



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, February 26, 2020, 4:00 P.M.

(Minutes Subject to Approval at March 11, 2020 Meeting)

The Civil Service Commission will meet **Wednesday, March 11, 2020** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: All Present
(Remote location: B. Luna)
Secretary: J. Angelo
Chief Assistant County Counsel: A. Weddle

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JANUARY 29, 2020 AS MAILED. 3-0-1

(Ayes: Chang, Luna, Peterson Recused: Lum)

III. PUBLIC COMMENTS:

William Spiers addressed the Public Works Agency recruitment concern.

IV. APPROVED CONSENT MATTERS - Pages 2 - 6 4-0 As Amended Item.V.A-4

V. COMMUNICATIONS:

1. From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820, Duration of Probationary Period.

STAFF RECOMMENDATION: Posted Rule Change - Approved 4-0

2. The Human Resource Services Department under Civil Service Rule #1256 requesting a waiver of minimum qualifications for Chief Forensic Pathologist, exam #18-5149-01.

STAFF RECOMMENDATION: Granted Request - Approved 4-0

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: No action

IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: None

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Stacy Angelo, Administrative Specialist II, Human Resource Services
2. Michael Castilla, Senior Program Specialist, Health Care Services Agency
3. Mariana Dailey, Senior Program Specialist, Health Care Services Agency
4. Antoinette Davis, Medical Social Worker II, -Health Care Services Agency
5. Sharon Renee Holloaway, Specialist Clerk I, Social Services Agency
6. Irene Lu, Human Resources Analyst Trainee, Human Resource Services
7. Maegan Mensinger, Emergency Services Dispatcher II, Sheriff's Office
8. Mark Les Mendioro Nolasco, Service Support Specialist, Social Services Agency
9. Toan Quang Quach, Accounting Specialist I, Health Care Services Agency
10. Tiffany Wong, Auditor Associate II, Auditor-Controller

B. Voluntary Demotion(s)

1. Christine Panganiban, Payroll Records Clerk, County Library to Account Clerk I, County Library

C. Examination Actions - for CSC Meeting of February 26, 2020

Ordered on 1/9/20 Opened-assembled examination:

1. Financial Services Director, Health Care Services Agency, LDF 2/3/20

Ordered on 1/16/20 Opened-assembled examination:

2. Behavioral Health Crisis Intervention Specialist I, LDF 2/20/20
3. Deputy Director, Public Health, LDF 2/10/20

Ordered on 1/22/20 Opened-assembled examination:

4. Administrative Associate, County Administrator's Office, LDF 2/17/20
5. Janitor, LDF 2/18/20

Ordered on 1/24/20 Opened-assembled examination:

6. Food Service Worker, LDF 2/18/20

Ordered on 1/27/20 Opened-assembled examination:

7. Contract Compliance Officer, LDF 2/24/20

Ordered on 1/28/20 Opened-assembled examination:

8. Institutional Supervisor I, LDF 2/21/20

Ordered on 1/29/20 Opened-assembled examination:

9. Collection Supervisor II, LDF 2/24/20
10. Hazardous Materials Specialist, LDF 2/24/20
11. Quality Management Program Director, Alameda County Behavioral Health, LDF 2/24/20

Ordered on 1/30/20 Opened-assembled examination:

12. Sheriff's Program/Financial Specialist, LDF 2/25/20

Ordered on 1/31/20 Opened-assembled examination:

13. Account Clerk II, LDF 2/24/20

Ordered on 2/3/20 Opened-assembled examination:

14. Administrative Assistant, Zone 7, LDF 3/2/20

Ordered on 2/4/20 Opened-assembled examination:

15. Fire Captain, LDF 3/5/20
16. Supervising Clerk I, LDF 2/28/20

Ordered on 2/7/20 Opened-assembled examination:

17. Crime Technician, LDF 3/4/20
18. Public Works Technical Assistant II, LDF 3/6/20

IV. CONSENT MATTERS - APPROVED

C. Examination Actions - for CSC Meeting of February 26, 2020 - continued

Ordered on 2/10/20 Opened-assembled examination:

