



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, October 11, 2017

(Minutes Subject to Approval at October 25, 2017 Meeting)

The Civil Service Commission will meet **Wednesday, October 25, 2017** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

- Commissioners: **All Present**
- Secretary: **J. Angelo**
- Chief Assistant
- County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF SEPTEMBER 27, 2017 AS MAILED. 4-0-1
(1 Abstention – Luna)

III. PUBLIC COMMENTS:
Robert Wallace, Attorney for Appellant, spoke in support of Item VII.-2.

IV. APPROVED CONSENT MATTERS - Pages 3 -6 5-0

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION – Held for VII.-1 and VII.-2

1. Public Employment pursuant to Government Code §54957:
job code 4944, Water Plant Operator III, Zone 7 **5-0**
2. Public Employment pursuant to Government Code §54957:
job code 0194, Deputy Director, General Services Agency **5-0**
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Three cases)
4. **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:

For Closed Session Item VII.-1. the Civil Service Commission unanimously voted 5-0 to deny the request.

For Closed Session Item VII.-2. the Civil Service Commission unanimously voted 5-0 to deny the request.

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

X. ADJOURNMENT 5-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

Heiyung Choi, Nutritionist II, Health Care Services Agency

B. Examination Actions – for CSC Meeting of October 11, 2017

Ordered on 9/20/17 promotional-assembled examination:

1. Assessor's Technician III, LDF 10/16/17

Ordered on 9/22/17 promotional-assembled examination:

2. Captain, LDF 10/17/17

Ordered on 9/21/17 open-assembled examination:

3. Maintenance and Construction Technician I HARD, LDF 10/17/17

Ordered on 9/27/17 open-assembled examination:

4. Heavy Equipment Mechanic Helper, LDF 10/23/17

Ordered on 9/28/17 open-assembled examination:

5. Facilities Maintenance & Construction Supervisor, Zone 7, LDF 10/23/17

Ordered on 9/29/17 open-assembled examination:

6. Chief Technology Officer, LDF 11/11/17

Ordered on 10/2/17 open-assembled examination:

7. Auditor, LDF 11/13/17

Reinstated eligible lists:

8. Account Clerk II, #15-1310-01, terminate on 12/25/17
9. Registered Nurse II, #14-5305-01, terminate on 3/26/18
10. Supervising Clerk I (Promotional), #16-1138-01, terminate on 4/2/18

Extended eligible lists:

11. Child Welfare Supervisor (Promotional), #16-6750-01, terminate 5/9/18
12. Program Specialist (Communicable Disease Option), #16-0305-01, terminate on 2/9/18
13. Senior Management Analyst (Promotional), #16-0207-01, terminate on 1/26/18
14. Designated the Assistant Public Guardian-Conservator, #16-8509-01, as an alternate list for Deputy Public Guardian Conservator/Investigator.
15. Designated the HR Validation Processor, #17-0269-01-01, as an alternate list for Human Resource Technician.

Miscellaneous:

16. Cancelled the Program Services Coordinator (Skilled Medical Professional Specialty), exam #17-6927-01, effective 6/23/2017
17. Extended the last day for filing for the Librarian IV, exam #17-4177-01, from 9/26/17 to 10/10/17.

IV. CONSENT MATTERS - APPROVED

18. Extended the last day for filing for the Librarian I, exam #17-4130-02, from 10/02/17 to 10/9/17.

C. Eligible Lists

Created, approved and ordered promulgated:

1. Criminalist II, #17-8524-02
2. Economic Development Analyst II, #17-0270-01
3. Employment Counselor, #17-6784-01
4. Energy Project Manager, #17-9696-01
5. Facilities Manager, #17-9690-01
6. Procurement & Contracts Specialist II, #17-0173-01
7. Program Specialist, #17-0305-02
8. Rehabilitation Counselor II (Criminal Justice Specialty), #17-6640-02

D. Classification Recommendations - Approved

Department:	Re:
Assessor	1. Reallocate one position of 0411, Information Systems Technician II to 0278, Human Resources Technician (18-30127).
Health Care Services Agency <i>Item IV.-D.-2 Justification attached</i>	2. Allocate one additional position of 0305P, Program Specialist (Project) (18-30060). 3. Allocate one additional position of 0306, Program/Financial Specialist (18-30073). 4. Allocate one additional position of 0305, Program Specialist (18-30074). 5. Reallocate one position of 0314, Health Care Program Administrator I to 0207, Senior Management Analyst (18-30117). 6. Allocate one additional position of 0214, Financial Services Specialist II (18-30131). 7. Reallocate one position of 0214P, Financial Services Specialist II (Project) to 0306, Program/Financial Specialist (18-30177).
Information Technology	8. Reallocate one position of 1867, Application Systems Engineer II to 1823, Programmer II (18-30122).
Social Services Agency	9. Reallocate one position of 0411, Information Systems Technician II to 1129, Specialist Clerk II (17-29544).

IV. CONSENT MATTERS - APPROVED	
E. <u>Specialty Designations</u> - Approved	
Department:	Re:
General Services Agency	1. Approve the specialty designation for one position #312361, job code 7410, Janitor, (Detention Facility Security Clearance Specialty), effective 10/22/17.
Health Care Services Agency	2. Remove the specialty designation for one position #309892, job code 0306, Program/Financial Specialist, (Medical Administration Activity/Targeted Case Management Specialty), effective 10/22/17. 3. Approve the specialty designation for one position #310533, job code 6510, Behavioral Health Clinician II, (Forensic Specialty), effective 10/22/17. 4. Approve the specialty designation for one position #402525, job code 0305, Program Specialist, (Adult Clinical Specialty), effective 10/22/17. 5. Approve the specialty designation for one position #402526, job code 0307, Senior Program Specialist, (Adult Clinical Specialty), effective 10/22/17.
F. <u>Classification Specifications</u> - Approved	
	1. Adopt the revised classification specification for 1847, Chief Technology Officer. 2. Adopt the revised classification specification for 8503, Coroner's Investigator I. 3. Adopt the revised classification specification for 8504, Coroner's Investigator II. 4. Adopt the revised classification specification for 8150, Fire Battalion Chief.

IV. CONSENT MATTERS - APPROVED

F. Classification Specifications – continued - Approved

5. Adopt the revised classification specification for 6118, Probation Specialist.
6. Adopt the revised classification specification for 6048, Assistant Chief of Policy and Standards Compliance.
7. Adopt the revised classification specification for 6049, Chief of Policy and Standards Compliance.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission