



Amended

Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, August 16, 2017

(Minutes Subject to Approval at August 30, 2017 Meeting)

The Civil Service Commission will meet **Wednesday, August 30, 2017** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **S. Booth, D. Chang, B. Luna, B. Tate**
(Absent: **A. Lum**)

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF AUGUST 2, 2017 AS MAILED. 4-0

III. PUBLIC COMMENTS:

Beatrice Liu, Deputy County Counsel, spoke in support of Closed Session Item VII.-3.

IV. APPROVED CONSENT MATTERS - Pages 3 -8 4-0

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION – Held

1. Public Employment pursuant to Government Code §54957:
job code 6215, Juvenile Institutional Officer II, Probation Department 4-0
2. Public Employment pursuant to Government Code §54957:
job code 8604, Deputy Sheriff II, Sheriff's Office 4-0
3. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/
Release – Case No. 2016-16– OAH No. 2016091056 (Sheriff's Office). 3-1
(Ayes: **Booth, Luna, Tate** Noes: **Chang**)
4. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Two cases)
5. **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 voted 4-0 to grant the Probation Department's request.

For Closed Session Item VII.-2 the Commission voted 4-0 to grant the Sheriff's Office request.

For Closed Session Item VII.-3 by a vote of 3-1, the Commission voted to accept the Report and Recommendation of the Administration Law Judge and uphold the imposed discipline.

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

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Aueska Kelley, Janitor, General Services Agency

B. Voluntary Demotion(s)

1. Nicolas Carrera, Health Insurance Technician to Community Outreach Worker II, Health Care Services Agency

C. Examination Actions – for CSC Meeting of August 16, 2017

Ordered on 7/14/17 open-assembled examination:

1. Rehabilitation Counselor II, LDF 8/8/17

Ordered on 7/19/17 open-assembled examination:

2. Financial Services Specialist I, LDF 8/15/17

Ordered on 7/26/17 open-assembled examination:

3. Billing Technician II, LDF 8/8/17
4. Building Inspector I, LDF 8/22/17

Ordered on 7/27/17 open-assembled examination:

5. Adult System of Care Director, LDF 8/21/17

Ordered on 7/28/17 open-assembled examination:

6. Training and Education Center Director, LDF 8/22/17

Ordered on 7/31/17 open-assembled examination:

7. Nutrition Assistant I, LDF 8/25/17

Ordered on 8/2/17 open-assembled examination:

8. Management Analyst, LDF 8/28/17

Ordered on 8/3/17 open-assembled examination:

9. Senior Hazardous Materials Specialist, LDF 8/30/17

Ordered on 8/8/17 open-assembled examination:

10. Employment Specialist II, LDF 9/7/17

Ordered on 8/10/17 open-assembled examination:

11. Supervising Hazardous Materials Specialist, LDF 9/6/17

Ordered on 8/7/17 open-assembled examination:

12. Unit Supervisor, Probation, LDF 9/1/17

Ordered on 8/3/17 open-continuous examination:

14. Registered Nurse II (Public Health Nurse Option), LDF 10/3/17

Terminated eligible list:

15. Registered Nurse II, #14-5305-01, effective 9/5/17

IV. CONSENT MATTERS - APPROVED

C. Examination Actions – for CSC Meeting of August 16, 2017 - continued

Reinstated eligible list:

16. Behavioral Health Clinical II, #16-6510-01, terminate on 11/3/17

Extended eligible list:

17. Fire Battalion Chief (Promotional), #16-8150-01, terminate on 7/28/18
18. Designated the Building Official exam #17-8345-01 as an alternate list for Supervising Plans Checker.

Miscellaneous:

19. Extended the last day for filing for the Assistant Chief of Policy and Standards Compliance, exam #17-6048-06 from 8/2/17 to 8/16/17.
20. Extended the last day for filing for the Chief of Policy and Standards Compliance, exam #17-6049-07 from 8/2/17 to 8/16/17.

D. Eligible Lists

Created, approved and ordered promulgated:

1. Auditor Associate I, #17-1527-01
2. Benefits Analyst, #16-0282-01
3. Chief Deputy of Operations, General Services Agency, #17-0195-01
4. Firefighter Recruit, #17-8137-01
5. Heavy Equipment Mechanic, #17-9465-01
6. Juvenile Institutional Officer (Promotional), #16-6216-01
7. Maintenance and Construction Foreman, Hayward Area Park & Recreation District (Aquatics), #17-1120H-01
8. Physician III (Psychiatric Specialty), #17-5139-01

E. Classification Recommendations - Approved

Department:	Re:
Assessor	<ol style="list-style-type: none"> 1. Reallocate one position of 2850, Assessment Supervisor I to 2851, Assessment Supervisor II (18-29990).
General Services Agency	<ol style="list-style-type: none"> 2. Reallocate one position of 1220, Secretary II to 1142, Admin Assistant (18-29914). 3. Reallocate one position of 0416, Info Systems Specialist to 0418, Technical Support Analyst (18-29987).

IV. CONSENT MATTERS - APPROVED

E. Classification Recommendations- continued - Approved

Department:	Re:
Health Care Services Agency	4. Allocate one additional position of 0305, Program Specialist (17-29801). 5. Allocate one additional position of 0307, Senior Program Specialist (17-29802). 6. Reallocate one position of 5383, Mid-Level Practitioner to 0214, Financial Services Specialist II (17-29807). 7. Reallocate one position of 5649, Environmental Health Technician to 5690, Vector Control Biologist (18-29976).
Probation	8. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6048, Assistant Chief of Policy and Standards Compliance (18-29971). 9. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6049, Chief of Policy and Standards Compliance (18-29972).
Public Defender	10. Reallocate one position of 8579, Public Defender Investigator III to 8576, Public Defender Investigator I (18-29977).
Public Works Agency	11. Reallocate one position of 1314, Accounting Specialist I to 0138, Senior Accountant (18-29989).
Sheriff's Office	12. Reallocate one position of 0459, Departmental Personnel Officer Trainee to 0460, Departmental Personnel Officer I (18-30016).
Social Services Agency	13. Allocate one additional position of 1140, Supervising Clerk III (17-29547). 14. Allocate five additional positions of 1120, Clerk II (17-29553). 15. Allocate one additional position of 0305, Program Specialist (17-29556). 16. Allocate one additional position of 1128, Specialist Clerk I (17-29561). 17. Allocate three additional positions of 0206, Management Analyst (17-29567).

IV. CONSENT MATTERS - APPROVED

E. Classification Recommendations - continued - Approved

Department:	Re:
Social Services Agency	18. Allocate five additional positions of 6730, Social Work Supervisor (17-29574). 19. Allocate forty-one additional positions of 6720, Social Worker III (17-29575). 20. Allocate one additional position of 6045, Social Services Program Manager (17-29577). 21. Allocate four additional positions of 6750, Child Welfare Supervisor (17-29580). 22. Allocate one additional position of 0206, Management Analyst (17-29581). 23. Allocate one additional position of 0305, Program Specialist (17-29582). 24. Allocate two additional positions of 1466, Quality Assurance Technician (17-29583). 25. Allocate three additional positions of 6720, Social Worker III (17-29721). 26. Allocate one additional position of 6730, Social Work Supervisor (17-29724). 27. Reallocate one position of 1120, Clerk II to 1473, Supervising Eligibility Tech (18-29857). 28. Reallocate one position of 0419, Info Systems Analyst to 6056, Workforce Board Systems Admin (18-30017).

F. Specialty Designations - Approved

Department:	Re:
Community Development Agency	1. Approve the specialty designation for one position #303236, job code 2966, Housing and Community Development Specialist III, (Housing Project Coordinator Specialty), effective 8/27/17.

IV. CONSENT MATTERS - APPROVED

F. Specialty Designations – continued - Approved


Department:	Re:
<p>Health Care Services Agency</p>	<ol style="list-style-type: none"> 2. Remove the specialty designation for one position #311074, job code 5795, Nutritionist II, (Chinese Speaking Specialty), effective 8/27/17. 3. Remove the specialty designation for one position #312680, job code 5305, Registered Nurse II, (Public Health Nurse Certification/Chinese Speaking Specialty), effective 8/26/17. Remove the specialty designation for one position #401665, job code 0307, Senior Program Specialist, (Children Services Specialty), effective 8/26/17. 4. Approve the specialty designation for one position #312680, job code 5305, Registered Nurse II, (Public Health Nurse Certification Specialty), effective 8/27/17. 5. Approve the specialty designation for one position #401665, job code 0307, Senior Program Specialist, (Youth Development Specialty), effective 8/27/17.

G. Classification Specifications - Approved

	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 6115, Deputy Probation Officer III. 2. Recommend that the Board of Supervisors establish the classification of 8217N, Fire Geographic Information Systems Field Technician (Services-As-Needed) and adopt the classification specification. 3. Revise and retitle the classification specification of 0473, Training and Conference Center Director to 0473, Training and Education Center Director.
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ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission