



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

**Wednesday, July 31, 2019**

**(Minutes Subject to Approval at August 14, 2019 Meeting)**

The Civil Service Commission will meet **Wednesday, August 14, 2019** 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: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF JULY 17, 2019 AS MAILED. 4-0**

**III. PUBLIC COMMENTS: None**

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

**V. COMMUNICATION(S) No Actions**

**VI. APPEALS (Non-Disciplinary Matters) No Actions**

**VII. CLOSED SESSION – Held for Items VII.-1. And VII.-2.**

1. Public Employment pursuant to Government Code §54957:  
job code 1529, Auditor-Controller Agency 4-0
2. Public Employment pursuant to Government Code §54957:  
job code 9616, Public Works Agency 4-0
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(Two 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 Commission unanimously voted 4-0 to grant the department's request.  
For Closed Session Item VII.-2. the Commission unanimously voted 4-0 to deny the request for a hearing.

**IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:**  
Introduction and welcome to three new Human Resource Analysts in the Human Resource Services Department, Montrese Goodman, Angelica Cuevas and Tracy Gonzalez.

**X. ADJOURNMENT 4-0**

#### IV. CONSENT MATTERS - APPROVED

##### A. Reinstatement Request(s)

1. Jeannina Esparza, Secretary II, Health Care Services Agency
2. Tracee Johnson, Eligibility Services Technician III, Social Services Agency
3. Wei Zhang, Auditor-Appraiser III, Assessor Office

##### B. Voluntary Demotion(s)

1. Brittney Gittens, Supervising Clerk II to Eligibility Services Technician III, Social Services Agency
2. Alexandria Gutierrez, Vector Control Biologist to Registered Environmental Health Specialist Trainee, Health Care Services Agency
3. Nathan Rose, Field Maintenance Supervisor to Public Works Inspector III, Facilities, Public Works Agency
4. Josephine Zaraspe, Secretary I to Specialist Clerk I, Social Services Agency

##### C. Examination Actions – for CSC Meeting of July 31, 2019

Ordered on 7/8/19 open-assembled examination:

1. Capital Program Manager, LDF 8/5/19

Ordered on 7/11/19 open-assembled examination:

2. Principal Administrative Analyst, LDF 8/5/19

Ordered on 7/12/19 open-assembled examination:

3. Deputy Public Guardian Conservator/Investigator, LDF 8/5/19

Ordered on 7/19/19 open-assembled examinations:

4. Deputy Chief Probation Officer, LDF 8/12/19
5. Deputy Probation Officer II, LDF 8/12/19
6. Deputy Probation Officer III, LDF 8/12/19
7. Division Director, LDF 8/12/19

Ordered on 7/22/19 open-assembled examination:

8. Healthy Housing Rehabilitation Technician, LDF 8/15/19

Ordered on 7/29/19 open-assembled examination:

9. Healthy Housing Rehabilitation Specialist II, LDF 8/22/19

Ordered on 7/10/19 open-continuous examination:

10. Senior Land Surveyor

Reopened on 7/16/19 continuous examination:

11. Financial Analyst, Zone 7, LDF 8/9/19

Reopened on 7/17/19 continuous examination:

12. Senior Family Support Case Manager, LDF 8/14/19

Extended eligible lists:

13. Electrician, #17-9230-01, terminate on 2/15/20
14. Plant Mechanic, Zone 7, #18-4988-01, terminate on 12/31/19

**IV. CONSENT MATTERS - APPROVED**

**C. Examination Actions – for CSC Meeting of July 31, 2019 - continued**

15. Designated the Hazardous Materials Specialist (Local Oversight Program), #19-5650-01 as an alternate list for Environmental Health Technician (Local Oversight Program).

Miscellaneous:

16. Cancelled the Energy Management Technician, exam #19-9686-01 effective 7/5/19.
17. Extended the last day for filing for the Senior Project Manager, General Services Agency, exam #18-9701-01, from 7/15/19 to 7/29/19.
18. Changed the Financial Analyst, Zone 7, exam #19-4929-01, from an assembled exam to a continuous exam effective 6/12/19.
19. Extended the last day for filing for Probation Community Re-entry and Outreach Director, exam #19-6033-01, from 7/22/19 to 8/5/19.
20. Changed the Senior Family Support Case Manager, exam #18-6708-01, from an assembled examination to a continuous exam effective 4/5/19

**D. Eligible Lists**

Created, approved and ordered promulgated:

1. Associate Right of Way Agent, #19-2515-01
2. Disability Programs Technician, #19-0464-01
3. Hazardous Materials Specialist (Certified Unified Program Agency Specialty) (Promotional), #19-5650-02
4. Supervising Hazardous Materials Specialist (Certified Unified Program Agency Specialty), #19-5656-01
5. Youth and Family Services Therapist, #18-6498-01

**E. Classification Recommendations - Approved**

Department:	Re:
General Services Agency	1. Reallocate one position of 9701, Senior Project Manager, General Services Agency to 2218, Capital Program Manager (#19-33300).
Health Care Services Agency	2. Allocate one additional position of 1129, Specialist Clerk II (#19-32896).

**IV. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations- continued - Approved**

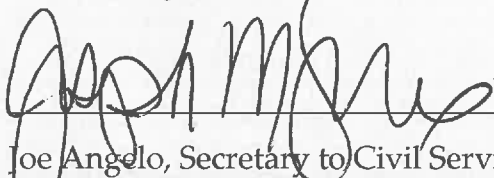
Department:	Re:
Human Resource Services	3. Reallocate five positions of 1293N, Administrative Support I, (Services-As-Needed), TAP to 1095, Program Worker, SEIU Represented (#19-33120).

**F. Classification Specifications - Approved**

Unrepresented - Management	<ol style="list-style-type: none"><li>1. Adopt the revised classification specification 5149, Chief Forensic Pathologist.</li><li>2. Adopt the revised classification specification 0318, Developmental Disabilities Coordinator.</li></ol>
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**ADJOURNMENT**

There being no further business, the meeting was adjourned.

  
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Joe Angelo, Secretary to Civil Service Commission