



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 4, 2023**

1. CALL TO ORDER

The meeting was called to order at 5:02 p.m. by President, Troy Hosmer.

2. ROLL CALL:

PRESENT: President Troy Hosmer, Vice President Tim Erwin, Members Donna Hom, Jordan Frank, Diane Lang, Human Resources Director and Executive Secretary of the Civil Service Board, Jessica Romeo

ABSENT: None

STAFF PRESENT:

Chris Low, Senior Human Resources Analyst
Steve Woo, Senior Human Resources Analyst
Nafisah Ali, Senior Human Resources Analyst
Noelle White, Human Resources Analyst II
Ally Almendarez, Human Resources Analyst I
Chad Barr, Administrative Technician II
Yibin Shen, City Attorney
Mayor Marilyn Ezzy Ashcraft (Joined at 5:08 PM)

3. CONSENT CALENDAR:

MINUTES OF THE CIVIL SERVICE BOARD MEETING OF OCTOBER 6, 2022

Vice President Erwin moved to accept consent calendar. Seconded by Member Frank. Passed by roll call vote 3 to 0 with 2 votes abstained by Members Hom and Lang. Vice President Erwin and Member Frank had volunteered to review previous minutes allowing them to vote to approve minutes.

6. **REGULAR AGENDA ITEMS:**

6-A. SUMMARY REPORT OF EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR JANUARY 4, 2023

6-A-i. ELIGIBLE LIST ESTABLISHED DATE ESTABLISHED EXAM NO.
(September 1, 2022 – November 30, 2022)

Administrative Technician II – Rent Program	11/07/2022	2022-1465-02
Assistant City Attorney I – Prosecution Unit, Promotional	11/04/2022	2022-1014-01
Assistant Engineer	09/27/2022	2022-3120-01
Associate Civil Engineer (Transportation)	10/03/2022	2022-3140-01
Associate Civil Engineer (Land Development)	10/13/2022	2022-3140-02
Electrical Engineer	09/08/2022	2022-7230-01
Electrical Engineering Aide	11/22/2022	2022-7270-01
Finance and Utility Billing Manager	09/08/2022	2022-7495-01
Financial Analyst - Promotional	11/02/2022	2022-7440-01
Gardener	11/07/2022	2022-7120-02
Human Resources Analyst II – Promotional	11/01/2022	2022-1260-01
Information Technology Systems Analyst	09/13/2022	2022-1676-01
Librarian	10/18/2022	2022-3530-01
Office Assistant	10/20/2022	2022-1550-01
Permit Technician I	10/25/2022	2022-3000-01
Program Specialist I	10/24/2022	2022-1770-02
Program Specialist II	10/24/2022	2022-1775-02
Recreation Services Manager	10/11/2022	2022-5103-01
Senior Account Clerk – Promotional	11/28/2022	2022-1620-01
Senior Human Resources Analyst – Promotional	11/04/2022	2022-1265-01
Technology Services Coordinator - Promotional	11/04/2022	2022-1670-01
Utility Analyst	11/22/2022	2022-7310-02
Utility Construction Compliance Specialist	11/14/2022	2022-7791-01

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

Assistant City Attorney II	11/29/2021	2022-1013-01
Deputy City Attorney II – Prosecution Unit	11/29/2022	2022-1010-01
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
Public Safety Dispatcher	05/18/2021	2021-4074-01

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

Administrative Services Coordinator	05/26/2022	2022-1430-01
Apprentice Lineworker	04/25/2022	2022-7785-01
Combination Building Inspector I	03/17/2022	2022-3244-01
Construction Inspector	05/17/2022	2022-3070-01
Customer Services Supervisor	03/30/2022	2022-7570-01
Fire Apparatus Operator – Promotional	04/18/2022	2022-4504-01

Fire Captain – Promotional	03/25/2022	2022-4520-01
Police Records Specialist	04/18/2022	2022-4069-01
Police Sergeant – Promotional	03/10/2022	2022-4030-01
Pump Station Maintenance Technician	03/03/2022	2022-2570-01
Senior Utility Accountant	05/09/2022	2022-7425-01
Support Services Manager	03/08/2022	2022-7105-01
Telephone Operator – Receptionist	04/04/2022	2022-1500-01

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

DATE ESTABLISHED

EXAM NO.

Administrative Technician II	03/16/2021	2021-1465-01
Electrical Engineering Aide	01/20/2022	2021-7270-01
Financial Analyst – Promotional	11/02/2022	2022-7440-01
Human Resources Analyst II – Promotional	11/01/2022	2022-1260-01
Library Technician	09/29/2021	2021-3515-01
Maintenance Worker II	05/03/2022	2022-2520-01
Senior Human Resources Analyst - Promotional	11/04/2022	2022-1265-01
Supervising Civil Engineer	09/07/2021	2021-3175-01
Sustainability and Resilience Manager	11/03/2020	2020-1406-01
System Operator	12/21/2020	2020-7760-01
Utility Analyst	06/30/2022	2022-7310-01
Utility Energy Analyst	09/16/2020	2020-7630-01

6-B. ACTIVITY REPORT – PERIOD OF SEPTEMBER 1, 2022 THROUGH NOVEMBER 30, 2022.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
09/12/22	Fire	Firefighter x 8
09/12/22	Police	Telephone Operator-Receptionist
09/14/22	Community Development	Base Reuse Manager
09/19/22	City Attorney	Administrative Management Analyst
09/19/22	City Attorney	Housing Specialist II x 3
10/03/22	Police	Police Records Specialist
10/06/22	Community Development	Community Development Program Manager
10/10/22	Finance	Accountant II
10/10/22	Public Works	Administrative Services Coordinator
10/24/22	AMP	Finance and Utility Billing Manager
10/31/22	AMP	Electrical Engineering Aide
11/06/22	Human Resources	Office Assistant
11/07/22	Planning, Building & Transportation	Permit Technician I
11/14/22	Human Resources	Human Resources Analyst I
11/20/22	Recreation & Park	Gardener
11/21/22	AMP	Utility Construction Compliance Specialist
11/28/22	Recreation & Park	Gardener

NON-CIVIL SERVICE APPOINTMENT

DATE	DEPARTMENT	JOB CLASSIFICATION
09/12/22	Human Resources	Human Resources Director

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/11/22	Police	Police Sergeant x 2
09/11/22	Recreation & Park	Park Maintenance Worker II
09/25/22	Recreation & Park	Park Maintenance Worker I
09/25/22	Recreation & Park	Recreation Manager
09/26/22	Public Works	Maintenance Worker II
11/06/22	AMP	Financial Analyst
11/06/22	Human Resources	Human Resources Analyst II
11/06/22	Human Resources	Senior Human Resources Analyst
11/20/22	Fire	Fire Captain

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
10/08/22	Fire	Fire Captain
10/28/22	AMP	Electrical Engineering Aide
11/19/22	Fire	Fire Apparatus Operator

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
09/22/22	Public Works	Program Specialist II
09/29/22	Police	Police Officer
09/29/22	AMP	Electrical Engineering Aide
10/21/22	Police	Police Officer
10/26/22	Public Works	Maintenance Worker I
10/27/22	Finance	Administrative Technician III
11/04/22	City Attorney	Assistant City Attorney II
11/04/22	Police	Police Officer
11/05/22	Fire	Firefighter
11/09/22	Police	Police Officer
11/22/22	Police	Public Safety Dispatcher
11/24/22	Planning, Building & Transportation	Plans Examiner

President Hosmer asked if any of the separations listed in the Activity Report could result in action by the CSB and Director Romeo shared that there may be an appeal before the CSB that Members had been informed of and would be contacted again regarding scheduling for the meeting.

6-C. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Assistant General Manager-Administration
- Stock Clerk
- Storekeeper

New Classification Specifications:

- Assistant General Manager-Customer & Energy Resources
- Chief Planning Counsel
- Chief Utility Technology Officer
- Supervisor – Customer Resources
- Supervisor – Energy Resources

Vice President Erwin inquired about the use of the word accredited as used in the Chief Planning Counsel spec but was removed in the Assistant General Manager-Administration spec and noticed previous board members had concerns about that word and wanted to know what was settled regarding the use of the word. Director Romeo responded that was not settled and there was necessity for law schools and in filtering out degree mills. The intent was to remove it where it wasn't needed and keep it in others.

