



# A G E N D A

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

Wednesday, April 10, 2019, 4:00 P.M.

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201

Remote Locations: 4501 Pleasanton Avenue, Pleasanton, CA

Commissioner Arlene Lum, President  
Commissioner Barbara Luna, Vice-President  
Commissioner Dan Chang  
Commissioner Dennis Handis  
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 MARCH 27, 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. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(One case)
2. **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. Reinstatement Request(s)

1. Lance Bye, Deputy Sheriff II, Sheriff's Office
2. Anna Marie Hoch-Kenney, Library Clerk II Services-As-Needed, County Library
3. Norma Jean Viehland, Clerk II, Social Services Agency

##### B. Voluntary Demotion(s)

1. Marvin Yu, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office

##### C. Examination Actions – for CSC Meeting of April 10, 2019

Order on 3/20/19 open-assembled examination:

1. Auditor, LDF 4/15/19
2. Division Chief, Auditor, LDF 4/15/19

Order on 3/22/19 open-assembled examination:

3. Probation Chief of Research and Evaluation, LDF 4/15/19
4. Youth and Family Services Therapist, LDF 4/15/19

Order on 3/25/19 open-assembled examination:

5. Director, Behavioral Health, LDF 4/18/19
6. Alcohol & Drug Program Administrator, LDF 4/19/19

Order on 3/27/19 open-assembled examination:

7. Mental Health Specialist II, LDF 4/22/19
8. Unit Supervisor, Probation LDF 4/22/19

Order on 3/29/19 open-assembled examination:

9. Assessor Representative, LDF 4/22/19

Order on 4/1/19 open-assembled examination:

10. Assistant Deputy Director, Community Development  
Agency (Housing Development Project Coordinator), LDF 4/25/19

Reopen on 4/4/19, continuous examination:

11. Behavioral Health Clinical Supervisor, LDF 4/30/19

Suspend continuous examination:

12. Water Plant Operator II, Zone 7, #18-4943-01, effective 3/21/19

Terminate eligible list:

13. Financial Services Officer, #17-0217-01, effective 4/11/19

Reinstate eligible lists:

14. Real Estate Projects Manager, #17-9695-01, terminate on 6/22/19
15. Registered Nurse II (Public Health Nurse Option), #17-5305-01,  
terminate on 6/30/19

**IV. CONSENT MATTERS**

**C. Examination Actions – for CSC Meeting of April 10, 2019 - continued**

Extend eligible list:

16. Captain (Promotional), #17-8625-01, terminate on 9/6/19
17. Designate the Financial Services Officer list, #17-0217-01, as an alternate list for Administrative Services Officer.

Miscellaneous:

18. Extend the last day for filing for Employment Specialist II, exam #18-6782-01, from 3/20/19 to 4/29/19.
19. Extend the last day for filing for Business License Tax Auditor, exam #19-0161-01, from 3/25/19 to 4/15/19.
20. Change the Behavioral Health Clinical Supervisor exam #18-6525-04 from an assembled exam to a continuous exam effective 5/16/18.

**D. Eligible Lists**

Create, approve and order promulgated:

1. Accounting Specialist II, #18-1316-02
2. Deputy Agricultural Commissioner/Sealer of Weights and Measures, #19-8421-01
3. Deputy Director, General Services Agency (Building Maintenance Department)-Promotional, #18-0194-01
4. Employee Benefits Specialist (Promotional), #18-0263-01
5. Fingerprint Examiner, #18-1283-01
6. Librarian II, #19-4140-01
7. Public Works Inspector III, Construction, #18-2162-01
8. Recreation Supervisor (Hayward Area Parks & Recreation District), #19-1168H-01
9. Senior Program Specialist (Project), #18-0307-01
10. Sheriff's Multimedia Producer, #18-9294-01
11. Supervising Child Support Attorney, #18-3160-01

**E. Classification Recommendations**

Department:	Re:
General Services Agency	1. Reallocate one position of 7410, Janitor to 7422, Janitor Supervisor I (19-32866).

<b>IV. CONSENT MATTERS</b>	
<b>E. <u>Classification Recommendations</u> - continued</b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	2. Reallocate one position of 1128, Specialist Clerk I to 1142, Administrative Assistant (19-31545). 3. Reallocate one position of 6701, Community Outreach Worker II to 0204P, Management Associate II Project (19-32859). 4. Reallocate one position of 1215, Secretary I to 1142, Administrative Assistant (19-32907).
Information Technology	5. Reallocate one position of 1866, Application Systems Engineer I to 1823, Programmer II (19-32781). 6. Reallocate one position of 0416, Information Systems Specialist to 1828, Infrastructure Services Technician (19-32914).
Registrar of Voters	7. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 0214, Financial Services Specialist II (19-32784).
Sheriff's Office	8. Reallocate one position of 8755, Sheriff's Technician to 1142, Administrative Assistant (19-31796).
<b>F. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Community Development Agency	1. Remove the specialty designation for three positions, #303251, 402660, 402661, job code 2960, Housing & Community Development Manager, (Housing Development Project Coordinator Specialty), effective 4/21/19. 2. Approve the specialty designation for three positions, #303251, 402660, 402661, job code 2960, Housing & Community Development Manager, (Housing & Community Development Manager Specialty), effective 4/21/19.

IV. CONSENT MATTERS	
F. <u>Specialty Designations</u> - continued	
Department:	Re:
Health Care Services Agency	3. Remove the specialty designation for one position #310153, job code 0305, Program Specialist, (Adolescent Health/Spanish Speaking Specialty), effective 4/20/19.  4. Approve the specialty designation for one position #310153, job code 0305, Program Specialist, (Maternal Child/Adolescent Health Specialty), effective 4/21/19.  5. Approve the specialty designation for one position #309936, job code 6701, Community Outreach Worker II, (Mam Speaking Specialty), effective 4/21/19.
G. <u>Classification Specifications</u>	
SEIU 1021	1. Adopt the revised classification specification, 7411, Janitor, Floor Specialist.
Unrepresented - Management	2. Recommend the Board of Supervisors establish the classification of 0244, Local Agency Formation Commission Clerk and adopt the classification specification.  3. Recommend the Board of Supervisors establish the classification of 0248, Local Agency Formation Commission Analyst and adopt the classification specification.  4. Recommend the Board of Supervisors establish the classification of 0256, Local Agency Formation Commission Executive Officer and adopt the classification specification.