19. Behavioral Health Clinical Manager, LDF 3/6/20
20. Hazardous Materials Specialist, LDF 3/6/20

Ordered on 2/13/20 Opened-assembled examination:

21. Principal Auditor, LDF 3/9/20

Ordered on 2/14/20 Opened-assembled examination:

22. Library Assistant Manager, LDF 3/9/20

Ordered on 2/17/20 Opened-assembled examination:

23. Public Works Technical Assistant I, LDF 3/13/20

Ordered on 2/20/20 Opened-assembled examination:

24. Senior Hazardous Materials Specialist, LDF 3/16/20

Ordered on 2/21/20 Opened-assembled examination:

25. Heavy Equipment Operator, LDF 3/27/20
26. Heavy Truck Driver, LDF 3/27/20

Ordered on 2/7/20 Opened-continuous examination:

27. Behavioral Clinician I, LDF continuous

Re-Opened on 1/31/20 continuous examination:

28. Supervising Clerk II, LDF 2/14/20

Re-Opened on 2/5/20 continuous examination:

29. Accountant, LDF 2/19/20

Re-Opened on 2/13/20 continuous examination:

30. Registered Environmental Health Specialist, LDF 3/9/20

Re-Opened on 2/14/20 continuous examination:

31. Mental Health Specialist II, LDF 3/10/20

Reinstated eligible list:

32. Supervising Appeals Officer, #18-6739-01, terminate 8/5/20
33. Assistant Public Defender, #18-3126-01, terminate 12/30/20

Extended the eligible lists:

34. Instrument Technician I, Zone 7, #18-4994-01, terminate 9/14/20
35. Plumber, #18-9260-01, terminate 5/1/20
36. Extended the last day for filing for Registered Nurse IV (Public Health Nurse Option), exam #19-5320-01 from 01/27/2020 to 02/14/2020.
37. Extended the last day for filing for Chief Forensic Pathologist, exam #18-5149-01, from 1/24/2020 to continuous.
38. Changed Supervising Clerk II, exam #18-1139-01, from an assembled exam to a continuous exam effective 1/30/2019.
39. Changed Accountant, Hayward Area Recreation and Park District, exam #19-1190h-01, from an assembled to a continuous exam effective 10/25/2019.
40. Extended the last day for filing for Disability Programs Technician, exam 19-0464-01 from 1/17/2020 to 3/11/2020.
41. Extended the last day for filing for Disability Programs Case Manager, exam, 19-0467-02 from 1/17/2020 to 3/11/2020.
42. Extended the last day for filing for Senior Auditor, exam #19-0144-01 from 02/3/2020 to 02/10/2020.
43. Cancel Investigator, Probation Department, exam #19-8588-01 effective 11/13/19.

IV. CONSENT MATTERS - APPROVED

C. Examination Actions - for CSC Meeting of February 26, 2020 - continued

- 44. Changed Mental Health Specialist II, exam #18-6491-01, from an assembled exam to a continuous exam effective 3/29/2019.
- 45. Changed Fire Captain, exam #19-8146-01, from an open exam to a promotional exam effective 2/2/2020.
- 46. Changed Fire Battalion Chief, exam #19-8150-01, from an open exam to a promotional exam effective 1/13/2020.

D. Eligible Lists

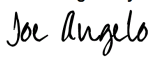
Created, Approved and order promulgated:

- 1. Animal Services Supervisor, #19-8167-02
- 2. Assistant Deputy Director, Community Development Agency, (Healthy Homes), (Promotional), #19-2953-05
- 3. Captain (Promotional), #19-8625-01
- 4. Criminalist I, #19-8523-01
- 5. Deferred Compensation Program Manager, #19-1539-02
- 6. Deputy Director, Community Development Agency, (Housing and Community Development), #19-2952-01
- 7. Developmental Disabilities Coordinator, #19-0318-01
- 8. Financial Analyst, Social Services Agency, #19-0209-01
- 9. Legal Process Clerk I, #19-1511-01
- 10. Park Maintenance Worker, Hayward Area Recreation and Park District, #19-1136H-01
- 11. Rehabilitation Counselor I, (Vocational Services Specialty), #19-6638-01
- 12. Senior Financial Services Specialist, #19-0215-01
- 13. Senior Land Surveyor, #20-2155-01
- 14. Sheriff's Technician, #18-8755-01
- 15. Stationary Engineer, Public Works Agency, #19-9671-01
- 16. Supervising Program Specialist, #18-0308-01
- 17. Transportation Worker, (Services-As-Needed), #19-6990N-01

E. Classification Recommendations - Approved

| Department | Re: |
|------------------------------|---|
| Community Development Agency | 1. Reallocate one position of 0416, Information Systems Specialist to 0419, Information Systems Analyst (Database Administration Specialty) (20-34301). |
| General Services Agency | 2. Reallocate one position of 9286, Senior Telecommunications Technician to 9289, Manager, Communications Department (20-34544). |

| IV. CONSENT MATTERS - APPROVED | |
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| E. <u>Classification Recommendations</u> - continued | |
| Department | Re: |
| Health Care Services Agency | 3. Reallocate one position of 6701 P, Community Outreach Worker II (Project) to 6701, Community Outreach Worker II (20-34021). 4. Reallocate one position of 6701 P, Community Outreach Worker II (Project) to 6701, Community Outreach Worker II (Tongan Speaking Specialty) (20-34027). 5. Reallocate one position of 5056, Assistant Director, Health Care Services Agency to 0225, Financial Services Director, Health Care Services Agency (20-34711). 6. Reallocate one position of 1142 P, Administrative Assistant (Project) to 1142, Administrative Assistant (20-34720). 7. Reallocate one position of 0307 P, Senior Program Specialist (Project) to 0307, Senior Program Specialist (Homeless Program Specialty) (20-34721). 8. Reallocate one position of 0307 P, Senior Program Specialist (Project) to 0307, Senior Program Specialist (Homeless Program Specialty) (20-34723). |
| Probation | 9. Reallocate one position of 0219, Administrative Specialist II to 2117, Safety Officer (20-34296). 10. Reallocate one position of 6216, Juvenile Institutional Officer to 6124, Deputy Chief Probation Officer (20-34378). |
| Retirement | 11. Reallocate one position of 1344, Retirement Support Specialist to 1353, Senior Retirement Technician (20-33802). |
| Sheriff's Office | 12. Allocate two additional positions of 8604, Deputy Sheriff II (20-34274). 13. Allocate one additional position of 1093, Retired Annuitant - Safety II (20-34297). 14. Reallocate one position of 8604, Deputy Sheriff II to 8617, Sergeant (20-34541). 15. Reallocate one position of 8604, Deputy Sheriff II to 8617, Sergeant (20-34543). |
| Social Services Agency | 16. Reallocate one position of 1316, Accounting Specialist II to 1314, Accounting Specialist I (20-34706). |

| IV. CONSENT MATTERS - APPROVED | |
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| F. <u>Classification Specifications</u> - Approved | |
| ACMEA General Government Unit | 1. Revise and retitle 4998, Facilities Maintenance & Construction Supervisor, Zone 7 to 4998 Maintenance and Construction Supervisor, Zone 7 and adopt the classification specification. |
| Unrepresented - Fire Management | 2. Adopt the revised classification specification 8130, Fire Department Division Chief. |
| Unrepresented - Management | 3. Adopt the revised classification specification 5056, Assistant Director, Health Care Services Agency. 4. Adopt the revised classification specification 2953, Assistant Deputy Director, Community Development Agency. 5. Recommend for the Board of Supervisors to establish the classification of 0279H Human Resources and Risk Management Analyst, Hayward Area Recreation and Park District and adopt the classification specification. |
| There being no further business, the meeting was adjourned. | |
| DocuSigned by:  2CC022F934DA404 Joe Angelo, Secretary | |