Vice President Erwin asked why the job description for Chief Planning Counsel did not require public agency experience, especially considering the seniority of the position. City Attorney Shen answered that they did not want to reduce the candidate pool by limiting those with private sector experience which can translate into the same quality and relevant work experience. Director Romeo added there are candidates in private industry who work closely with Cities that we would not want to exclude.

President Hosmer suggested Director Romeo present the information relayed in the associated staff report regarding new and revised classifications. Director Romeo explained that from a study and future reorganization of Alameda Municipal Power, most of the changes presented are designed to address those needs. The stock clerk and store keeper were changed due to no longer requiring hazardous material driving endorsement.

Member Frank asked which classes were meant for current incumbents and which are for new positions for the reorg. Director Romeo stated that currently AMP has 4 Assistant GM positions, 2 currently filled and 2 vacant. With the reorg it would be 3 positions and they have someone they would like to move into that position, for Assistant GM for Customer and Energy Resources. The Supervisor positions are new and vacant. AMP will unallocated some vacant positions and reallocate them to these new positions, and move current employees into the new positions.

Member Frank asked about how HR thinks in general about years of experience in specs, for example the 7 years of experience as a minimum requirement for the AGM-Administration class. Senior Analyst Low responded that due to our size in the utility industry we are getting candidates with significant amounts of experience, which for a utility of our size makes sense because they can have a wider breath of experience or specialized knowledge that works in our favor. Vice

President Erwin pointed out that there was a difference in years of experience between the provided class specs, 5 years vs. 7 years.

President Hosmer asked if the Chief Planning Counsel would be directly under the City Attorney and City Attorney Shen replied that position would be under the Chief Assistant City Attorney on the org chart.

Member Frank asked to clarify if the removal of the hazardous material driving endorsement also carried over into physical handling and Director Romeo confirmed the change was only for transport of material.

Member Lang asked where the AMP store was located and Senior Analyst Low provided that two stores are available, the first located onsite in the AMP warehouse and the second at another location, meant for larger items such as poles.

President Hosmer moved to approve items 6A-B. Seconded by Member Frank, passed by a 5-0 roll call vote.

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

No comment from public.

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

Member Frank mentioned that by watching the previous meetings he noted a request in a previous meeting for performance metrics and would like to make that a standing request.

9. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)

HR Director Romeo introduced Paul Hudson and Tara Taylor, members of SEEDS Collaborative who gave a brief presentation about their work in diversity, equity, inclusion, and belonging. After presentation President Hosmer wondered if Board could revisit this once data is collected and Director Romeo stated the data would be provided in the future when available. Member Lang said she wanted to know what the plan is. Hudson replied the info is used to reveal opportunities and challenges for the City. The findings would be put into packages which could be explored for current culture and what solutions from that can be suggested to improve the culture of the City. The research and strategies recommended by employee groups. Implementation is for department managers, but there will be a plan and can work with HR to implement. HR Director Romeo stated that the survey findings had not been presented to the work group yet. Member Lang asked what strategies are in place to help implement these recommendations. Hudson said a commitment to the process helps and each city is different. Ultimately the city has to implement. Further he explained the Board is ahead of the curve as SEEDS is usually not invited to Boards

this early in the process. Member Frank said we are willing to help once things get going. Vice President Erwin wondered how employees are selected for work group and which classifications they come from. Hudson explained the composition of the work group is diverse in position, age, tenure, gender and cultural background. Initial candidates are narrowed down to a manageable group and the composition of employee's then determine which areas they want to be involved in. President Hosmer thanked SEEDS and asked the group to let the Board know how they can help. Mayor Ashcraft interjected that this was a great way to start the year.

Director Romeo introduced new HR analyst, Ally Almendarez and recognized Senior Analyst Chris Low, who would be retiring and thanked him for service to city and HR dept. Senior Analyst Low said the Board is in good hand with current HR team.

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

The next meeting was confirmed for April 5, 2023.

11. **ADJOURNMENT**

Meeting adjourned at 5:54 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessica R. Romeo". The signature is written in dark ink and is positioned above the printed name and titles.

Jessica Romeo, Human Resources Director
and

Executive Secretary to the Civil Service Board