



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, July 18, 2018

(Minutes Subject to Approval at August 1, 2018 Meeting)

The Civil Service Commission will meet **Wednesday, August 1, 2018** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **D. Chang, A. Lum, R. Peterson (B. Luna present for Items III.-X. only)**
Secretary: **J. Angelo**
Chief Assistant
County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JUNE 20, 2018 AS MAILED. 3-0

III. PUBLIC COMMENTS:

Matt Muniz, General Services Agency employee, spoke in opposition to Consent Matters Item IV. D.-1. and Item IV. H.-3.

IV. APPROVED CONSENT MATTERS - Pages 3 - 10 4-0 As Amended Items IV. D.-1. and IV. H.-3. are pulled and calendared for the next Civil Service Agenda for August 1, 2018.

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 1296N, Clerk Intermittent I Services-As-Needed, Registrar of Voters 4-0
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Two cases)
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:

For Closed Session Item VII.-1. The Commission unanimously voted 4-0 to deny the request for hearing.

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

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

1. Correspondence from Helen Fong, attorney with Goyette & Associates, withdrawing the appeal, parties have reached a settlement for Case No. 2018-03; OAH No. 2018021071. Removed from hearing calendar.
2. Correspondence from Erin M. Dervin, attorney with Mastagni Holstedt, withdrawing the appeal, parties reached a settlement for Case No. 2018-01, OAH Case No. 2017110778. Removed from hearing calendar.
3. Correspondence from Attorney, Matthew B. Pavone, withdrawing the appeal, parties reached a settlement for Case No. 2018-02, OAH Case No. 2017110781. Removed from hearing calendar.

B. Reinstatement Request(s)

1. Andrea Franzel, Specialist Clerk II, Public Defender's Office
2. Natasha Hill, Eligibility Support Clerk, Social Services Agency
3. Marianna Rodriguez, Administrative Specialist II, General Services Agency
4. Spencer Sussman, Vector Control Biologist, Health Care Services Agency
5. Karen Weiss, Secretary II, Health Care Services Agency
6. Phyllis Michelle Whittaker, Supervising Clerk III, Social Services Agency

C. Voluntary Demotion(s)

1. Colette Lee, Adult Protective Services Supervisor to Staff Development Specialist, Social Services Agency
2. William Spier, Stationary Engineer to Bridge Tender, Public Works Agency

D. Examination Actions – for CSC Meeting of July 18, 2018

Ordered on 6/29/18 promotional-assembled examination:

1. ~~Deputy Director, General Services Agency (Building Maintenance Department), LDF 7/24/18~~

Pulled by CSC

Ordered on 7/6/18 promotional-assembled examination:

2. Senior Financial Services Specialist, LDF 7/30/18,

Ordered on 6/15/18 open-assembled examination:

3. Principal Librarian, LDF 7/10/18

Ordered on 6/21/18 open-assembled examinations:

4. Deputy County Administrator, LDF 7/16/18
5. Retirement Accountant III, LDF 7/16/18

Ordered on 6/25/18 open-assembled examination:

6. Behavioral Health Clinician I, LDF 7/19/18
7. Fingerprint Examiner, LDF 7/20/18

IV. CONSENT MATTERS - APPROVED

D. Examination Actions – for CSC Meeting of July 18, 2018 - continued

Ordered on 6/29/18 open-assembled examination:

8. Human Resources Technician, LDF 7/23/18

Ordered on 7/2/18 open-assembled examination:

9. Fire Dispatcher, LDF 8/1/18

Ordered on 7/5/18 open-assembled examination:

10. Supervisor of Professional Standards, Probation, LDF 7/30/18

Ordered on 7/6/18 open-assembled examination:

11. Supervising Librarian II, LDF 7/30/18

Ordered on 7/9/18 open-assembled examination:

12. Risk Analyst, LDF 8/3/18

Ordered on 7/11/18 open-assembled examination:

13. Vector Control Biologist, LDF 8/6/18

Ordered on 6/22/18 open-continuous examination:

14. Assistant Engineer

Reopened on 6/25/18 continuous examination:

15. Physician III (Psychiatric Specialty), LDF 7/2/18

Reopened on 6/26/18 continuous examination:

16. Management Analyst, LDF 7/17/18

Reopened on 7/9/18 continuous examination:

17. Financial Services Specialist II, LDF 7/30/18

Reopened on 7/10/18 continuous examination:

18. Departmental Human Resources Officer, LDF 8/3/18

Terminated eligible lists effective 7/18/18:

19. Civil Legal Secretary, #17-1242-02
20. Water Plant Operator II, Zone 7, #17-4943-01

Reinstated eligible list:

21. Rehabilitation Counselor II (Vocational Services Specialty), #17-6640-01, terminate on 9/26/18

Extended eligible list:

22. Assistant Controller, #18-0031-01
23. Designated the Program Specialist (Injury Prevention) list, #17-0305-04 as an alternate for Program Specialist.
24. Designated the Assessor's Technician III (Promotional) list, #17-2508-01 as an alternate for Senior Assessor's Technician.
25. Designated the Secretary II list, #17-1220-01 as an alternate for Secretary I.

IV. CONSENT MATTERS - APPROVED

D. Examination Actions – for CSC Meeting of July 18, 2018 - continued

Miscellaneous:

26. Changed the Physician III (Psychiatric Specialty), exam #17-5139-01 from an assembled to a continuous exam effective 5/31/17.
27. Changed the Management Analyst, exam #17-0206-01 from an assembled to a continuous exam effective 8/2/17.
28. Changed the Financial Services Specialist II, exam #17-0214-01 from an assembled to a continuous exam effective 9/13/17.
29. Changed the Departmental Human Resource Officer, exam #17-0460-01 from an assembled to a continuous exam effective 11/1/17.

E. Eligible Lists

Created, approved and ordered promulgated:

1. Appraiser I, #18-2610-01
2. Customer Service Supervisor, Hayward Area Recreation & Park District, #18-1193H-01
3. Deputy Sheriff's Recruit, #17-8601-01
4. Executive Assistant to the County Administrator, #18-1229-01
5. Fire Battalion Chief (Promotional), #17-8150-01
6. Fire Dispatcher Trainee, #18-8209-0
7. Firefighter Recruit, #18-8137-01
8. Human Resources Analyst II (Promotional), #18-0280-01
9. Senior Clinical Case Manager, Center for Healthy Schools & Communities, #17-6646-01
10. Social Worker II, #17-6715-01
11. Temporary Assignment Pool (TAP) Program Manager, #18-0296-02
12. Vector Control Biologist Supervisor (Promotional), #18-5692-04
13. Veterans Service Officer, #18-1474-01
14. Youth and Family Services Supervisor, #18-6500-01

F. Classification Recommendations - Approved

Department:	Re:
Assessor	<ol style="list-style-type: none"> 1. Reallocate one position of 1120, Clerk II to 2508, Senior Assessor's Technician (18-31484). 2. Reallocate one position of 2507, Assessor's Technician to 2508, Senior Assessor's Technician (18-31485).
County Administrator's Office	<ol style="list-style-type: none"> 3. Reallocate one position of 1315, Accounting Technician to 1229, Executive Assistant to the County Administrator (19-31510).

IV. CONSENT MATTERS - APPROVED

F. Classification Recommendations - continued - Approved

Department:	Re:
<p>Health Care Services Agency</p>	<ol style="list-style-type: none"> 4. Reallocate one position of 7879, Health Services Trainee to 0307P, Senior Program Specialist Project (Quality Improvement Specialty) (18-31017). 5. Reallocate one position of 5305, Registered Nurse II to 1142, Administrative Assistant (18-31215). 6. Reallocate one position of 0420, Information Systems Manager to 0307, Senior Program Specialist (Medi-Cal Administrative Activities and Targeted Case Management Specialty Designation) (18-31226). 7. Reallocate one position of 1215, Secretary I to 1220, Secretary II (18-31454). 8. Reallocate one position of 0214, Financial Services Specialist II to 0215, Senior Financial Services Spec (18-31455). 9. Reallocate one position of 7879, Health Services Trainee to 1120, Clerk II (18-31464). 10. Reallocate one position of 1460, Medical Records Technician to 0318, Developmental Disabilities Coordinator (18-31465). 11. Reallocate one position of 0310P, Fund Development and Grant Specialist Project to 0310, Fund Development and Grant Specialist (18-31466). 12. Reallocate one position of 5649, Environmental Health Technician to 1128, Specialist Clerk I (19-31495).
<p>Human Resource Services</p>	<ol style="list-style-type: none"> 13. Reallocate one position of 0291, Human Resource Analyst III to 0278, Human Resources Technician (18-31486). 14. Reallocate one position of 0460, Departmental Human Resources Officer to 0462, Departmental Human Resource Manager (19-31492). 15. Reallocate twenty-five positions of 0200N, Administrative Specialist Services-As-Needed TAP to 1293N, Administrative Support I, (Services-As-Needed) TAP (19-31501).

