



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, August 15, 2018

(Minutes Subject to Approval at August 29, 2018 Meeting)

The Civil Service Commission will meet **Wednesday, August 29, 2018** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

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

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

Chief Assistant

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF AUGUST 1, 2018 AS MAILED. 3-0

III. PUBLIC COMMENTS: None

IV. APPROVE CONSENT MATTERS - Pages 2 - 5 3-0

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:
(Three 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:

On behalf of HRS Director, Joe Angelo, Sam Gee welcomed the new Commissioner Dennis Handis to the Civil Service Commission.

X. ADJOURNMENT 3-0

IV. CONSENT MATTERS - Approved

A. Reinstatement Request(s)

1. Lonnie Agüero, Juvenile Institutional Officer Associate, Probation Department
2. Lauren Allison, Administrative Assistant, Health Care Services Agency
3. Michael Cheng, Behavioral Clinician II, Health Care Services Agency
4. Rosa A. Garibay, Eligibility Services Technician III, Social Services Agency
5. Michael Grygo Jr., Deputy Sheriff Recruit, Sheriff's Office
6. Marc Langdon, Sheriff's Technician, Sheriff's Office
7. Jennifer Rahey, Deputy Sheriff Recruit, Sheriff's Office
8. Jun Chao Yi, Financial Services Specialist II, Social Services Agency

B. Voluntary Demotion(s)

1. Pamela Blades, Library Assistant II to Library Clerk II, County Library
2. Jauniece Yvonne Walker, Eligibility Services Technician I to Specialist Clerk I, Social Services Agency

C. Examination Actions – for CSC Meeting of August 15, 2018

Ordered on 7/11/18 open assembled examination:

1. Chief of Policy and Standards Compliance, LDF 8/6/18

Ordered on 7/26/18 open assembled examination:

2. Senior Management Analyst, LDF 8/20/18

Ordered on 8/1/18 open assembled examination:

3. Maintenance and Construction Supervisor, Hayward Area Recreation & Park District, LDF 8/27/18
4. Park Supervisor, Hayward Area Recreation & Park District, LDF 8/27/18
5. Program Specialist (Adult Clinical Specialty), LDF 8/28/18

Ordered on 8/3/18 open assembled examination:

6. Supervising Appeals Officer, LDF 8/28/18

Ordered on 8/6/18 open assembled examination:

7. Program Specialist (Registered Dietitian and Diabetes Health Educator), LDF 8/30/18

Ordered on 8/3/18 open-continuous examination:

8. Water Plant Operator II, Zone 7

Designated the Auditor Appraiser II, exam #17-2715-01 as an alternate for

9. Auditor Appraiser II.

Reinstated eligible lists:

10. Adult Protective Services Supervisor, #17-6770-01, terminate on 10/8/18
11. Lieutenant, #16-8620-02, terminate on 12/28/18

IV. CONSENT MATTERS - Approved

C. Examination Actions – for CSC Meeting of August 15, 2018 - continued

Miscellaneous:

12. Extended the last day for filing for Financial Services Deputy Director, Social Services Agency, exam #18-6070-02, from 7/27/18 to 8/3/18.
13. Cancelled the Contract Compliance Supervisor, exam #17-0451-01, effective 11/3/17
14. Extended the last day for filing for Supervising Librarian II, exam #18-4178-01, from 7/30/18 to 8/13/18.

D. Eligible Lists

Created, approved and ordered promulgated:

1. Assessor's Technician #18-2507-01
2. Assistant Engineer #18-2015-02
3. Auditor Associate I #18-1527-01
4. Behavioral Health Clinician I #18-6505-01
5. Electrician #17-9230-01
6. Finance and Contracts Director, Probation Department #18-6073-01
7. Housing and Community Development Manager (Housing Project Option) #18-2960-01
8. Human Resources Division Manager, #18-0294-02
9. Plant Mechanic, Zone 7, #18-4988-01

E. Classification Recommendations - Approved

Department:	Re:
Alameda County Fire Department	<ol style="list-style-type: none"> 1. Reallocate one position of 8157N, Fire Department Aide Services-As-Needed to 8217N, Fire Geographic Information Systems Field Technician Services-As-Needed (18-30805).
Health Care Services Agency	<ol style="list-style-type: none"> 2. Reallocate one position of 1142, Administrative Assistant to 0305, Program Specialist (18-30592). 3. Reallocate one position of 0310, Fund Development and Grant Specialist to 0305, Program Specialist (18-31225). 4. Reallocate one position of 1128, Specialist Clerk I to 1138, Supervising Clerk I (19-31617). 5. Reallocate one position of 6525P, Behavioral Health Clinical Supervisor Project to 6525, Behavioral Health Clinical Supervisor (Homeless Program Specialty Designation) (19-31618).

IV. CONSENT MATTERS - Approved	
E. <u>Classification Recommendations</u> - continued - Approved	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 6. Reallocate one position of 5400N, Student Professional Worker Services-As-Needed to 5384, Psychiatric Mental Health Nurse Practitioner (19-31620). 7. Reallocate one position of 6701P, Community Outreach Worker II Project to 6701, Community Outreach Worker II (19-31623).
Social Services Agency	<ol style="list-style-type: none"> 8. Allocate one additional position of 1310, Account Clerk II (17-29587). 9. Reallocate one position of 1128, Specialist Clerk I to 1132, Eligibility Support Clerk (18-29858).
F. <u>Specialty Designations</u> - Approved	
Department:	
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #312581, job code 1142, Administrative Assistant (Pediatric/Public Health Nurse Certification Specialty), effective 8/26/18. 2. Approve the specialty designation for one position #311251, job code 5655, Senior Hazardous Materials Specialist (Certified Unified Program Agencies Specialty), effective 8/26/18. 3. Approve the specialty designation for one position #400543, job code 0305, Program Specialist (Adult Clinical Specialty), effective 8/26/18.

IV. CONSENT MATTERS - APPROVED

G. Classification Specifications - Approved

1. Revise and retitle 2155, Associate Land Surveyor to 2155, Senior Land Surveyor and adopt the revised classification specification.
2. Revise and retitle 1154, Call Center Representative, Department of Child Support Services to 1154, Customer Services Representative, Department of Child Support Services and adopt the revised classification specification.
3. Revise and retitle 1155, Lead Call Center Representative, Department of Child Support Services to 1155, Lead Customer Services Representative, Department of Child Support Services and adopt the revised classification specification.
4. Revise and retitle 2157, Supervising Land Surveyor to 2157, County Surveyor and adopt the revised classification specification.
5. Adopt the revised classification specification series for 2140, Survey Technician I and 2145, Survey Technician II.
6. Adopt the revised classification series for 0279, Human Resources Analyst I and 0280, Human Resources Analyst II.

ADJOURNMENT

There being no further business, the meeting was adjourned.



For Joe Angelo, Secretary to Civil Service Commission