



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, August 14, 2019

(Minutes Subject to Approval at August 28, 2019 Meeting)

The Civil Service Commission will meet **Wednesday, August 28, 2019** 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 JULY 31, 2019 AS MAILED. 4-0-1
(Ayes: Chang, Handis, Luna, Peterson – Abstained: Lum)

III. PUBLIC COMMENTS:

Michael Norton from Sheriff's Office spoke in support of Item VI. to grant the appeal.
Anthony Lopez from Sheriff's Office spoke in support of Item VI. to grant the appeal.
Kent Oyatedor from the Social Services Agency addressed the Commission regarding his request for an appeal hearing.
William Wells, Social Services Agency Labor spoke in support of Mr. Oyatedor's request for an appeal hearing.
Kristy van Herick, Assistant County Counsel, spoke in opposition to Mr. Oyatedor's request to waive the appeal hearing deadline.

IV. APPROVED CONSENT MATTERS - Pages 3 - 7 5-0 As Amended Item IV.-E.-2. and E.-4.

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff in response to Jenna Hazelwood's appeal to upgrade from a Sheriff's Technician classification to an Administrative Specialist I classification.

STAFF RECOMMENDATION: Appeal Denied 5-0

VII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Two cases)
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:

Joe Angelo advised the Commission there will be a training session scheduled for the September 11, 2019 meeting.

A Social Services Agency employee, and his union representative, spoke at Public Comments regarding a discipline matter. Commissioner Peterson subsequently made the motion, seconded by Commissioner Luna, to place the matter on the 8/28/19 CSC Agenda. The purpose is to determine if there is good cause to waive the CSC Rule 2112 requirement that all appeals be submitted within 10 working days. 5-0

X. ADJOURNMENT 5-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Nayeli Zaragoza Cruz, Social Worker III, Social Services Agency
2. Tracy Tran, Deputy Sheriff's Recruit, Sheriff's Office

B. Voluntary Demotion(s)

1. William Derksen, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office
2. Liliana Rios, Emergency Service Dispatcher I to Sheriff's Safety Aide, Sheriff's Office

C. Examination Actions – for CSC Meeting of August 14, 2019

Ordered on 7/24/19 promotional-assembled examination:

1. Energy Management Technician, LDF 8/20/19

Ordered on 7/15/19 open-assembled examination:

2. Procurement & Contracts Assistant, LDF 8/9/19

Ordered on 7/24/19 open-assembled examinations:

3. Deputy Fire Marshal, LDF 8/19/19
4. Supply Clerk II, LDF 8/19/19

Ordered on 7/26/19 open-assembled examinations:

5. Divisional Operations Services Manager, Social Services Agency, LDF 8/19/19
6. Fire Department Emergency Medical Services Quality Improvement & Education Coordinator, LDF 8/19/19
7. Staff Development Supervisor, LDF 8/19/19
8. Youth and Family Services Lead Therapist, LDF 8/20/19

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

9. Associate Civil Engineer, LDF 8/30/19
10. Deputy Director, Public Works Agency, LDF 8/26/19
11. Public Works Inspector II, Construction, LDF 8/30/19
12. Stationary Engineer, LDF 8/23/19
13. Weed and Pest Control Supervisor, LDF 8/30/19

Ordered on 7/30/19 open-assembled examination:

14. Civil Legal Secretary, LDF 8/28/19

Ordered on 8/2/19 open-assembled examination:

15. Recreation Assistant, LDF 8/27/19

Ordered on 8/16/19 open-assembled examination:

16. Housing & Community Development Specialist I (Housing Development Project Coordinator), LDF 9/9/19

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

17. Public Works Inspector III, Construction

Reopened on 7/30/19 continuous examination:

18. Water Plant Operator, Zone 7, LDF 8/26/19

C. Examination Actions – for CSC Meeting of August 14, 2019 - continued

Terminated eligible list:

19. Appraiser I, #18-2610-01, effective 8/16/19

Reinstated eligible list:

20. Senior Program Specialist (Promotional), #17-0307-01, terminate on 11/5/19

Extended eligible lists:

21. Behavioral Health Clinician I, #18-6505-01, terminate 11/15/19
22. Behavioral Health Clinical Supervisor, #18-6525-04, terminate 11/29/19
23. Lead Call Center Representative, Department of Child Support Services (Promotional), #17-1155-01, terminate 5/1/20
24. Designated the Information Systems Specialist, exam #18-0416-01 as an alternate list for Information Systems Technician.

Miscellaneous:

25. Extended the last day for filing for Librarian I, exam #19-4130-01, from 7/26/19 to 8/2/19.
26. Extended the last day for filing for Probation Community Re-entry and Outreach Director, exam #19-6033-01, from 8/5/19 to 8/16/19.

