



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, November 8, 2017, 4:00 P.M.**

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201

Remote Locations: 9 Brookside Avenue, Berkeley, CA and  
4501 Pleasanton Avenue, Pleasanton, CA

Commissioner Ben Tate, President  
Commissioner Arlene Lum, Vice-President  
Commissioner Stephen Booth  
Commissioner Dan Chang  
Commissioner Barbara Luna

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

**I. CALL TO ORDER**

**II. APPROVE THE MINUTES OF OCTOBER 25, 2017 AS MAILED.**

**III. PUBLIC COMMENTS:**

**IV. APPROVE CONSENT MATTERS - Pages 2 -4**

**V. COMMUNICATION(S) No Actions**

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

**VII. CLOSED SESSION**

1. **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:**

**IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:**

**X. ADJOURNMENT**

#### IV. CONSENT MATTERS

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

1. Celeste Oswald Robinson, Program Systems Coordinator, Social Services Agency
2. Jason Tong, Senior Auditor, Auditor-Controller

##### B. Voluntary Demotion(s)

1. Shannon Chao, Administrative Specialist II to Departmental Human Resources Officer Trainee, Sheriff's Office
2. Geoff Nordin, Infrastructure Services Manager to Infrastructure Services Engineer, Information Technology Department
3. Arthur Silva, Information Technology Manager to Application Systems Engineer III, Information Technology Department

##### C. Comparable Transfer(s)

1. William Myrick, Street Light Technician to Heavy Truck Driver, Public Works Agency

##### D. Examination Actions – for CSC Meeting of November 8, 2017

Order on 11/17/17 promotional-assembled examinations:

1. Fire Department Division Chief, LDF 12/18/17
2. Fire Department Deputy Chief, LDF 12/18/17

Order on 10/18/17 open-assembled examination:

3. Technical Support Analyst, LDF 11/13/17

Order on 10/20/17 open-assembled examinations:

4. Zoning Investigator II, LDF 11/14/17
5. Chief of Policy and Standards Compliance, LDF 11/14/17

Order on 10/23/17 open-assembled examination:

6. Assistant Chief of Policy and Standards Compliance, LDF 11/17/17

Order on 10/26/17 open-assembled examination:

7. Social Work Supervisor, LDF 11/21/17

Order on 10/27/17 open-assembled examination:

8. Contract Compliance Officer, LDF 11/21/17

Order on 11/1/17 open-assembled examinations:

9. Registered Health Information Coordinator, LDF 11/27/17
10. Epidemiology Research Scientist, LDF 11/27/17

Order on 10/18/17 open-continuous examination:

11. Adult Protective Services Worker II, LDF 11/6/17

Terminate eligible list:

12. Field Maintenance Superintendent, #17-9527-01, effective 11/8/17

**IV. CONSENT MATTERS**

**D. Examination Actions – for CSC Meeting of November 8, 2017 - continued**

Extend eligible list:

- 13. Eligibility Support Clerk, #16-1132-01, terminate on 12/7/18

Miscellaneous:

- 14. Change the Adult Protective Services Worker II exam #17-6765-01, from an assembled exam to a continuous exam effective 4/10/17.
- 15. Change the Secretary II exam #17-1220-01, from a promotional-assembled exam to an open-assembled exam effective 8/24/17.
- 16. Change the Librarian IV exam #17-4177-01, from a promotional-assembled exam to an open-assembled exam effective 9/1/17.
- 17. Change the Librarian I exam #17-4130-02, from a promotional-assembled exam to an open-assembled exam effective 9/5/17.
- 18. Extend the last day for filing for Call Center Representative, Department of Child Support Services, exam #16-1154-01, from 10/27/17 to 11/3/17.
- 19. Extend the last day for filing for Supervisor of Professional Standards, Probation, exam #17-8586-01, from 10/17/17 to 11/27/17.
- 20. Extend the last day for filing for Instrument Technician II, Zone, 7, exam #17-4994-01, from 10/31/17 to 11/15/17.

**E. Eligible Lists**

Create, approve and order promulgated:

- 1. Accounting Specialist I, #17-1314-01
- 2. Agricultural and Standards Investigator I, #17-8418-01
- 3. Auditor-Appraiser I, #17-2705-01
- 4. Billing Technician II, #17-1492-01
- 5. Employment Specialist II, Behavioral Health Care Services, #17-6782-01
- 6. Director of Professional Standards, Probation, #17-8587-01
- 7. Eligibility Services Technician IV (Promotional), #17-1573-01
- 8. Librarian IV, #17-4177-01
- 9. Senior Hazardous Materials Specialist (Certified Unified Program Agency Specialty) #17-5655-02
- 10. Social Services Program Manager (Promotional), #17-6045-01

**F. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
Information Technology Department	1. Reallocate one position of 1814, Comp Operations Supervisor to 1836, Infrastructure Services Engineer (18-30296).

<b>IV. CONSENT MATTERS</b>	
<b>G. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
General Services Agency	<ol style="list-style-type: none"> <li>1. Approve the specialty designation for two positions, #312243, 312301, job code 7411, Janitor, Floor Specialist, (Detention Facility Security Clearance Specialty), effective 11/19/17.</li> <li>2. Approve the specialty designation for one position, #312273, job code 7410, Janitor, (Detention Facility Security Clearance Specialty), effective 11/19/17.</li> <li>3. Approve the specialty designation for one position, #312392, job code 7415, Lead Janitor, (Detention Facility Security Clearance Specialty), effective 11/19/17.</li> </ol>
Health Care Services Agency	<ol style="list-style-type: none"> <li>4. Remove the specialty designation for one position, #310908, job code 0305 Program Specialist, (Behavioral Health Managed Care Specialty), effective 11/19/17.</li> <li>5. Approve the specialty designation for one position, #310452, job code 6525, Behavioral Health Clinical Supervisor, (Forensic Specialty), effective 11/19/17.</li> <li>6. Remove the specialty designation for one position, #400032, job code 1142P, Administrative Assistant Project, (Spanish Speaking Specialty), effective 11/19/17.</li> </ol>
<b>H. <u>Classification Specifications</u></b>	
	<ol style="list-style-type: none"> <li>1. Adopt the revised classification specification for 1145, Administrative Support Manager.</li> </ol>