



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, June 20, 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 JUNE 6, 2018 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. Public Employment pursuant to Government Code §54957:
job code 1129, Specialist Clerk II, Social Services Agency
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
3. **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. Akhil Jain, Financial Services Specialist II, Community Development Agency
2. Elizabeth Celia Roberts, Specialist Clerk I, Social Services Agency

B. Voluntary Demotion(s)

1. Manuel Arce, Specialist Clerk II to Human Resources Assistant I, Human Resource Services Department

C. Examination Actions – for CSC Meeting of June 20, 2018

Order on 5/28/18, open-assembled examination:

1. Plant Mechanic, Zone 7, LDF 6/21/18

Order on 6/1/18, open-assembled examination:

2. Reserve Firefighter, LDF 7/2/18

Order on 6/6/18, open-assembled examination:

3. Human Resources Division Manager, LDF 7/2/18
4. Landscape and Grounds Supervisor, LDF 7/2/18

Reinstate eligible list:

5. Deputy Sheriff's Recruit, #16-8601-01, terminate on 9/15/18

Extend eligible list:

6. Administrative Assistant, Zone 7, #17-4918-01, terminate on 1/5/19
7. Designate the Administrative Assistant, Zone 7, exam #17-4918-01 as an alternate list for Administrative Assistant exam.

Miscellaneous:

8. Extend the last day for filing for Housing and Community Development Manager (Housing Project Coordinator), exam #18-2960-01 from 6/4/18 to 6/25/18.

D. Eligible Lists

Create, approve and order promulgated:

1. Auditor-Appraiser III, #18-2715-01
2. Financial Services Officer, #17-0217-01
3. Library Page, #17-1109-01
4. Payroll Records Clerk, #17-1125-01
5. Physician IV (Communicable Disease), #17-5141-01
6. Risk/Human Resources Specialist (Hayward Area Parks & Recreation District) #18-1103H-01

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Board of Supervisors	1. Reallocate one position of 0495, Supervisor's Assistant to 1091, Retired Annuitant II (18-31436).
General Services Agency	2. Reallocate one position of 9108, Maintenance Aide II to 9700, Project Manager, General Services Agency (18-31313). 3. Reallocate one position of 9405, Auto Service Worker to 9420, Auto Mechanic (18-31314).
Health Care Services Agency	4. Reallocate one position of 0204, Management Associate II to 0307, Senior Program Specialist (18-31227). 5. Reallocate one position of 1091, Retired Annuitant II to 0232, Executive Programs Coordinator (18-31420). 6. Reallocate one position of 1220, Secretary II to 5044, Director, Public Health (18-31437).
Social Services Agency	6. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (Spanish Speaking Specialty) (17-29845). 7. Reallocate one position of 1129, Specialist Clerk II to 0219, Administrative Specialist II (18-31167).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Approved the specialty designation for two positions #310039, 311052, job code 6720, Social Worker III, (Homeless Program Specialty), effective 6/24/18.

IV. CONSENT MATTERS

G. Classification Specifications

1. Adopt the revised classification specification for 0282, Benefits Analyst.
2. Adopt the revised classification specification for 0257, Deputy County Administrator.
3. Recommend the Board of Supervisors establish 6076, Probation Contracts and Grants Administrative Manager and adopt the classification specification.
4. Adopt the revised classification specification for 2925, Planner I.
5. Adopt the revised classification specification for 2930, Planner II.
6. Adopt the revised classification specification for 2935, Planner III.
7. Adopt the revised classification specification for 6500, Youth and Family Services Supervisor.