later, another presentation about what HR does and what HR does for items to get to the CSB.

Member Hom inquired about why org charts are included and HR Director indicated it was to give context to how positions fit into the organization.

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

The January meeting was confirmed for Wednesday, April 1, 2020 at 5:00 PM.

9. **ADJOURNMENT**

Meeting was adjourned by motion made by Member Hom and seconded by Member Barde at 5:22 p.m.

Respectfully submitted,



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