



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, December 5, 2018

(Minutes Subject to Approval at December 19, 2018 Meeting)

The Civil Service Commission will meet Wednesday, December 19, 2018 at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

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

Secretary: S. Gee for J. Angelo

Chief Assistant

County Counsel: A. Weddle

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF NOVEMBER 20, 2018 AS MAILED. 4-0

III. PUBLIC COMMENTS:

Jack Tucker spoke in opposition to the Staff Recommendation on Agenda Item VI.

IV. APPROVED CONSENT MATTERS - Pages 3 - 5 4-0

V. COMMUNICATION(S)

From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2019.

STAFF RECOMMENDATION: Approved and Posted 4-0

VI. APPEALS (Non-Disciplinary Matters)

1. From the Human Resource Services Staff regarding Sonya Lamb's appeal of classification denial to upgrade from a Specialist Clerk I to Administrative Assistant. **Appeal Granted 3-1**
The Commission voted 3-1 to grant the appeal. (Ayes: Chang, Handis, Peterson
Noes: Luna).

VII. CLOSED SESSION

1. **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: None

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

Commissioner Peterson wanted to acknowledge the HRS Department staff in spite of the decision on agenda Item VI.; he respects the work done by the HRS Department. For future classification appeals, CSC Counsel, Andrea Weddle, will prepare additional language in the standard letter to appellants to address the submission of documentation to the Commission.

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Maria Tabora, Administrative Specialist II, Human Resources Department
2. Sheila Wenceslao, Medical Clerk, Health Care Services Agency

B. Examination Actions – for CSC Meeting of December 5, 2018

Ordered on 11/14/18, open-assembled examinations:

1. Associate Deputy Public Defender, LDF 12/17/18
2. Maintenance and Construction Technician I, Hayward Area Recreation and Park District, LDF 12/10/18

Ordered on 11/16/18, open-assembled examination:

3. Fire Department Specialist Clerk, LDF 12/10/18

Reinstated eligible list:

4. Agricultural and Standards Investigator I, #17-8418-01, terminate on 11/8/18

Extended eligible list:

5. Financial Services Specialist II, #17-0214-01, terminate on 3/20/19

Miscellaneous:

6. Extended the last day for filing for the Investigator Probation Department, exam #18-8588-01, from 11/13/18 to 12/3/18.
7. Extended the last day for filing for the Program Specialist, exam #18-0305-04, from 11/15/18 to 12/7/18.
8. Extended the last day for filing for the Fire Department Plan Checker, exam #18-8131-02, from 11/16/18 to 12/7/18.
9. Extended the last day for filing for the Accounting Manager, Zone 7, exam #18-4910-01, from 11/19/18 to 12/3/18.

C. Eligible Lists

Created, approved and ordered promulgated:

1. Benefits Administration Supervisor, #18-0262-01
2. Chief Departmental Human Resources Administrator, #18-0465-01
3. Child Welfare Supervisor (Promotional), #18-6750-01
4. Clerk II, #18-1120-01
5. Emergency Services Dispatcher I, #18-1882-01
6. Hazardous Materials Specialist (Certified Unified Program Agency Specialty), #18-5650-01

IV. CONSENT MATTERS - APPROVED	
D. <u>Classification Recommendations</u> - Approved	
Department:	Re:
Auditor-Controller's Office	1. Reallocate one position of 1142, Administrative Assistant to 0219, Administrative Specialist II (18-30714).
Health Care Services Agency	2. Reallocate one position of 5093, Transitional Age Youth Systems of Care Director to 0206, Management Analyst (19-32384). 3. Reallocate one position of 1128, Specialist Clerk I to 1124, Lead Clerk (19-32386). 4. Reallocate one position of 1128, Specialist Clerk I to 1145, Administrative Support Manager (19-32387). 5. Reallocate one position of 5383, Mid-Level Practitioner to 5384, Psychiatric Mental Health Nurse Practitioner (19-32391).
Information Technology Department	6. Reallocate one position of 1814, Computer Operations Supervisor to 1836, Infrastructure Services Engineer (19-32364).
Sheriff's Office	7. Reallocate one position of 1091, Retired Annuitant II to 8550N, Regional Training Center Instructor (Emergency Vehicle Operations) Services-As-Needed (19-32163).
E. <u>Specialty Designations</u> - Approved	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for two positions, #310202, #311041; job code 1128, Specialist Clerk I, (Spanish Speaking Specialty), effective 12/16/18 2. Approve the specialty designation for one position, #310640, job code 1128, Specialist Clerk I, (Spanish Speaking Specialty), effective 12/16/18


IV. CONSENT MATTERS - APPROVED

F. Classification Specifications - Approved

1. Recommend the Board of Supervisors establish the classification of 6509, Behavioral Health Crisis Intervention Associate and adopt the classification specification.
2. Adopt the revised classification specification 5046, County Health Officer.
3. Adopt the revised classification specification 2964, Housing and Community Development Specialist I.
4. Adopt the revised classification specification 2965, Housing and Community Development Specialist II.
5. Adopt the revised classification specification 2966, Housing and Community Development Specialist III.
6. Recommend the Board of Supervisors establish the classification of 1131H, Irrigation Specialist, Hayward Area Recreation and Park District and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission