



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, February 14, 2018, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

Commissioner Arlene Lum, President
Commissioner Barbara Luna, Vice-President
Commissioner Stephen Booth
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 JANUARY 31, 2018 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2- 4

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

1. Public Employment pursuant to Government Code §54957:
job code 6745, Child Welfare Worker II, Social Services Agency
2. Public Employment pursuant to Government Code §54957:
job code 1527, Auditor Associate I, Auditor-Controller Agency
3. **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. Correspondence from Matthew Nakano, Attorney with Liebert Cassidy Whitmore, that a settlement agreement has been reached for Case No. 2017-06, OAH No. 2017100994. Remove from hearing calendar
2. Correspondence from Helen Fong, Attorney with Goyette & Associates, Inc., requesting an appeal hearing for Case No. 2018-03. Set for hearing.

B. Reinstatement Request(s)

Lesley A. Ferrer, Administrative Assistant, Sheriff's Department
Sheila Green, Administrative Specialist I, Treasurer-Tax Collector
Christine Mankewich, Sheriff's Technician, Sheriff's Department
Lani Pallotta, Supervising Financial Services Specialist, Health Care Services Agency

C. Voluntary Demotion(s)

Lonnie Aguero, Juvenile Institutional Officer Associate to Specialist Clerk II

D. Examination Actions – for CSC Meeting of February 14, 2018

Order on 1/26/18 open assembled examination:

1. Sheriff's Safety Aide, LDF 2/20/18

Order on 1/29/18 open assembled examination:

2. Electrician, LDF 2/23/18
3. Employee Benefits Technician I, LDF 2/26/18

Order on 1/31/18 open assembled examination:

4. Librarian II, LDF 2/26/18

Order on 2/2/18 open assembled examination:

5. Deputy Probation Officer III, LDF 2/26/18
6. Director, Risk Management, LDF 2/26/18

Order on 2/5/18 open assembled examination:

7. Supervising Auditor-Appraiser II, LDF 3/1/18
8. Deputy Public Guardian-Conservator/Investigator, LDF 3/12/18

Reopen on 2/2/18 continuous examination:

9. Accounting Specialist II, LDF 2/16/18

Reinstate eligible lists:

10. Supervising Financial Services Specialist, #16-0216-01, terminate on 3/31/18
11. Lieutenant (Promotional), #16-8620-02, terminate on 7/12/18

Extend eligible list:

12. Designate the Training and Education Center Director, #17-0473-01 as an alternate list for Human Resources Division Manager

Miscellaneous:

13. Cancelled examination for Land Surveyor #17-2148-01

IV. CONSENT MATTERS

14. Change Accounting Specialist II, exam #17-1316-01 from open-assembled to open-continuous effective 4/14/17.
15. Extend the last day for filing for Registered Nurse II (PHN Option), exam #17-5305-01, from 1/31/2018 to 2/28/18
16. Extend the last day for filing for Deputy Probation Officer I, exam #18-6108-01 from 2/13/18 to 2/28/18
17. Extend the last day for filing for Senior Nutritionist, exam #17-5794-01, from 2/5/18 to 2/15/18

E. Eligible Lists

Create, approve and order promulgated:

- Application Systems Engineer III, #17-1868-01
- Building Maintenance Laborer, #17-9125-01
- Civil Legal Secretary, #17-1242-02
- Departmental Human Resources Officer, #17-0460-01
- Departmental Human Resources Officer Trainee (Promotional), #17-0459-01
- Fire Department Deputy Chief (Promotional), #17-8155-01
- Latent Fingerprint Examiner, #17-8522-01
- Program/Financial Specialist, #17-0306-01
- Personal Computer & Network Systems Analyst, Alameda County
- Employees' Retirement Association, #17-1366-01

F. Classification Recommendations

Department:	Re:
General Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 0204, Management Associate II to 0219, Admin Specialist II (18-30632).
Health Care Services Agency	<ol style="list-style-type: none"> 2. Reallocate one position of 0305, Program Specialist to 0206, Management Analyst (18-30338). 3. Reallocate one position of 0307, Senior Program Specialist to 0206, Management Analyst (18-30339). 4. Reallocate one position of 1315, Accounting Technician to 0306, Program/Financial Specialist (18-30633). 5. Reallocate one position of 0307, Senior Program Specialist to 0307 P, Senior Program Specialist (Project) (18-30634). 6. Reallocate one position of 1128, Specialist Clerk I to 1128 P, Specialist Clerk I (Project) (18-30647).

IV. CONSENT MATTERS	
G. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #310709, job code 1129, Specialist Clerk II, (Consumer/Family Specialty), effective 2/25/18. 2. Remove the specialty designation for one position #310035, job code 5799P, Nutrition Assistant II (Project), Certified Breastfeeding Counselor Specialty), effective 2/24/18. 3. Approve the specialty designation for one position #310035, job code 5799P, Nutrition Assistant II (Project), Certified Breastfeeding Counselor/Spanish Speaking Specialty), effective 2/25/18.
H. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Recommend the Board of Supervisors establish the classification of 6074, Assistant Director, Finance and Contracts, Probation Department 2. Adopt the revised classification specification series for 9140, Building Maintenance Worker I and 9141, Building Maintenance Worker II. 3. Adopt the revised classification specification for 9220, Carpenter. 4. Adopt the revised classification specification for 0475, Director, Risk Management. 5. Adopt the revised classification specification for 9240, Painter. 6. Adopt the revised classification specification for 5656, Supervising Hazardous Materials Specialist.