



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, November 20, 2019, 4:00 P.M.**

*Lakeside Plaza Building - 1401 Lakeside Drive, Room 201*

*Remote Location: 4501 Pleasanton Avenue, Pleasanton, CA*

Commissioner Arlene Lum, President  
Commissioner Barbara Luna, Vice-President  
Commissioner Dan Chang  
Commissioner Ross Peterson

Joe Angelo, Secretary to  
Civil Service Commission  
Andrea Weddle, Chief Assistant County Counsel

**I. CALL TO ORDER**

**II. APPROVE THE MINUTES OF NOVEMBER 6, 2019 AS MAILED.**

**III. PUBLIC COMMENTS:**

**IV. APPROVE CONSENT MATTERS - Pages 2 - 5**

**V. COMMUNICATION(S) No Actions**

**VI. APPEALS (Non-Disciplinary Matters) No Actions**

**VII. CLOSED SESSION**

1. **Conference with Legal Counsel – Potential Litigation:** Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

**VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:**

**IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:**

**X. ADJOURNMENT**

#### IV. CONSENT MATTERS

##### A. Hearing Calendar

1. For Appeal Hearing Case No. 2019-03, OAH No. 2019080230, both parties have reached a settlement agreement. Remove from Hearing Calendar.

##### B. Reinstatement Request(s)

1. Tamana Moradi, Eligibility Services Technician III, Social Services Agency

##### C. Examination Actions – for CSC Meeting of November 20, 2019

Order on 10/18/19 open-assembled examination:

1. Real Estate Projects Manager, LDF 11/12/19

Order on 10/30/19 open-assembled examination:

2. Legal Process Clerk I, LDF 11/25/19

Order on 11/1/19 open-assembled examination:

3. Eligibility Services Technician I, LDF 11/26/19
4. Financial Analyst, Social Services Agency,

Order on 11/4/19 open-assembled examination:

5. Juvenile Institutional Officer Associate, LDF 12/2/19

Order on 11/5/19 open-assembled examination:

6. Energy Project Manager, LDF 12/2/19

Order on 11/13/19 open-assembled examination:

7. Associate Deputy Public Defender, LDF 12/18/19

Reopen on 11/7/19 continuous examination:

8. Librarian IV, LDF 12/6/19

Extend eligible lists:

9. Institutional Supervisor I, #17-6217-01, terminate on 5/20/20
10. Sergeant, #17-9617-01, terminate on 1/31/20

Miscellaneous:

11. Extend the last day for filing for Senior Family Support Case Manager, exam #18-6708-01 from 10/30/19 to 11/15/19.
12. Change the Librarian IV, exam #19-4177-01, from an assembled exam to a continuous exam effective 5/6/19.

**IV. CONSENT MATTERS**

**D. Eligible Lists**

Create, approve and order promulgated:

1. Administrative Specialist II, #19-0219-02
2. Application Systems Engineer II, #19-1867-01
3. Associate Civil Engineer, #19-2021-01
4. Civil Legal Secretary, #19-1242-01
5. Elections Division Manager (Promotional), #19-1280-01
6. Environmental Program Manager, (Promotional), #19-9698-01
7. Facilities Manager-Real Property Division (Promotional), #19-9690-01
8. Fire Department EMS Quality Improvement & Education Coordinator, #18-8164-01
9. Park Equipment Operator, Hayward Area Recreation & Park District, #19-1138H-01
10. Procurement & Contracts Assistant, #19-1480-01
11. Public Works Inspector II, Construction, #19-2161-01
12. Public Works Inspector III, Construction, #19-2162-01
13. Retirement Accountant II, #19-1370-01
14. Staff Development Supervisor, #19-6797-01
15. Stationary Engineer, General Services Agency, #19-9670-01
16. Technical Support Analyst, #19-0418-01
17. Welfare Investigator II, #19-6776-01
18. Zoning Investigator II, #19-8680-01

**E. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Reallocate one position of 6517, ACCESS Program Clinical Manager to 5094, Division Director, Behavioral Health Care Services (19-32489).</li> <li>2. Allocate one additional position of 0420P, Information Systems Manager Project (19-32582).</li> <li>3. Reallocate one position of 0214, Financial Services Specialist II, to 0206, Management Analyst (20-34029).</li> <li>4. Reallocate one position of 0219P, Administrative Specialist II Project to 0219, Administrative Specialist II (20-34030).</li> <li>5. Reallocate one position of 1128, Specialist Clerk I to 1142, Administrative Assistant (20-34161).</li> <li>6. Reallocate one position of 7879, Health Services Trainee to 0460, Departmental Human Resources Officer (20-34210).</li> </ol>

<b>IV. CONSENT MATTERS</b>	
<b>E. <u>Classification Recommendations</u> - continued</b>	
<b>Department:</b>	<b>Re:</b>
Retirement	7. Reallocate one position of 1344, Retirement Support Specialist to 1352, Retirement Technician (20-34157).
Social Services Agency	8. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (20-34035). 9. Reallocate one position of 1131, Data Input Clerk to 1132, Eligibility Support Clerk (20-34036). 10. Reallocate one position of 1572, Eligibility Services Technician III to 0219, Administrative Specialist II (20-34069). 11. Reallocate one position of 6779, Program Integrity Division Director to 6045, Social Services Program Manager (20-34158).
<b>F. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	1. Remove the specialty designation for one position #310069, job code 5860, Pediatric Physical Therapist, (Public Health Nurse/ Certification Specialty), effective 12/1/19. 2. Remove the specialty designation for one position #311104, job code 0307P, Senior Program Specialist (Project), (AIDS Specialty), effective 12/1/19. 3. Remove the specialty designation for one position #310389, job code 5315, Registered Nurse III, (Public Health Nurse/ Certification Specialty), effective 11/30/19. 4. Approve the specialty designation for one position #310389, job code #5315, Registered Nurse III, (Public Health Nurse Certification/Tuberculosis Specialty), effective 12/1/19. 5. Approve the specialty designation for one position #310011, job code 0308, Supervising Program Specialist, (Emergency Preparedness Professional Specialty), effective 12/1/19.

<b>IV. CONSENT MATTERS</b>	
<b>G. <u>Classification Specifications</u></b>	
ACMEA General Government Unit	1. Revise and retitle classification 2117, Safety Officer, Public Works to 2117, Safety Officer and adopt the classification specification.
Unrepresented - Management	2. Adopt the revised classification specification 4912, Senior Auditor/Accountant, Zone 7.

Csa 11-20