



**Summary Action Minutes**  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

**Wednesday, March 27, 2019**

**(Minutes Subject to Approval at April 10, 2019 Meeting)**

The Civil Service Commission will meet **Wednesday, April 10, 2019** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

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

Secretary: **S. Gee for J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF MARCH 13, 2019 AS MAILED. 4-0**

**III. PUBLIC COMMENTS: None**

**IV. APPROVED CONSENT MATTERS - Pages 2 - 7 4-0**

**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:  
(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 Actions**

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

**X. ADJOURNMENT 4-0**

#### IV. CONSENT MATTERS - APPROVED

##### A. Hearing Calendar

1. Correspondence from County Counsel that both parties have reached a settlement agreement for Case No. 2018-10; OAH case No. 2018120103. Removed from calendar.

##### B. Reinstatement Request(s)

1. Lori Caliva, Specialist Clerk I, Community Development Agency
2. Loriezel Josen, Library Clerk II Services-As-Needed, County Library
3. Larry Smith, Jr., Information Systems Specialist, Auditor-Controller
4. Quincy L. Wilkins, Social Services Program Manager, Social Services Agency

##### C. Examination Actions – for CSC Meeting of March 27, 2019

Ordered on 3/13/19 open-assembled examination:

1. Behavioral Health Clinician II, LDF 4/8/19

Ordered on 3/15/19 open-assembled examinations:

2. Painter, LDF 4/9/19
3. Supervising Appraiser II, LDF 4/8/19

Reopened on 3/7/19 continuous examination:

4. Deputy Sheriff's Recruit, LDF 4/2/19

Terminated eligible lists:

5. Contract Compliance Officer, #17-0481-01, effective 3/5/19
6. Library Page, #17-1109-01, effective 3/12/19

Extended eligible list:

7. Specialist Clerk II, #17-1129-01, terminate on 7/15/19
8. Designated the Financial Services Officer, exam #17-0217-01, as an alternate list for Supervising Financial Services Specialist.

##### D. Eligible Lists

Created, approved and ordered promulgated:

1. Administrative Support Specialist, ACERA, #18-1354-01
2. Assistant Superintendent, Probation, #18-6230-01
3. Fire Department Division Chief, (Promotional), #18-8130-01
4. Janitor Supervisor I (Promotional), #19-7422-01
5. Plumber, #18-9260-01
6. Training and Education Center Customer Service Specialist, #18-0482-01

**IV. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations - Approved**

Department:	
Health Care Services Agency	1. Reallocate one position of 6525, Behavioral Health Clinician Supervisor to 6525P, Behavioral Health Clinician Supervisor (Project) (19-32796). 2. Reallocate one position of 6510, Behavioral Clinician II to 6525P, Behavioral Health Clinician Supervisor (Project) (19-32797). 3. Reallocate one position of 6510, Behavioral Clinician II to 6510P, Behavioral Clinician II (Project) (19-32798).
Human Resource Services	4. Reallocate one position of 0482, Train and Education Center Customer Service Specialist to 1316, Accounting Specialist II (19-32847).
Information Technology	5. Reallocate one position of 0221, Administrative Services Officer to 0217, Financial Services Officer (19-32780). 6. Reallocate one position of 0411, Information Systems Technician II to 1823, Programmer II (19-32810).

**F. Specialty Designations - Approved**

Department:	
Health Care Services Agency	1. Approve the specialty designation for one position #310147, job code 6707, Family Support Case Manager, (Spanish Speaking Specialty), effective 4/7/19.
Human Resource Services Department	2. Remove the specialty designation for 59 positions #400146, 400181, 400209, 400212, 400222, 400230, 400246, 400249, 400253, 400605, 400613, 400614, 400625, 400676, 400685, 400686, 400689, 400692, 400693, 400695, 400720, 400728, 400745, 400750, 401992, 401993, 402000, 402001, 402002, 402003, 402007, 402008, 402009, 402011, 402015, 402018, 402034, 402052, 402064, 402077, 402079, 402084, 402086, 402087, 402095, 402099, 402100, 402169, 402176, 402205, 402218, 402219, 402222, 402249, 402255, 402273, 402275, 402280, 402314, job code 1293N, Administrative Support I, (Services-As-Needed) TAP, (Elections Support-Courthouse Specialty), effective 4/7/19.

