



AGENDA

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, December 20, 2017, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

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 DECEMBER 6, 2017 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 4

V. COMMUNICATION(S)

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

STAFF RECOMMENDATION: Post Rule Change

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. Debra Sullivan, Administrative Secretary, Auditor-Controller's Office
2. Carol Brookens, Departmental Human Resources Manager, Department of Child Support Services

B. Voluntary Demotion(s)

1. Francisco Diaz, Janitor, Floor Specialist to Janitor, General Services Agency

C. Examination Actions – for CSC Meeting of December 20, 2017

Order on 12/8/17, promotional-assembled examination:

1. Sergeant, LDF 1/2/18

Order on 11/22/17, open-assembled examination:

2. Associate Deputy Public Defender, LDF 1/4/18

Order on 12/4/17, open-assembled examination:

3. Superintendent, Probation, LDF 12/29/17
4. Program Specialist (Injury Prevention), LDF 12/29/17

Order on 12/5/17, open-assembled examination:

5. Administrative Support Manager, LDF 1/2/18

Order on 12/6/17, open-assembled examinations:

6. Fire Department Mechanic I, LDF 1/2/18
7. Land Surveyor, LDF 1/2/18

Order on 12/8/17, open-assembled examination:

8. Financial Services Officer, LDF 1/10/18

Order on 12/11/17, open-assembled examination:

9. Latent Fingerprint Examiner, LDF 1/5/18

Terminate eligible list:

10. Lieutenant (Promotional), #16-8620-02

Reinstate eligible lists:

11. Clinical Review Specialist, #16-6515-01, terminate on 3/10/18
12. Sergeant (Promotional), #16-8617-01, terminate on 3/5/18

Extend eligible list:

13. Elections Technician, #16-1282-01, terminate on 3/30/18

Miscellaneous:

14. Cancel exam Program Services Coordinator (Skilled Medical Professional), exam #17-6927-01, effective 6/23/17.

IV. CONSENT MATTERS

D. Eligible Lists

Create, approve and order promulgated:

1. Assistant Chief of Policy and Standards Compliance, #17-6048-07
2. Chief Technology Officer, #17-1847-01
3. Division Commander (Promotional), #17-8635-02
4. Facilities Maintenance & Construction Supervisor, Zone 7, #17-4998-01
5. Financial Services Specialist II, #17-0214-01
6. Health Care Claims Examiner I, #17-1461-01
7. Librarian I, #17-4130-02
8. Maintenance and Construction Technician I, Hayward Area Recreation and Park District, #17-1122H-01
9. Supervisor of Professional Standards, Probation, #17-8586-01

E. Classification Recommendations

Department:	Re:
General Services Agency	1. Reallocate one position of 7220, Supervising Gardener to 9690, Facilities Manager (18-30432).
Health Care Services Agency	2. Reallocate one position of 0416, Information Systems Specialist to 0418, Technical Support Analyst (18-30005). 3. Reallocate one position of 5305, Registered Nurse II to 5773, Senior Public Health Investigator (18-30223). 4. Reallocate one position of 6510, Behavioral Clinician II to 6491, Mental Health Specialist II (18-30258). 5. Reallocate one position of 6497, Marriage and Family Therapist II to 6527, Behavioral Health Clinical Manager (18-30259). 6. Reallocate one position of 6510, Behavioral Clinician II to 0305, Program Specialist (18-30260). 7. Reallocate one position of 5141P, Physician IV (Project) to 5141, Physician IV (18-30457). 8. Reallocate one position of 0305, Program Specialist to 5785, Epidemiologist II (18-30490).
Human Resource Services Department	9. Reallocate one position of 0482, Conference Center Services Representative II to 0480, Training Center Customer Services Representative, Training & Education Center (18-30455).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u> - continued	
Department:	Re:
Sheriff's Office	<ol style="list-style-type: none"> 10. Reallocate one position of 1314, Accounting Specialist I to 0217, Financial Services Officer (18-30416). 11. Reallocate one position of 8604, Deputy Sheriff II to 1142, Administrative Assistant (18-30438). 12. Reallocate one position of 1305, Account Clerk I to 8635, Division Commander (18-30491).
Social Services Agency	<ol style="list-style-type: none"> 13. Reallocate one position of 1221, Supervising Secretary II to 1220, Secretary II (18-30463).
F. <u>Specialty Designations</u>	
Department:	Re:
Social Services Agency	<ol style="list-style-type: none"> 1. Approve the specialty designation for one position #307005, job code 6045, Program Manager (Adult and Aging Specialty), effective 12/31/17. 2. Approve the specialty designation for one position #308549, job code 6050, Division Director, Social Services Agency (Adult and Aging Specialty), effective 12/31/17.
G. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Revise and retitle 5069, Children System of Care Director Behavioral Health Care Services to 5069, Child/Young Adult System of Care Director Behavioral Health Care Services and adopt the classification specification. 2. Recommend that the Board of Supervisors establish the classification of 2220, Strategic Facilities Capital Planning Manager and adopt the classification specification. 3. Recommend that the Board of Supervisors establish the classification of 0296, TAP (Temporary Assignment Pool) Program Manager and adopt the classification specification.