



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, April 6, 2022**

1. CALL TO ORDER

The meeting was called to order at 5:06 p.m. by President, Marguerite Malloy.

2. ROLL CALL:

PRESENT: President Marguerite Malloy, Vice President Troy Hosmer, Member Bob Barde, Human Resources Director and Executive Secretary of the Civil Service Board, Nancy Bronstein

ABSENT: Member, Donna Hom

STAFF PRESENT:

Chris Low, Senior Human Resources Analyst
Jessica Romeo, Human Resources Manager
Steve Woo, Senior Human Resources Analyst
Noelle White, Human Resources Analyst I
Chad Barr, Administrative Technician II
Celenia Chen, Assistant City Attorney II

3. CONSENT CALENDAR:

MINUTES OF THE CIVIL SERVICE BOARD MEETING OF OCTOBER 6, 2021

President Malloy moved to accept consent calendar. Seconded by Member Barde, passed by a 2-0 roll call vote. Member Barde abstained as he was not present for meeting and other Board member resigned and will not be available for further votes.

4. **REGULAR AGENDA ITEMS:**

4-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JANUARY 5, 2022

4-A-i. ELIGIBLE LIST ESTABLISHED **DATE ESTABLISHED** **EXAM NO.**
 (September 1, 2021 – November 30, 2021)

Accountant II	11/03/2021	2021-1680-01
Administrative Technician III - Promotional	09/07/2021	2021-1460-02
Assistant City Attorney I	10/26/2021	2021-1015-02
Associate Civil Engineer – Land Development	11/01/2021	2021-3140-02
Computer Services Technician	09/20/2021	2021-1650-01
Construction Inspector	09/07/2021	2021-3070-01
Crime Analyst	09/08/2021	2021-4067-01
Executive Assistant - Promotional	09/01/2021	2021-1560-01
Firefighter (Lateral Paramedic)	10/22/2021	2021-4500-01
Firefighter (Paramedic)	10/22/2021	2021-4500-02
Gardener	09/21/2021	2021-7120-01
Human Resources Manager – Promotional	09/13/2021	2021-1270-01
Library Technician – Volunteer Coordinator	09/29/2021	2021-3515-01
Line Superintendent	10/06/2021	2021-7702-02
Senior Account Clerk - Promotional	09/07/2021	2021-1620-01
Supervising Civil Engineer	09/07/2021	2021-3175-01
Transportation Engineer	10/18/2021	2021-3145-01
Utility Analyst	09/14/2021	2021-7310-01

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

Distribution Engineer	08/25/2021	2021-7260-01
Deputy Public Works Director (City Engineer)	05/24/2021	2021-2601-01
Electrical Equipment Superintendent	12/23/2020	2020-7711-01
Electrical Maintenance Technician	10/28/2021	2021-7770-01
Journey Lineworker	12/30/2020	2020-7775-01
Police Officer – Academy Graduate	02/17/2021	2021-4040-01
Police Officer – Pre-Graduate Academy Attendee	03/29/2021	2021-4040-02
Police Officer – Lateral	01/07/2021	2020-4040-01
Police Officer – Recruit	02/25/2021	2021-4057-01
Public Safety Dispatcher	05/13/2021	2021-4074-01

4-A-iii. ELIGIBLE LIST EXTENDED **DATE ESTABLISHED** **EXAM NO.**

Account Clerk	02/11/2020	2019-1610-01
Administrative Technician II	03/16/2021	2021-1465-01
Financial Services Manager	04/28/2021	2021-1695-01
Firefighter	12/14/2020	2020-4500-02
Librarian	04/26/2021	2021-3530-01

Maintenance Worker II	04/27/2021	2021-2520-01
Park Maintenance Foreperson - Promotional	03/18/2021	2021-5230-01
Public Works Maintenance Foreperson – Sewer/Storm	04/28/2021	2021-2555-02
Police Lieutenant – Promotional	05/11/2021	2021-4020-01
Utility Energy Analyst	09/16/2020	2020-7630-01

**4-A-iv. ELIGIBLE LIST EXPIRED/
CANCELLED/EXHAUSTED**

DATE ESTABLISHED

EXAM NO.

Account Clerk	02/11/2020	2019-1610-01
Administrative Technician III	03/16/2021	2021-1460-01
Assistant City Attorney I	05/18/2021	2021-1015-01
Associate Civil Engineer	03/22/2021	2021-3140-01
Computer Services Technician – AMP	08/30/2020	2020-7340-01
Deputy City Attorney II	05/18/2021	2021-1017-01
Gardener	03/10/2020	2020-7120-01
Fire Apparatus Operator – Promotional	05/18/2021	2021-4505-01
Firefighter (Lateral Paramedic)	10/22/2021	2021-4500-01
Line Superintendent	05/06/2021	2021-7702-01
Line Superintendent	10/06/2021	2021-7702-02
Human Resources Manager – Promotional	09/13/2021	2021-1270-01
Senior Account Clerk - Promotional	09/07/2021	2021-1620-01
Substation & Meter Supervisor	03/25/2021	2021-7750-01
Telephone Operator Receptionist (Police Department Receptionist)	12/09/2019	2019-1500-01

**4-B. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND
CLASSIFICATIONS FOR APRIL 6, 2022**

4-B-i. ELIGIBLE LIST ESTABLISHED

DATE ESTABLISHED

EXAM NO.

