



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

**Wednesday, August 29, 2018**

**(Minutes Subject to Approval at September 12, 2018 Meeting)**

The Civil Service Commission will meet **Wednesday, September 12, 2018 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 AUGUST 15, 2018 AS MAILED. 5-0**

**III. PUBLIC COMMENTS:**

**Gary Russell from General Services Agency spoke in opposition to agenda Item IV.F.-5.  
John Yue from General Services Agency spoke in opposition to agenda Item IV.F.-5.**

**IV. APPROVED CONSENT MATTERS - Pages 3 - 5 5-0 As Amended**

Consent Items IV.F.-2. and IV.F.-4. Pulled. Item IV.F.-5. Excluded.

**V. COMMUNICATION(S)**

1. From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820, Duration of Probationary Period.  
**STAFF RECOMMENDATION: Posted Rule Change 5-0**
2. Memorandum from the General Services Agency in response to the August 1, 2018 Civil Service Commission's motion to calendar a discussion of the General Services Agency's process for Classification Specification and Examination Actions.  
**STAFF RECOMMENDATION: Received and filed. 5-0**  
**For Item IV.F.-5., the Commission voted 4-1 to adopt the revised classification specification for 0194, Deputy Director, General Services Agency.**  
**(Ayes: Chang, Handis, Lum, Peters Noes: Luna)**

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

**VII. CLOSED SESSION - Held**

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: None**

**X. ADJOURNMENT 5-0**

#### IV. CONSENT MATTERS - APPROVED

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

1. Hoi Chan, Accounting Specialist I, Health Care Services Agency
2. Rodney Cornist Dhati, Institutional Supervisor I, Probation Department
3. Korey Lee, Registered Nurse II, Health Care Services Agency
4. Ryan Rendon, Specialist Clerk I, Probation Department

##### B. Examination Actions – for CSC Meeting of August 29, 2018

Ordered on 8/1/18 open-assembled examination:

1. Program Specialist (Adult Clinical Specialty), LDF 8/28/18

Ordered on 8/7/18 open-assembled examination:

2. Institutional Supervisor I, LDF 8/31/18

Ordered on 8/8/18 open-assembled examination:

3. Fire Department Personal Protective Equipment Specialist, LDF 9/4/18

Ordered on 8/15/18 open-assembled examination:

4. Communication Specialist, Zone 7, LDF 9/10/18

Ordered on 8/16/18 open-assembled examination:

5. Senior Supervising Auditor, LDF 9/10/18

Ordered on 8/17/18 open-assembled examination:

6. Administrative Assistant, LDF 9/11/18
7. Assistant County Counsel, LDF 9/14/18

Reopened on 8/10/18 continuous examination:

8. Nutritionist I, LDF 8/24/18

Reinstated eligible lists

9. Information Systems Specialist, #17-0416-01, terminate on 10/8/18
10. Nutritionist I, #17-5792-01, terminate on 12/10/18
11. Supervising Program Specialist (STD Option), #16-0308-01, terminate on 10/8/18

Extended eligible lists:

12. Accounting Specialist II, #17-1316-01, terminate on 12/13/18
13. Behavioral Health Clinical Manager, #17-6527-01, terminate on 12/27/18
14. Stationary Engineer, General Services Agency, #17-9670-01, terminate on 12/31/18
15. Designated the Administrative Assistant Zone 7, #17-4918-01 as an alternate list for Administrative Assistant.
16. Designated the Human Resources Division Manager, #18-0294-02 as an alternate list for Labor Relations Analyst II.

**IV. CONSENT MATTERS - APPROVED**

**B. Examination Actions – for CSC Meeting of August 29, 2018 - continued**

Miscellaneous:

17. Cancelled the Fire Department Plan Checker, exam #18-8131-01, effective 4/23/18.
18. Extended the last day for filing for the Public Works Inspector III, Construction, exam #18-2612-01 from 8/20/18 to 9/24/18.
19. Extended the last day for filing for the Program Specialist (Adult Clinical Specialty), #18-0305-05 from 8/28/18 to 9/18/18.
20. Cancelled the reopening of the Departmental Human Resource Officer, exam #17-0460-01, effective 7/10/18.

**C. Eligible Lists**

Created, approved and ordered promulgated:

1. Behavioral Health Clinical Supervisor, #18-6525-04
2. Deputy County Administrator, #18-0257-01 (effective 8/12/18)
3. Principal Librarian, #18-4180-01
4. Public Works Technical Assistant I, #18-2111-01

**D. Classification Recommendations - Approved**

Department:	Re:
Community Development Agency	1. Reallocate one position of 2973, Housing & Community Development Technician II to 2966, Housing & Community Development Specialist III (19-31687).
Fire Department	2. Reallocate one position of 8157N, Fire Department Aide Services-As-Needed to 8164N, Fire Department Emergency Medical Services Quality Improvement & Education Coordinator Services-As-Needed (19-31685).
Health Care Services Agency	<ol style="list-style-type: none"> <li>3. Allocate one additional position of 6715P, Social Worker II Project (18-31446).</li> <li>4. Allocate one additional position of 5305P, Registered Nurse II Project (18-31447).</li> <li>5. Reallocate one position of 1215, Secretary I to 1142, Administrative Assistant (19-31523).</li> <li>6. Reallocate one position of 5088, Community Health Services Coordinator to 6707, Family Support Case Manager (Spanish Speaking Specialty) (19-31709).</li> <li>7. Reallocate one position of 5795, Nutritionist II to 1120, Clerk II (Spanish Speaking Specialty) (19-31713).</li> </ol>

**IV. CONSENT MATTERS - APPROVED**

**D. Classification Recommendations - continued**

<b>Department:</b>	<b>Re:</b>
Registrar of Voters	8. Reallocate one position of 1292N, Clerk Intermittent I Services-As-Needed to 1090, Retired Annuitant I (19-31731).
Sheriff's Office	9. Allocate four additional positions of 8604, Deputy Sheriff II (19-31504). 10. Allocate four additional positions of 8604, Deputy Sheriff II (19-31505). 11. Allocate one additional position of 8620, Lieutenant (19-31512).

**E. Specialty Designations - Approved**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	1. Remove the specialty designation for one position #311075, job code 5795, Nutritionist II, (Circulation Services Specialty), effective 9/9/18.

**F. Classification Specifications - Approved**

	1. Adopt the revised classification specification for 5091, Adult/Older Adult System of Care Director, Behavioral Health Care Services. 2. Recommend the Board of Supervisors establish the classification of 6125, Divisional Operations Services Manager, Social Service Agency and adopt the classification specification. 3. Adopt the revised classification specification for 0194, Deputy Director, General Services Agency.
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

  
\_\_\_\_\_  
Joe Angelo, Secretary to Civil Service Commission