



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, January 15, 2020

(Minutes Subject to Approval at January 29, 2020 Meeting)

The Civil Service Commission will meet **Wednesday, January 29, 2020** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **D. Chang, A. Lum, R. Peterson**
(Absent: B. Luna)

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF DECEMBER 18, 2019 AS MAILED. 3-0

III. PUBLIC COMMENTS:

- 1) **William M. Spier, County employee** had comments regarding the **Public Works Agency recruitments.**
- 2) **John Medlock, Deputy Director, Public Works Agency** spoke in response to comments regarding the **Public Works recruitments.**

IV. APPROVED CONSENT MATTERS - Pages 2 - 6 3-0

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: (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: No Actions

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

Joe Angelo and Commissioner Lum informed the Commission that they will not be present at the next meeting.

X. ADJOURNMENT 3-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Rianita Agastia, Specialist Clerk I, Community Development Agency
2. Valeriy Anisovets, Water Plant Operator II, Zone 7
3. Felix Chang, Procurement and Contracts Specialist II, General Services Agency
4. Sheila Green, Departmental Human Resource Officer Trainee, Treasurer-Tax Collector
5. Robert Heath, Behavioral Clinician II, Health Care Services Agency
6. Kevin Huynh, Procurement and Contracts Assistant, General Services Agency
7. Ronald Reyes, Financial Services Specialist I Project, Health Care Services Agency
8. Joy Sledge, Administrative Assistant, Community Development Agency

B. Examination Actions – for CSC Meeting of January 15, 2020

Ordered on 12/10/19 open-assembled examination:

1. Supervisor, Buildings and Plant Maintenance, LDF 1/6/20

Ordered on 12/13/19 open-assembled examination:

2. Information Systems Analyst, LDF 1/6/20

Ordered on 12/20/19 open-assembled examinations:

3. Animal Services Supervisor, LDF 1/14/20
4. Behavioral Health Clinician II, LDF 1/13/20

Ordered on 12/23/19 open-assembled examination:

5. Disability Programs Case Manager, LDF 1/17/20

Ordered on 12/26/19 open-assembled examination:

6. Training & Education Center Organizational Development Manager, LDF 1/21/20

Ordered on 12/30/19 open-assembled examination:

7. Crime Analyst, LDF 1/24/20

Ordered on 12/31/19 open-assembled examination:

8. Lead Customer Services Representative, Department of Child Support Services, LDF 1/24/20

Ordered on 1/3/20 open-assembled examination:

9. Registered Nurse IV (Public Health Nurse), LDF 1/27/20

Ordered on 1/6/20 open-assembled examination:

10. Building Equipment Maintenance Worker, LDF 2/3/20

Ordered on 1/7/20 open-assembled examinations:

11. Bridge and Pump Supervisor, LDF 2/3/20
12. Deputy Director, Community Development Agency (Housing and Community Development), LDF 1/31/20

Ordered on 1/8/20 open-assembled examination:

13. Senior Auditor, LDF 2/3/20

Ordered on 1/13/20 open-assembled examination:

14. Fire Battalion Chief, LDF 2/13/20

IV. CONSENT MATTERS - APPROVED

B. Examination Actions – for CSC Meeting of January 15, 2020 - continued

Reopened on 12/16/19 continuous examination:

15. Chief Forensic Pathologist, LDF 1/10/20

Reopened on 12/17/19 continuous examination:

16. Custodian Hayward Area Recreation & Park District, LDF 1/6/20

Reopened on 12/23/19 continuous examination:

17. Disability Programs Technician, LDF 1/17/20
18. Employee Benefits Technician I, LDF 1/17/20

Reopened on 12/27/19 continuous examination:

19. Financial Services Specialist II, LDF 1/21/20

Reinstated eligible lists:

20. Associate Program Specialist, #18-0301-01, terminate on 3/31/20
21. Employee Benefits Technician I, #18-0265-01, terminate on 6/30/20
22. Financial Services Officer, #17-0217-01, terminate on 1/24/20
23. Human Resources Technician, #18-0278-01, terminate on 3/16/20
24. Information System Technician II, #18-0411-01, terminate on 6/30/20

Extended eligible list:

25. Senior Project Manager, General Services Agency, #18-9701-01, terminated on 4/1/20
26. Designated the Departmental Human Resources Officer, exam #19-0460-01 as an alternate list for Labor Relations Analyst I.
27. Designated the Janitor, Floor Specialist, exam #19-7411-01 as an alternate list for Janitor.

Miscellaneous:

28. Extended the last day for filing for Energy Project Manager, exam #19-9696-01, from 12/2/19 to 12/31/19.
29. Extended the last day for filing for Registered Nurse II (Public Health Nurse Option), exam #19-5305-01 from 12/20/19 to 1/21/20.
30. Changed the Chief Forensic Pathologist, exam #18-5149-01, from an assembled exam to a continuous exam effective 1/7/19.
31. Changed the Custodian, Hayward Area Recreation & Park District, exam #18-1130H-01, from an assembled exam to a continuous exam effective 12/14/19
32. Changed the Disability Programs Technician, exam #19-0464-01, from an assembled exam to a continuous exam effective 4/15/19.
33. Extended the last day for filing for Deferred Compensation Program Manager, exam #19-1539-02, from 12/27/19 to 1/20/20.