(December 1, 2021 – February 28, 2022)

Account Clerk	02/28/2022	2022-1610-01
Assistant City Attorney I – Prosecution Unit Promotional	12/15/2021	2021-1014-01
Administrative Technician II – (Senior Police Records Specialist)	12/07/2021	2021-1465-03
Administrative Technician – Fire Prevention	01/06/2022	2021-1465-05
Administrative Technician – Human Resources	02/17/2022	2021-1465-04
Senior Communications Specialist	12/21/2021	2021-7015-01
Controller	12/21/2021	2021-1697-01
Crime Analyst	02/22/2022	2022-4067-01
Development Manager	02/14/2022	2022-1713-01
Electrical Engineering Aide	01/20/2022	2021-7270-01
Gardener	02/28/2022	2022-7120-01
Information Technology Systems Analyst	12/07/2021	2021-1676-01
Lead Parking Technician	02/24/2022	2021-4085-01
Parking Technician	02/23/2022	2022-4084-01
Public Works Maintenance Foreperson	02/10/2022	2021-2555-03

Recreation Supervisor	12/20/2021	2021-5120-01
Stock Clerk	12/07/2021	2021-7130-01
Substation & Meter Supervisor	12/27/2021	2021-7750-02
Supervising Planner	12/13/2021	2021-6080-01

4-B-ii. CONTINUOUS ELIGIBLE LISTS DATE FIRST ESTABLISHED EXAM NO.

Deputy Public Works Director (City Engineer)	05/24/2021	2021-2601-01
Distribution Engineer	08/25/2021	2021-7260-01
Electrical Equipment Superintendent	12/23/2020	2020-7711-01
Electrical Maintenance Technician	10/28/2021	2021-7770-01
Journey Lineworker	12/30/2020	2020-7775-01
Police Officer – Academy Graduate	02/17/2021	2021-4040-01
Police Officer – Pre-Graduate Academy Attendee	03/29/2021	2021-4040-02
Police Officer – Lateral	01/07/2021	2020-4040-01
Police Officer – Recruit	02/25/2021	2021-4057-01
Public Safety Dispatcher	05/13/2021	2021-4074-01

4-B-iii. ELIGIBLE LIST EXTENDED DATE ESTABLISHED EXAM NO.

Account Clerk	02/11/2020	2019-1610-01
Administrative Services Coordinator – AMP	08/19/2021	2021-7006-01
Administrative Technician II	07/12/2021	2021-1465-02
Base Reuse Manager	06/03/2021	2021-1728-01
Development Manager	08/23/2021	2021-1713-02
Energy Resources Analyst	07/13/2021	2021-7075-02
Human Resources Analyst I	06/15/2021	2021-1258-01
Human Resources Analyst II	06/08/2021	2021-1260-01
Firefighter	12/14/2020	2020-4500-02
Library Technician	12/17/2020	2020-3515-01
Maintenance Worker II – Sewer/Storm	07/22/2021	2021-2520-02
Maintenance Worker II – Promotional	07/28/2021	2021-2520-03
Maintenance Worker II – Streetlights	08/26/2021	2021-2520-04
Park Maintenance Supervisor	12/21/2020	2020-5144-01
Police Technician	08/24/2021	2021-4079-01
Public Works Project Manager III	02/08/2021	2020-3179-01
Public Works Supervisor	02/03/2021	2020-2650-01
Senior Transportation Coordinator	08/17/2021	2020-3147-01
System Operator	12/21/2020	2020-5115-01

4-B-iv. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED DATE ESTABLISHED EXAM NO.

Account Clerk	02/11/2020	2019-1610-01
Administrative Services Coordinator – Promotional	07/26/2021	2021-1430-01
Associate Civil Engineer	10/20/2020	2020-3140-01
Associate Civil Engineer	11/01/2021	2021-3140-02

Computer Services Technician	09/20/2021	2021-1650-01
Controller	12/21/2021	2021-1697-01
Crime Analyst	09/08/2021	2021-4067-01
Development Manager	06/29/2021	2021-1713-01
Gardener	09/21/2021	2021-7120-01
Park Maintenance Worker II	08/02/2021	2021-5261-01
Police Lieutenant – Promotional	05/11/2021	2021-4020-01
Substation & Meter Supervisor	12/27/2021	2021-7750-02

4-C. Activity Report – Period of September 1, 2021 through November 30, 2021.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
09/07/21	Community Development	Senior Transportation Coordinator
09/07/21	Recreation & Park	Park Maintenance Worker II
09/27/21	Police	Police Officer x 2
09/27/21	Public Works	Maintenance Worker II
10/18/21	Fire	Fire Chief
10/25/21	Community Development	Development Manager
10/25/21	Recreation & Park	Gardener
11/01/21	Information Technology	Computer Services Technician
11/08/21	AMP	Distribution Engineer
11/08/21	AMP	Utility Analyst
11/08/21	Library	Library Technician
11/16/21	AMP	Line Superintendent
11/16/21	Information Technology	Computer Services Technician
11/29/21	AMP	Administrative Services Coordinator – AMP

RELEASE FROM PROBATION & REHIRE AT LOWER CLASSIFICATION

10/24/21	Public Works	Maintenance Worker I (from Maintenance Foreperson)
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PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/13/21	Community Development	Executive Assistant
09/13/21	Human Resources	Human Resources Manager
09/13/21	Public Works	Maintenance Worker II
09/14/21	Finance	Administrative Technician III
09/27/21	Recreation & Park	Park Maintenance Worker
09/28/21	Public Works	Deputy Public Works Director
10/10/21	Police	Police Sergeant
10/11/21	Finance	Senior Account Clerk
10/11/21	Public Works	Supervising Civil Engineer
11/21/21	Police	Police Sergeant

11/22/21	Police	Police Technician
11/22/21	Finance	Accountant II

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
10/01/21	Police	Police Officer
10/09/21	Fire	Firefighter
11/06/21	Fire	Firefighter
11/06/21	Police	Police Sergeant

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/07/21	AMP	Administrative Service Coordinator - AMP
09/09/21	Human Resources	Senior Human Resources Analyst
09/10/21	Community Development	Development Manager
09/12/21	Police	Police Sergeant
09/18/21	Fire	Firefighter
09/28/21	City Attorney	Deputy City Attorney II
10/14/21	AMP	Stock Clerk
10/21/21	AMP	Energy Resources Analyst
10/27/21	AMP	Senior Communications Specialist

4-D. Activity Report – Period of December 1, 2021 through February 28, 2022.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
12/05/21	Police	Public Safety Dispatcher x2
12/06/21	Police	Police Officer
12/14/21	Police	Police Officer x 2
01/03/22	AMP	Electrical Maintenance Technician
01/03/22	City Attorney	Assistant City Attorney I
01/04/22	Public Works	Construction Inspector
01/05/22	Public Works	Supervising Civil Engineer
01/11/22	Finance	Controller
01/18/22	AMP	Stock Clerk
01/18/22	Public Works	Senior Engineer
01/31/22	Finance	Accountant II
02/14/22	Fire	Administrative Technician II
02/14/22	Police	Police Officer x 2
02/14/22	Recreation & Park	Recreation Supervisor
02/28/22	Fire	Firefighter x 5
02/28/22	Human Resources	Administrative Technician II

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/19/21	Recreation & Park	Park Maintenance Worker
01/02/22	AMP	Substation & Meter Supervisor
01/03/22	City Attorney	Assistant City Attorney II
01/16/22	Police	Administrative Technician II
01/16/22	Police	Police Sergeant

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/09/21	Fire	Administrative Technician III
12/17/21	Police	Police Sergeant
12/29/21	Police	Public Safety Dispatcher
12/30/21	Fire	Division Chief
12/30/21	Police	Police Officer x2
02/28/22	Fire	Fire Apparatus Operator

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
12/04/21	Police	Public Safety Dispatcher
12/10/21	Finance	Finance Director
12/29/21	Public Works	Maintenance Worker II
12/30/21	Finance	Accountant I
01/04/22	Public Works	Maintenance Worker II
01/06/22	AMP	Energy Resources Analyst
01/19/22	Public Works	Construction Inspector
01/31/22	Police	Police Officer
02/10/22	Community Development	Base Reuse Manager
02/12/22	Human Resources	Administrative Technician III
02/14/22	Recreation & Park	Park Maintenance Worker II
02/28/22	Fire	Firefighter

4-E. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Lead Parking Technician
- Parking Technician

Vice President Hosmer moved to approve items 4-A, 4-B, 4-C, 4-D and 4-E. Seconded by Member Barde, passed by a 3-0 roll call vote.

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

No comment from public.

6. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS AND REQUESTS FROM THE BOARD)**

Vice President Hosmer asked if staff could provide a refresher on how HR creates, exhausts, and extends eligible lists. President Malloy inquired about getting a 15 minute presentation on the upgrade and distinction between the new and old HR system and what demographic data and reports members can ask for, including race/gender, etc.

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

HR Director Bronstein introduced HR Manager Romeo who shared her presentation requested by the Board in the previous meeting about how salary surveys are conducted.

President Malloy asked there was a report showing which ranges new employees enter a class at and if entering at higher than starting range would trigger a survey, to which HR Manager Romeo responded that's typically brought to our attention by the hiring manager and that staff could pull that info in a report.

President Malloy wondered if staff could create a new Board member packet to compile presentations provided by HR to new members.

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

Future meetings were confirmed for July 6 and October 5, 2022.

9. **ADJOURNMENT**

Meeting was adjourned at 5:29 p.m.

Respectfully submitted,



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