



AGENDA

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, August 29, 2018, 4:00 P.M.

Lakeside Plaza Building
1401 Lakeside Drive, Room 201

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 AUGUST 15, 2018 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 4

V. COMMUNICATION(S)

1. From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820, Duration of Probationary Period.
STAFF RECOMMENDATION: Post Rule Change
2. Memorandum from the General Services Agency in response to the August 1, 2018 Civil Service Commission's motion to calendar a discussion of the General Services Agency's process for Classification Specification and Examination Actions.
STAFF RECOMMENDATION: Receive and file.

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Two cases)
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. Hoi Chan, Accounting Specialist I, Health Care Services Agency
2. Rodney Cornist Dhati, Institutional Supervisor I, Probation Department
3. Korey Lee, Registered Nurse II, Health Care Services Agency
4. Ryan Rendon, Specialist Clerk I, Probation Department

B. Examination Actions – for CSC Meeting of August 29, 2018

Order on 8/1/18 open-assembled examination:

1. Program Specialist (Adult Clinical Specialty), LDF 8/28/18

Order on 8/7/18 open-assembled examination:

2. Institutional Supervisor I, LDF 8/31/18

Order on 8/8/18 open-assembled examination:

3. Fire Department Personal Protective Equipment Specialist, LDF 9/4/18

Order on 8/15/18 open-assembled examination:

4. Communication Specialist, Zone 7, LDF 9/10/18

Order on 8/16/18 open-assembled examination:

5. Senior Supervising Auditor, LDF 9/10/18

Order on 8/17/18 open-assembled examination:

6. Administrative Assistant, LDF 9/11/18
7. Assistant County Counsel, LDF 9/14/18

Reopen on 8/10/18 continuous examination:

8. Nutritionist I, LDF 8/24/18

Reinstate eligible lists

9. Information Systems Specialist, #17-0416-01, terminate on 10/8/18
10. Nutritionist I, #17-5792-01, terminate on 12/10/18
11. Supervising Program Specialist (STD Option), #16-0308-01, terminate on 10/8/18

Extend eligible lists:

12. Accounting Specialist II, #17-1316-01, terminate on 12/13/18
13. Behavioral Health Clinical Manager, #17-6527-01, terminate on 12/27/18
14. Stationary Engineer, General Services Agency, #17-9670-01, terminate on 12/31/18
15. Designate the Administrative Assistant Zone 7, #17-4918-01 as an alternate list for Administrative Assistant.
16. Designate the Human Resources Division Manager, #18-0294-02 as an alternate list for Labor Relations Analyst II.

IV. CONSENT MATTERS

Miscellaneous:

- 17. Cancel the Fire Department Plan Checker, exam #18-8131-01, effective 4/23/18.
- 18. Extend the last day for filing for the Public Works Inspector III, Construction, exam #18-2612-01 from 8/20/18 to 9/24/18.
- 19. Extend the last day for filing for the Program Specialist (Adult Clinical Specialty), #18-0305-05 from 8/28/18 to 9/18/18.
- 20. Cancel the reopening of the Departmental Human Resource Officer, exam #17-0460-01, effective 7/10/18.

C. Eligible Lists

Create, approve and order promulgated:

- 1. Behavioral Health Clinical Supervisor, #18-6525-04
- 2. Deputy County Administrator, #18-0257-01 (effective 8/12/18)
- 3. Principal Librarian, #18-4180-01
- 4. Public Works Technical Assistant I, #18-2111-01

D. Classification Recommendations

Department:	Re:
Community Development Agency	1. Reallocate one position of 2973, Housing & Community Development Technician II to 2966, Housing & Community Development Specialist III (19-31687).
Fire Department	2. Reallocate one position of 8157N, Fire Department Aide Services-As-Needed to 8164N, Fire Department Emergency Medical Services Quality Improvement & Education Coordinator Services-As-Needed (19-31685).
Health Care Services Agency	<ul style="list-style-type: none"> 3. Allocate one additional position of 6715P, Social Worker II Project (18-31446). 4. Allocate one additional position of 5305P, Registered Nurse II Project (18-31447). 5. Reallocate one position of 1215, Secretary I to 1142, Administrative Assistant (19-31523). 6. Reallocate one position of 5088, Community Health Services Coordinator to 6707, Family Support Case Manager (Spanish Speaking Specialty) (19-31709). 7. Reallocate one position of 5795, Nutritionist II to 1120, Clerk II (Spanish Speaking Specialty) (19-31713).

IV. CONSENT MATTERS	
D. <u>Classification Recommendations</u> - continued	
Department:	Re:
Registrar of Voters	8. Reallocate one position of 1292N, Clerk Intermittent I Services-As-Needed to 1090, Retired Annuitant I (19-31731).
Sheriff's Office	9. Allocate four additional positions of 8604, Deputy Sheriff II (19-31504). 10. Allocate four additional positions of 8604, Deputy Sheriff II (19-31505). 11. Allocate one additional position of 8620, Lieutenant (19-31512).
E. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #311075, job code 5795, Nutritionist II, (Circulation Services Specialty), effective 9/9/18.
F. <u>Classification Specifications</u>	
	1. Adopt the revised classification specification for 5091, Adult/Older Adult System of Care Director, Behavioral Health Care Services. 2. Adopt the revised classification specification for 9232, Automatic Guided Vehicle Technician. 3. Recommend the Board of Supervisors establish the classification of 6125, Divisional Operations Services Manager, Social Service Agency and adopt the classification specification. 4. Adopt the revised classification specification for 5320, Registered Nurse IV. 5. Adopt the revised classification specification for 0194, Deputy Director, General Services Agency.