



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, January 17, 2018, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

Commissioner Arlene Lum, Vice-President
Commissioner Stephen Booth
Commissioner Dan Chang
Commissioner Barbara Luna
Commissioner Ross Peterson

Joe Angelo, Secretary to
Civil Service Commission
Andrea Weddle, Chief Assistant County Counsel

I. CALL TO ORDER

II. APPROVE THE MINUTES OF DECEMBER 20, 2017 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 5

V. COMMUNICATION(S)

From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820,
Duration of Probationary Period

STAFF RECOMMENDATION: Adopt Rule Change

VI. ELECTION OF CIVIL SERVICE COMMISSION OFFICERS:

VII. APPEALS (Non-Disciplinary Matters) No Actions

VIII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
2. Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:

X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:

XI. ADJOURNMENT

IV. CONSENT MATTERS

A. Reinstatement Request(s)

1. Tanya Cagnolatti, Administrative Specialist II, Probation Department
2. Tess Drake, Financial Services Specialist I, Health Care Services Agency
3. Ursula Leah Hunter, Child Welfare Worker II, Social Services Agency
4. Cheryl Narvaez, Program Specialist, Health Care Services Agency
5. John R. Noe, Information Systems Specialist, Community Development Agency
6. Peter Pham, Sheriff's Technician, Sheriff's Office

B. Examination Actions – for CSC Meeting of January 17, 2018

Order on 12/29/17 promotional-assembled examination:

1. Emergency Services Dispatch Supervisor, LDF 1/23/18

Order on 1/5/18 promotional-assembled examination:

2. Supervising Financial Services Specialist, LDF 1/29/18

Order on 12/18/17 open-assembled examination:

3. Junior Engineer/Geologist, Zone 7, LDF 1/12/18
4. Senior Rehabilitation Counselor, LDF 1/12/18

Order on 12/27/17 open-assembled examination:

5. Payroll Records Clerk, LDF 1/23/18

Order on 12/29/17 open-assembled examination:

6. Deputy Division Director, Public Health, LDF 1/23/18

Order on 1/3/18 open-assembled examination:

7. Chief Departmental Human Resources Administrator, LDF 1/29/18

Order on 1/4/18 open-assembled examination:

8. Deputy Sheriff Recruit, LDF 1/29/18

Order on 1/10/18 open-assembled examination:

9. Senior Therapist, LDF 2/5/18

Order on 1/12/18 open-assembled examination:

10. Senior Nutritionist, LDF 2/5/18

Order on 1/22/18 open-assembled examination:

11. Deputy Sheriff I-POST Academy Graduates, LDF 2/16/18

Reopen on 12/14/17 continuous examination:

12. Family Support Care Coordinator, LDF 12/28/17

Reopen on 1/8/18 continuous examination:

13. Supervising Eligibility Technician (Promotional), LDF 2/2/18

IV. CONSENT MATTERS

B. Examination Actions – for CSC Meeting of January 17, 2018- continued

Reinstate eligible lists:

14. Lieutenant (Promotional), #16-8620-01, terminate on 2/16/18
15. Microbiologist, #15-5605-01, terminate on 4/2/18
16. Painter, #15-9240-01, terminate on 3/1/18
17. Pediatric Occupational Therapist, #14-5850-01, terminate on 4/2/18
18. Pediatric Physical Therapist, #14-5860-01, terminate on 4/2/18

Extend eligible lists:

19. Behavioral Health Clinician I, #16-6506-01, terminate on 7/18/18
20. Fire Dispatch Supervisor, #16-8210-01, terminate on 2/1/19
21. Program Specialist (AIDS Specialty), #16-0305-04, terminate on 5/1/18

Miscellaneous:

22. Change Family Support Care Coordinator exam #16-6706-01 from an assembled exam to a continuous exam effective 2/15/17.
23. Extend the last day for filing for Epidemiology Research Scientist, exam #17-5782-01 from 12/11/17 to 12/12/17.
24. Extend the last day for filing for Chief of Policy Standards Compliance, exam #17-6049-08 from 12/8/17 to 1/20/18.
25. Extend the last day for filing for Contract Compliance Supervisor, exam #17-0451-01 from 12/26/17 to 1/29/18.
26. Extend the last day for filing for Land Surveyor, exam #17-2148-01 from 1/2/18 to 1/23/18.
27. Extend the last day for filing for Fire Department Mechanic II, exam #17-8158-01 from 1/2/17 to 1/5/18.
28. Change Supervising Eligibility Technician (Promotional), exam #16-1473-01 from an assembled exam to a continuous exam effective 12/22/16.
29. Extend the last day for filing for Registered Nurse II (Public Health Nurse Option), exam #17-5305-01 from 1/10/18 to 1/31/18.
30. Extend the last day for filing for Agricultural and Standards Aide (Services-As-Needed), exam #17-8202N-02 from 1/5/18 to 1/19/18.

C. Eligible Lists

Create, approve and order promulgated:

1. Assessment Supervisor I (Promotional), #17-2850-01
2. Auditor, #17-0143-01
3. County Training and Organizational Development Specialist, #17-0466-01
4. Critical Care Manager, Behavioral Health Care Services, #17-6518-01
5. Custodian (Hayward Area Recreation and Park District), #17-1130H-01
6. Epidemiology Research Scientist, #17-5782-01

IV. CONSENT MATTERS

C. Eligible Lists - continued

Create, approve and order promulgated:

7. Heavy Equipment Mechanic Helper, #17-9455-01
8. Laborer, #17-9105-01
9. Lead Call Center Representative, Department of Child Support Services (Promotional), #17-1155-01
10. Registered Health Information Coordinator, #17-1458-01
11. Supervising Criminalist, #17-8526-01

D. Classification Recommendations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 5799P, Nutrition Assistant II Project to 5799, Nutrition Assistant II (Certified Breastfeeding Counselor Specialty Designation) (18-30483). 2. Reallocate one position of 5799P, Nutrition Assistant II Project to 5799, Nutrition Assistant II (Certified Breastfeeding Counselor Specialty Designation) (18-30484). 3. Reallocate one position of 5799P, Nutrition Assistant II Project to 5799, Nutrition Assistant II (Spanish Speaking Specialty Designation) (18-30485). 4. Reallocate one position of 5650, Hazardous Materials Specialist to 5655, Senior Hazardous Materials Specialist (Local Oversight Program Specialty Designation) (18-30499).
Information Technology	<ol style="list-style-type: none"> 5. Reallocate one position of 1841, Software Analyst II to 1832, Senior Infrastructure Services Analyst (18-30532).
Registrar of Voters	<ol style="list-style-type: none"> 6. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (18-30495). 7. Reallocate two hundred twenty-one positions of 1285, Election Canvasser to 1296N, Clerk Intermittent I Services-As-Needed (18-30529). 8. Reallocate twelve positions of 1285, Election Canvasser to 1296N, Clerk Intermittent I Services-As-Needed (18-30530).

IV. CONSENT MATTERS	
E. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #310481, job code 1128, Specialist Clerk I (Spanish Speaking Specialty), effective 1/28/18. 2. Remove the specialty designation for one position #312527, job code 1128, Specialist Clerk I (Spanish Speaking Specialty), effective 1/28/18. 3. Remove the specialty designation for one position #311133, job code 0305P, Program Specialist Project (Epidemiology Specialty), effective 1/28/18.
F. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Recommend that the Board of Supervisors establish the classification of 1226, Administrative Legal Secretary and adopt the classification specification. 2. Revise and retitle, 5091, Adult System of Care Director, Behavioral Health Care Services to 5091, Adult/Older Adult System of Care Director, Behavioral Health Care Services and adopt the classification specification. 3. Revise and retitle, 5072, Director, Adult Community Support Centers to 5072, Alcohol and Drug Program Administrator and adopt the classification specification. 4. Adopt the revised classification specification for 5090, Training Officer, Behavioral Health Care Services.