IV. CONSENT MATTERS - APPROVED

B. Examination Actions – for CSC Meeting of January 15, 2020 - continued

Miscellaneous:

34. Extended the last day for filing for Financial Analyst, Zone 7, exam #19-4929-02 from 12/27/19 to 1/27/20.
35. Changed the Employee Benefits Technician I, exam #18-0265-01 from an assembled to a continuous exam effective 1/29/18.
36. Changed the Financial Services Specialist II, exam #19-0214-01, from an assembled exam to a continuous exam effective 5/28/19.

C. Eligible Lists

Created, approved and ordered promulgated:

1. Accountant, Hayward Area Recreation & Park District, #19-1190H-01
2. Accounting Technician, #18-1315-01
3. Deputy Agricultural Commissioner/Sealer of Weights and Measures, #19-8421-03
4. Environmental Health Technician, #18-5649-01
5. Financial Services Officer, #19-0217-01
6. Library Manager I, #19-4176-02
7. Library Technician, #19-4120-01
8. Probation Specialist, #19-6118-01
9. Registered Nurse II (Public Health Nurse Option), #19-5305-01
10. Specialist Clerk II, #19-1129-01
11. Treasurer-Tax Collector's Specialist I, #19-1601-01

D. Classification Recommendations - Approved

Department:	Re:
Community Development Agency	<ol style="list-style-type: none"> 1. Allocate one additional position of 0207P, Senior Management Analyst Project (20-33944). 2. Allocate one additional position of 0206P, Management Analyst Project (20-33945). 3. Allocate one additional position of 2973P, Housing & Community Development Technician II Project (20-33985). 4. Reallocate one position of 2966P, Housing & Community Development Specialist III Project to 2952, Deputy Director, Community Development Agency (Housing and Community Development) (20-34302).

IV. CONSENT MATTERS - APPROVED	
D. <u>Classification Recommendations</u> - continued - Approved	
Department:	Re:
Health Care Services Agency	5. Reallocate one position of 0305, Program Specialist to 6927, Program Services Coordinator (19-32853). 6. Allocate four additional positions of 6510N, Behavioral Clinician II Services-As-Needed (20-33574). 7. Allocate one additional position of 6510N, Behavioral Clinician II Services-As-Needed (20-33575). 8. Reallocate one position of 0308P, Supervising Program Specialist Project to 0308, Supervising Program Specialist (HIV Specialty) (20-34405). 9. Reallocate one position of 5797N Health Services Consultant Services-As-Needed to 1142, Administrative Assistant (20-34406). 10. Reallocate one position of 6720, Social Worker III to 5305, Registered Nurse II (20-34407). 11. Reallocate one position of 6720, Social Worker III to 6510, Behavioral Clinician II (20-34408).
Library	12. Reallocate one position of 4140, Librarian II to 4120, Library Technician (Spanish Speaking Specialty) (20-34252). 13. Reallocate one position of 1104, Library Clerk II to 4120, Library Technician (20-34253).
Retirement	14. Reallocate one position of 1352, Retirement Technician to 1352P, Retirement Technician Project (20-34267). 15. Reallocate one position of 1221, Supervising Secretary II to 6796P, Staff Development Specialist Project (20-34299). 16. Reallocate one position of 1342, Associate Counsel, ACERA to 1340, Chief Counsel, ACERA (20-34475).
Social Services Agency	17. Reallocate one position of 6046, Assistant Director, Area Agency on Aging to 6779, Program Integrity Division Director (20-34522).

IV. CONSENT MATTERS - APPROVED

E. Specialty Designations - Approved

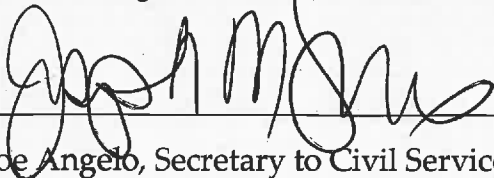
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none">1. Remove the specialty designation for one position #402526, job code 0307, Senior Program Specialist, (Adult Clinical Specialty), effective 1/26/20.2. Approve the specialty designation for one position #310785, job code 1128, Specialist Clerk I, (Spanish Speaking Specialty), effective 1/26/20.

F. Classification Specifications - Approved

ACMEA General Government Unit	<ol style="list-style-type: none">1. Recommend the Board of Supervisors establish the classification of 6793, E-Studio Instructional Design Trainer and adopt the classification specification.
Unrepresented - Management	<ol style="list-style-type: none">2. Recommend the Board of Supervisors establish the classification of 0322, Departmental Communications Manager and adopt the classification specification.3. Revise and retitle 5077, Quality Management Program Director, Behavioral Health Care Services to 5077, Quality Management Program Director, Alameda County Behavioral Health and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission