



# A G E N D A

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

Wednesday, March 28, 2018, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

Commissioner Arlene Lum, President  
Commissioner Barbara Luna, Vice-President  
Commissioner Stephen Booth  
Commissioner Dan Chang  
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 MARCH 14, 2018 AS MAILED.

#### III. PUBLIC COMMENTS:

#### IV. APPROVE CONSENT MATTERS - Pages 2 - 6

#### V. COMMUNICATION(S)

Human Resource Services Staff report to the Commission in response to the Public Comments from the January 31, 2018 meeting.

**STAFF RECOMMENDATION:** Receive and file.

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

#### VII. CLOSED SESSION

1. Public Employment pursuant to Government Code §54957:  
job code 0214, Financial Services Specialist II, ACERA
2. Public Employment pursuant to Government Code §54957:  
job code 1529, Auditor Associate III, Auditor-Controller's Agency
3. Public Employment pursuant to Government Code §54957:  
job code 5656, Supervising Hazardous Materials Specialist, Health Care Services Agency
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:

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

#### X. ADJOURNMENT

#### IV. CONSENT MATTERS

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

1. Clara Vera Cruz, Library Clerk II, Alameda County Library
2. Virginia Morrison, Account Clerk I, Information Technology Department

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

1. Mark Mithaiwala, Staff Development Specialist to Job Developer, Social Services Agency

##### C. Examination Actions – for CSC Meeting of March 28, 2018

Order on 3/2/18 open-assembled examination:

1. Janitor, LDF 3/26/18

Order on 3/8/18 open-assembled examination:

2. Administrative Legal Secretary, LDF 4/2/18

Order on 3/12/18 open-assembled examination:

3. Appraiser I, LDF 4/5/18

Order on 3/16/18 open-assembled examination:

4. Supervising Building Inspector, LDF 4/10/18

Reopen on 3/12/18 continuous examination:

5. Supervising Program Specialist (Sexually Transmitted Disease Option), LDF 4/5/18

Reopen on 3/16/18 continuous examination:

6. Secretary II, LDF 4/6/18

Terminate eligible lists:

7. Application Systems Engineer III, #17-1868-01, eff. 3/28/18
8. Call Center Representative, Dept. of Child Support Services, #16-1154-01, eff. 3/23/18
9. Infrastructure Services Engineer, #17-1836-01, eff. 3/28/18

Extend eligible lists:

10. Bonds & Finance Technician I, #17-2968-01, terminate on 11/26/18
11. Sheriff's Safety Aide, #16-8752-01, terminate on 7/12/18

Miscellaneous:

12. Change the Secretary II, exam #17-1220-01 from an assembled exam to a continuous exam effective 8/24/17.
13. Change the Supervising Program Specialist (STD Option), exam #16-0308-01 from an assembled exam to a continuous exam effective 3/31/17.

**IV. CONSENT MATTERS**

**C. Examination Actions – for CSC Meeting of March 28, 2018 - continued**

Miscellaneous continued:

14. Extend the last day for filing for the Epidemiology Research Scientist, exam #18-5782-01, from 3/19/18 to 3/26/18.
15. Extend the last day for filing for the Senior Clinical Case Manager, Center for Healthy Schools & Communities, exam #17-6646-01, from 3/19/18 to 3/26/18.
16. Extend the last day for filing for the Dental Health Administrator, exam #17-5525-01, from 3/19/18 to 4/2/18.

**D. Eligible Lists**

Create, approve and order promulgated:

1. Account Clerk II, #17-1310-01
2. Deputy Division Director, Public Health, #17-5083-01
3. Director of Community Assessment, Planning & Evaluation, #17-5783-01
4. Director, Risk Management, #18-0475-01
5. Human Resources Division Manager, (Personnel Services Division) Promotional, #18-0294-01
6. Sergeant (Promotional), #17-8617-01
7. Welfare Investigator II, #17-6776-01

**E. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Allocate one additional position of 0214P, Financial Services Specialist II (Project) (18-30460).</li> <li>2. Allocate one additional position of 0306P, Program/Financial Specialist (Project) (18-30461).</li> <li>3. Allocate two additional positions of 0416P, Information Systems Specialist (Project) (18-30462).</li> <li>4. Reallocate one position of 1492, Billing Technician II to 0308P, Supervising Program Specialist (Project) (18-30705).</li> <li>5. Reallocate one position of 6646, Senior Clinical Case Manager, Center for Healthy Schools and Communities to 0307, Senior Program Specialist (Youth Development Specialty) (18-30785).</li> <li>6. Reallocate one position of 0418, Technical Support Analyst to 1128, Specialist Clerk I (18-30786).</li> </ol>

**IV. CONSENT MATTERS**

**E. Classification Recommendations - continued**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	7. Reallocate one position of 6701, Community Outreach Worker II to 6701P, Community Outreach Worker II (Project) (18-30801). 8. Reallocate one position of 6646, Senior Clinical Case Manager, Center for Healthy Schools and Communities to 1142, Administrative Assistant (18-30802). 9. Reallocate one position of 1142, Administrative Assistant to 6701, Community Outreach Worker II (18-30803). 10. Reallocate one position of 6644, Supervising Clinical Case Manager, Center for Healthy Schools and Communities to 6645, School Health Services Administrator, Center for Healthy Schools and Communities (Skilled Medical Professional Specialty) (18-30804). 11. Reallocate one position of 0206, Management Analyst to 0216, Supervising Financial Services Specialist (18-30808).
Human Resource Services	12. Reallocate one position of 0480, Training Center Customer Service Representative to 0482, Training and Education Center Customer Services Specialist (18-30791). 13. Reallocate one position of 0480, Training Center Customer Service Representative to 0482, Training and Education Center Customer Services Specialist (18-30792). 14. Reallocate one position of 0261, Employee Services Administrator to 0296, Temporary Assignment Pool Program Manager (18-30848).
Information Technology	15. Reallocate one position of 1835, Information Technology Manager to 1837, Infrastructure Services Manager (18-30852).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u> - continued	
Department:	Re:
Probation	16. Reallocate one position of 6115, Deputy Probation Officer III to 6124, Deputy Chief Probation Officer (18-30806).
Public Defender	17. Allocate one additional position of 3125, Deputy Public Defender (18-30649).
Sheriff's Office	18. Reallocate one position of 1128, Specialist Clerk I to 1142, Administrative Assistant (18-30807). 19. Reallocate one position of 1093, Retired Annuitant - Safety II to 8550N, Regional Training Center Instructor Services-As-Needed (18-30855).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310576, job code 6641, Senior Rehabilitation Counselor, (Vocation Services Specialty), effective 4/8/18. 2. Remove the specialty designation for one position #401111, job code 6510, Behavioral Health Clinician II, (Spanish-Speaking Specialty), effective 4/7/18. 3. Approve the specialty designation for one position #401111, job code 6510, Behavioral Health Clinician II, (Forensic Specialty), effective 4/8/18. 4. Approve the specialty designation for one position #310402, job code 0305, Program Specialist, (AIDS Specialty), effective 4/8/18. 5. Approve the specialty designation for one position #402630, job code 6701, Community Outreach Worker II, (Spanish-Speaking Specialty), effective 4/8/18.

**IV. CONSENT MATTERS**

**G. Classification Specifications**

1. Recommend the Board establish the new class of 0199H, Accounting/Financial Support I (Services-As-Needed) Temporary Assignment Pool and adopt the classification specification.
2. Adopt the revised classification specification 0201H, Accounting/Financial Support II (Services-As-Needed) Temporary Assignment Pool.
3. Recommend the Board establish the new class of 8588, Investigator, Probation Department and adopt the classification specification.
4. Adopt the revised classification specification 0292, Labor Relations Manager.
5. Adopt the revised classification specification 1781N, Information Systems Support I (Services-As-Needed), Temporary Assignment Pool.
6. Adopt the revised classification specification 1782N, Information Systems Support II (Services-As-Needed), Temporary Assignment Pool.
7. Revise and retitle 4962, Administrative Intern, Zone 7 to 4962, Water Agency Intern, Zone 7 and adopt the classification specification.