IV. CONSENT MATTERS - APPROVED

F. Classification Recommendations - continued - Approved

Department:	Re:
Human Resource Services	16. Reallocate three positions of 1294N, Administrative Support II (Services-As-Needed) TAP to 1293N, Administrative Support I, (Services-As-Needed) TAP (19-31502).
Probation	17. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31320). 18. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31321). 19. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31322). 20. Reallocate one position of 7510, Food Service Worker to 6118, Probation Specialist (18-31323). 21. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31324). 22. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31325). 23. Reallocate one position of 0299N, Administrative Intern Services-As-Needed to 6118, Probation Specialist (18-31326). 24. Reallocate one position of 7510, Food Service Worker to 6118, Probation Specialist (18-31327). 25. Reallocate one position of 7525, Cook to 6118, Probation Specialist (18-31328). 26. Reallocate one position of 7525, Cook to 6118, Probation Specialist (18-31329). 27. Reallocate one position of 7525, Cook to 6118, Probation Specialist (18-31330). 28. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31331). 29. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31332).

IV. CONSENT MATTERS - APPROVED

F. Classification Recommendations - continued - Approved

Department:	Re:
Probation	30. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31333). 31. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31334). 32. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6118, Probation Specialist (18-31335). 33. Reallocate one position of 1315, Accounting Technician to 1129, Specialist Clerk II (18-31481).
Public Defender	34. Reallocate one position of 1240, Legal Secretary to 1240P, Legal Secretary Project (19-31494).
Sheriff's Office	35. Allocate two additional positions of 8604, Deputy Sheriff II (18-30763).
Social Services Agency	36. Reallocate one position of 1128, Specialist Clerk I to 1138, Supervising Clerk I (18-30656).

G. Specialty Designations - Approved

Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #312682, job code 0204, Management Associate II, (Public Health Nurse Specialty), effective 7/29/18. 2. Approve the specialty designation for one position #310045, job code 5795, Nutritionist II, (Chinese-Speaking Specialty), effective 7/29/18. 3. Approve the specialty designation for one position #310697, job code 6640, Rehabilitation Counselor II, (Vocational Services Specialty), effective 7/29/18. 4. Approve the specialty designation for one position #311194, job code 0305, Program Specialist, (Environmental Protection Practices Specialty), effective 7/29/18.

IV. CONSENT MATTERS - APPROVED

G. Specialty Designations – continued - Approved

Department:	Re:
Probation Department	5. Approve the specialty designation for one position #302176, job code 1138, Supervising Clerk I, (Payroll Specialty), effective 7/29/18.
Social Services Agency	6. Approve the specialty designation for one position #308248, job code 6045, Program Manager, (Adult and Aging Specialty), effective 7/29/18.

H. Classification Specifications - Approved

<p>#3 <u>Pulled by the CSC</u></p>	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 6770, Adult Protective Services Supervisor. 2. Adopt the revised classification specification for 8705, Deputy Public Guardian-Conservator/Investigator. 3. Adopt the revised classification specification for 0184, Logistics Services Manager, General Services Agency. 4. Recommend that the Board of Supervisors establish the classification of 1361, Retirement Benefits Specialist and adopt the classification specification. 5. Revise and retitle 1352, Retirement Specialist II to 1352, Retirement Technician and adopt the classification specification.
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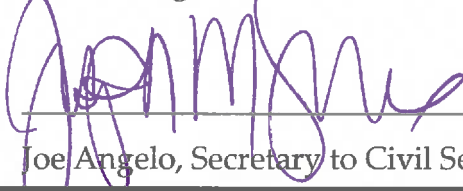
IV. CONSENT MATTERS - APPROVED

H. Classification Specifications – continued - Approved

6. Revise and retitle 1353, Retirement Specialist III to 1353, Senior Retirement Technician and adopt the classification specification.
7. Recommend that the Board of Supervisors establish the classification of 0191, Safety and Emergency Preparedness Manager, General Services Agency and adopt the classification specification.
8. Recommend that the Board of Supervisors establish the classification of 5694, Assistant Vector Ecologist and adopt the classification specification.
9. Recommend that the Board of Supervisors establish the classification of 5695, Vector Ecologist and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission