



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, July 5, 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 JUNE 21, 2017 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 4

V. COMMUNICATION(S)

Excerpt from the 2016-2017 Alameda County Grand Jury Final Report (County Counsel; for information only).

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)

Ericka Franklin, Administrative Assistant (Project), Health Care Services Agency

B. Voluntary Demotion(s)

Nicole Radford, Adult Protective Services Supervisor to Adult Protective Services Worker II, Social Services Agency

C. Examination Actions – for CSC Meeting of July 5, 2017

Order on 6/19/17 promotional-assembled examination:

1. Maintenance and Construction Tech II, HARD, LDF 7/17/17

Order on 6/23/17 promotional-assembled examination:

2. Senior Vector Control Biologist, LDF 7/18/17

Order on 6/6/17 open-assembled examination:

3. Procurement and Contracts Supervisor, LDF 7/5/17

Order on 6/13/17 open-assembled examination:

4. Stationary Engineer, General Services Agency, LDF 7/10/17

Order on 6/16/17 open-assembled examination:

5. Deputy Probation Officer III, LDF 7/11/17
6. Registered Dental Assistant, LDF 7/12/17

Order on 6/21/17 open-assembled examination:

7. Chief of Policy and Standards Compliance, LDF 7/17/17
8. Assistant Chief of Policy and Standards Compliance, LDF 7/17/17
9. Procurement & Contracts Specialist I, LDF 7/17/17

Order on 6/22/17 open-assembled examination:

10. Behavioral Health Clinical Manager, LDF 7/17/17

Order on 6/23/17 open-assembled examination:

11. Chief Deputy Librarian, LDF 7/23/17
12. Program Services Coordinator (Skilled Medical Professional), LDF 7/18/17

Reopen on 6/23/17 continuous examinations:

13. Administrative Assistant, LDF 7/19/17
14. Criminalist II, LDF 7/19/17

Reinstate eligible list:

15. Assistant Deputy Director, Community Development Agency (Planning Option) (Promotional), #16-2953-01, terminate on 9/19/17

Extend eligible list:

16. Senior Program Specialist, #15-0307-02, terminate on 11/3/17
17. Veterans Service Representative, #16-1476-01, terminate on 1/20/18

IV. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of July 5, 2017 – continued.

Miscellaneous:

18. Change Administrative Assistant, exam #16-1142-01, from an assembled exam to a continuous exam effective 8/8/16.
19. Extend the last day for filing for Physician III (Psychiatric Specialty), exam #17-5139-01, from 6/26/17 to 7/10/17.

D. Eligible Lists

Create, approve and order promulgated:

1. Administrative Assistant, Zone 7, #17-4918-01
2. Associate Program Specialist, #16-0301-01
3. Deputy Director, Behavioral Health Care Services, #17-5078-01
4. Environmental Health Technician, #17-5649-01
5. Field Maintenance Superintendent #17-9527-01
6. Housing & Community Development Specialist III, #16-2966-02
7. Public Health Investigator, #16-5770-01
8. Maternal Paternal Child and Adolescent Administrator, #16-5086-01
9. Supervising Clerk II, #17-1139-01

E. Classification Recommendations

Department:	Re:
Alameda County Fire Department	1. Reallocate one position of 8154, Fire Department Secretary II to 8159, Fire Department Specialist Clerk (17-29799).
Health Care Services Agency	2. Allocate two additional positions of 0419P, Information Systems Analyst (Project) (17-29652). 3. Allocate one additional position of 0420P, Information Systems Manager (Project) (17-29718).
Social Services Agency	4. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-28950). 5. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-28951). 6. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-28952). 7. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-28953).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u> - continued	
Department:	Re:
Social Services Agency	8. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-29423). 9. Allocate one additional position of 0304, Senior Program Systems Coordinator (17-29559).
Treasurer-Tax Collector	10. Reallocate one position of 0132, Accountant to 0159, Investment Specialist (17-28197).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310386, job code #5770, Public Health Investigator, (Vietnamese Speaking Specialty), effective 7/16/17.
G. <u>Classification Specifications</u>	
	1. Recommend that the Board of Supervisors establish the classification of 0358, Countywide Initiatives Program Coordinator and adopt the classification specification. 2. Revise and retitle 1735, Manager, Property and Salvage Division to 1735, Property and Salvage Supervisor.