D. Eligible Lists

Created, approved and ordered promulgated:

1. Clerk-Recorder's Supervisor I, #19-1525-01
2. Clerk-Recorder's Supervisor II, #19-1526-01
3. Disability Programs Supervisor (Promotional), #19-0468-01
4. Executive Assistant to the General Manager, Zone 7 (Promotional), #19-4920-01
5. Field Maintenance Superintendent, #19-9527-01
6. Fire Department Plan Checker, #18-8131-02
7. Librarian IV, #19-4177-01
8. Physician III (Child Psychiatric Specialty), #19-5139-01
9. Program/Financial Specialist, #19-0306-01
10. Public Works Fleet and Infrastructure Systems Manager, #19-9531-01
11. Senior Program Systems Coordinator, #19-0304-01

E. Classification Recommendations - Approved

Department:	Re:
Human Resource Services Department	1. Reallocate one position of 1129, Specialist Clerk II to 0464, Disability Programs Technician, (20-33551).

IV. CONSENT MATTERS - APPROVED

E. Classification Recommendations - continued - Approved

Department:	Re:
Human Resource Services Department	2. Reallocate one position of 0276, Human Resources Trainee to 0468, Disability Program Supervisor, (20-33758). 3. Reallocate one position of 0297, Hearing Officer, to 0467, Disability Program Case Manager, (20-33651). 4. a). Reallocate one position of 0480, Training Center Customer Service Representative, Training & Education Center to 0464, Disability Programs Technician, (20-33760). b.) Reallocate one position of 1129, Specialist Clerk II to 0464, Disability Program Technician, (20-33759).
Library	5. Reallocate one position of 4178, Library Manager II to 4176, Library Manager I (19-33310). 6. Reallocate one position of 4178, Library Manager II to 4176, Library Manager I (19-33311). 7. Reallocate one position of 4140N, Librarian II Services-As-Needed to 1129, Specialist Clerk II (19-33312). 8. Reallocate one position of 1104, Library Clerk II to 4121, Literacy Specialist (19-33313). 9. Reallocate one position of 1419, Library Fund Development and Grant Specialist to 0462, Departmental Human Resources Manager (19-33314). 10. Reallocate one position of 1109N, Library Page Services-As-Needed to 0460, Departmental Human Resources Officer (19-33315).
Probation Department	11. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 0217, Financial Services Officer (19-32960). 12. Reallocate one position of 1129, Specialist Clerk II to 6927, Program Services Coordinator (19-33362).
Public Works Agency	13. Reallocate one position of 1128, Specialist Clerk I to 1142, Administrative Assistant (20-33517).

IV. CONSENT MATTERS - APPROVED

E. Classification Recommendations - continued Approved

Department:	Re:
Sheriff's Office	14. Allocate two additional positions of 8604, Deputy Sheriff II (19-33292). 15. Allocate one additional position of 8617, Sergeant (19-33293).
Social Services Agency	16. Reallocate one position of 1091, Retired Annuitant II to 6796, Staff Development Specialist (19-32964). 17. Reallocate one position of 1131, Data Input Clerk to 1132, Eligibility Support Clerk (19-33102). 18. Reallocate one position of 1131, Data Input Clerk to 1132, Eligibility Support Clerk (19-33244).

F. Specialty Designations - Approved

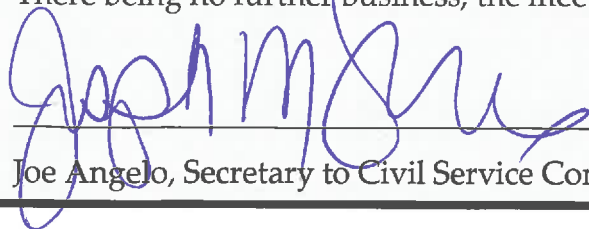
Department:	Re:
Social Services Agency	1. Approve the specialty designation for one position #306841, job code 6796, Staff Development Specialist (Child Welfare Specialty), effective 8/25/19.

G. Classification Specifications - Approved

ACMEA Confidential Unit	1. Revise and retitle 4904, Employee Services Specialist, Zone 7 to 4904, Human Resources Technician, Zone 7 and adopt the classification specification.
SEIU 1021	2. Adopt the revised classification specification 0404, Crime Technician. 3. Adopt the revised classification specification 5982, Medical Assistant.
Unrepresented - Management	4. Recommend the Board of Supervisors establish the classification of 6031, Probation Re-entry Services Coordinator and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

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

Joe Angelo, Secretary to Civil Service Commission