**IV. CONSENT MATTERS - APPROVED**

**F. Specialty Designations – continued - Approved**

**Department:**

Human Resource Services  
 Department

3. Remove the specialty designation for 6 positions # 400618, 400516, 400628, 400632, 402078, 400508, job code 1293N, Administrative Support I, (Services-As-Needed) TAP, (Elections Support-Instructor Specialty), effective 4/7/19.
4. Remove the specialty designation for 10 positions #402317, 402069, 400572, 402196, 401988, 402185, 402319, 402272, 400593, 400595, job code 1293N, Administrative Support I, (Services-As-Needed) TAP, (Elections Support-Warehouse Specialty), effective 4/7/19.
5. Remove the specialty designation for 8 positions #400051, 400049, 400061, 400062, 400058, 400064, 400057, 400063, job code 1293N, Administrative Support I, (Services-As-Needed) TAP, (TAP - Non-Assessment Specialty), effective 4/7/19.
6. Remove the specialty designation for 113 vacant positions #300927, 400065, 400152, 400201, 400203, 400208, 400217, 400225, 400242, 400247, 400250, 400582, 400596, 400603, 400606, 400607, 400608, 400609, 400611, 400612, 400637, 400638, 400642, 400643, 400657, 400659, 400662, 400663, 400664, 400683, 400687, 400690, 400691, 400697, 400703, 400711, 400717, 400723, 400724, 400726, 400741, 400742, 400744, 400748, 400749, 401972, 401979, 401980, 401981, 401982, 401983, 401984, 401985, 401986, 401987, 401989, 401990, 401991, 401994, 401995, 401996, 401997, 401998, 401999, 402004, 402005, 402006, 402010, 402013, 402014, 402016, 402017, 402019, 402036, 402037, 402061, 402062, 402074, 402076, 402081, 402082, 402085, 402092, 402094, 402101, 402107, 402111, 402112, 402117, 402118, 402121, 402122, 402133, 402147, 402157, 402170, 402184, 402229, 402235, 402247, 402257, 402260, 402263, 402267, 402268, 402278, 402281, 402287, 402298, 402299, 402305, 402306, 402308, job code 1293N, Administrative Support I, (Services-As-Needed) TAP, (Elections Support-Courthouse Specialty), effective 4/7/19.
7. Remove the specialty designation for 21 vacant positions #400509, 400512, 400554, 400563, 400566, 400567, 400619, 400621, 400622, 400623, 400624, 400626, 400629, 400630, 400633, 400634, 400635, 400647, 402058, 402067, 402132, job code 1293N, Administrative Support I, (Services-As-Needed) TAP, (Elections Support-Instructor Specialty), effective 4/7/19.

**IV. CONSENT MATTERS - APPROVED**

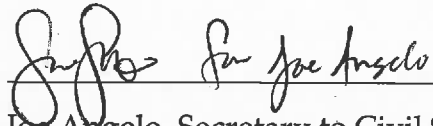
**F. Specialty Designations – continued - Approved**

<b>Department:</b>	
<p>Human Resources Services            Department</p>	<ol style="list-style-type: none"> <li>8. Remove the specialty designation for 24 vacant positions #300931, 400066, 400149, 400157, 400238, 400248, 400259, 400583, 400594, 400721, 402040, 402068, 402139, 402143, 402151, 402154, 402171, 402175, 402265, 402300, 402303, 402312, 402315, 402316, job code 1293N, Administrative Support I, (Services-As-Needed) TAP, (Elections Support-Warehouse Specialty), effective 4/7/19.</li> <li>9. Remove the specialty designation for 8 vacant positions #400048, 400052, 400053, 400054, 400056, 400059, 400060, 400067, job code 1293N, Administrative Support I, (Services-As-Needed) TAP, (TAP - Non-Assessment Specialty), effective 4/7/19.</li> <li>10. Remove the specialty designation for two positions, #400276, 400349, job code 0610N, Professional Technical Specialist I, (Services-As-Needed) TAP, (Elections Support-Courthouse Specialty), effective 4/7/19.</li> <li>11. Remove the specialty designation for nine positions, #400684, 300920, 300930, 401926, 400073, 400733, 401931, 401923, 400244, job code 0610N, Professional Technical Specialist I, (Services-As-Needed) TAP, (Elections Support-Warehouse Specialty), effective 4/7/19.</li> <li>12. Remove the specialty designation for 23 Vacant positions, #300916, 300924, 300926, 300946, 300947, 300948, 300950, 400164, 400184, 400226, 400231, 400257, 400308, 400631, 400737, 401922, 401924, 401925, 401927, 401928, 401929, 401930, 401932, job code 0610N, Professional Technical Specialist I, (Services-As-Needed) TAP, (Elections Support-Warehouse Specialty), effective 4/7/19.</li> <li>13. Remove the specialty designation for 5 Vacant positions #400277, 400294, 400316, 400319, 400325, job code, 0610N, Professional Technical Specialist I, (Services-As-Needed) TAP, (Elections Support-Courthouse Specialty), effective 4/7/19.</li> </ol>

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>F. <u>Specialty Designations</u> – continued - Approved</b>	
<b>Department:</b>	
Human Resources Services Department	<p>14. Remove the specialty designation for 10 Vacant positions #400414, 400415, 400416, 400417, 400418, 400419, 400420, 400421, 400422, 400423, job code, 0610N, Professional Technical Specialist I, (Services-As-Needed) TAP, (TAP - Non-Assessment Specialty), effective 4/7/19.</p> <p>15. Remove the specialty designation for 3 Vacant positions #400424, 400426, 400428, job code 0611N, Professional Technical Specialist II, (Services-As-Needed) TAP, (TAP - Non-Assessment Specialty), effective 4/7/19.</p>
County Library	16. Approve the specialty designation for one position #311597, job code 4140, Librarian II, (Spanish Speaking Specialty), effective 4/7/19.
Public Defender's Office	17. Remove the specialty designation for one position #301593, job code 3125, Deputy Public Defender, (Realignment Specialty), effective 3/27/19.
Social Services Agency	18. Remove the specialty designation for one position #402499, job code 1128, Specialist Clerk I, (Public Authority Specialty), effective 4/11/19.
<b>G. <u>Classification Specifications</u> - Approved</b>	
SEIU 1021	<p>1. Adopt the revised classification specification 1705, Supply Clerk I.</p> <p>2. Adopt the revised classification specification 1710, Supply Clerk II.</p>
Unrepresented - Management	<p>3. Adopt the revised classification specification 6080, Assistant Agency Director, Social Services Agency.</p> <p>4. Revise and retitle 2218, Design and Construction Manager to 2218, Capital Program Manager.</p> <p>5. Adopt the revised classification specification 0467, Disability Programs Case Manager.</p> <p>6. Adopt the revised classification specification 0468, Disability Program Supervisor.</p>

## ADJOURNMENT

There being no further business, the meeting was adjourned.

A handwritten signature in black ink, appearing to read "Joe Angelo", written over a horizontal line.

Joe Angelo, Secretary to Civil Service Commission