



# A G E N D A

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

**Wednesday, August 2, 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 JULY 19, 2017 AS MAILED.**

**III. PUBLIC COMMENTS:**

**IV. APPROVE CONSENT MATTERS - Pages 2 -5**

**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. Heidi Burbank, Deputy Sheriff's Recruit, Sheriff's Office
2. Jose Mascorro, Clinical Case Manager, Center For Healthy Schools & Communities (CHSC), Health Care Services Agency
3. Kimberlee Rosaaen, Eligibility Services Technician III, Social Services Agency

##### B. Examination Actions – for CSC Meeting of August 2, 2017

Order on 7/13/17, open-assembled examination:

1. Deputy Director, Public Works, LDF 8/14/17

Order on 7/14/17, open-assembled examination:

2. Building Maintenance Laborer, LDF 8/8/17

Order on 7/17/17, open-assembled examination:

3. Energy Project Manager, LDF 8/11/17

Order on 7/20/17, open-assembled examination:

4. Procurement & Contracts Specialist II, LDF 8/14/17

Order on 7/21/17, open-assembled examination:

5. Auditor-Appraiser I, LDF 8/15/17

Order on 7/24/17, open-assembled examination:

6. Economic Development Analyst II, LDF 8/18/17

Terminate eligible list:

7. Financial Services Specialist II, #16-0214-01, effective 8/2/17

Extend eligible lists:

8. Deputy Director, Human Resource Services, #16-0290-01, terminate on 12/31/17
9. Deputy Sheriff I POST Academy Graduates, #15-8602-02, terminate on 2/17/18
10. Sheriff's Technician, #16-8755-01, terminate on 11/30/17
11. Youth & Family Services Therapist II, #16-6498-01, terminate on 3/1/18
12. Designate the Assessment Supervisor II, #17-2851-01 eligible list as an alternate for Assessment Supervisor I.
13. Designate the Administrative Secretary, #17-1220-01 eligible list as an alternate for Supervising Secretary II.

Miscellaneous:

14. Extend the last day for filing for Deputy County Librarian, Exam #17-4185-01, from 7/18/17 to 8/1/17.
15. Extend the last day for filing for Registered Nurse IV (Public Health Nurse), Exam #17-5320-01, from 8/1/17 to 8/14/17.
16. Extend the last day for filing for Assistant Chief of Policy & Standards Compliance, Exam #17-6048-06, from 7/17/17 to 8/2/17.
17. Extend the last day for filing for Chief of Policy & Standards Compliance, Exam #17-6049-07, from 7/17/17 to 8/2/17.

**IV. CONSENT MATTERS**

**C. Eligible Lists**

Create, approve and order promulgated:

1. Associate Civil Engineer/Professional Geologist (Promotional), #17-4965-01
2. Associate County Counsel, #17-3220-01
3. Medical Clerk, #16-1126-01
4. Nutritionist I, #17-5792-01
5. Staff Development Specialist, #17-6791-01
6. Water Resources Technician I, Zone 7, #17-4937-01
7. Workforce Board Systems Administrator, #17-6056-01

**D. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
Community Development Agency	<ol style="list-style-type: none"> <li>1. Allocate one additional position of 0416, Information Systems Specialist (17-29832).</li> <li>2. Allocate one additional position of 2966, Housing &amp; Community Development Specialist III (17-29833).</li> </ol>
General Services Agency	<ol style="list-style-type: none"> <li>3. Reallocate one position of 1314, Accounting Specialist I to 1316, Accounting Specialist II (18-29925).</li> </ol>
Health Care Services Agency	<ol style="list-style-type: none"> <li>4. Reallocate one position of 5781, Health Educator II to 0219, Administrative Specialist II (17-29122).</li> <li>5. Reallocate one position of 6701, Community Outreach Worker II to 5139N, Physician III Services-As-Needed (Spanish Speaking Specialty) (17-29809).</li> <li>6. Reallocate one position of 0305, Program Specialist to 6927, Program Services Coordinator (18-29850).</li> <li>7. Reallocate one position of 7879, Health Services Trainee to 1129, Specialist Clerk II (Spanish Speaking) (18-29902).</li> <li>8. Reallocate one position of 7879, Health Services Trainee to 0308, Supervising Program Specialist (Injury Prevention Specialty) (18-29903).</li> <li>9. Reallocate one position of 5797N, Health Services Consultant Services-As-Needed to 6701, Community Outreach Worker II (18-29916).</li> <li>10. Reallocate one position of 1128, Specialist Clerk I to 1142, Administrative Assistant (18-29931).</li> </ol>

<b>IV. CONSENT MATTERS</b>	
<b>D. <u>Classification Recommendations</u> - continued</b>	
<b>Department:</b>	<b>Re:</b>
Human Resource Services	11. Reallocate fifty-three positions of 1293N, Administrative Support I, (Services-As-Needed) TAP to 1294N, Administrative Support II (Services-As-Needed) TAP (18-29933). 12. Reallocate seven positions of 0200N, Administrative Specialist (Services-As-Needed) TAP to 1294N, Administrative Support II (Services-As-Needed) TAP (18-29934).
Sheriff's Office	13. Allocate two additional positions of 8604, Deputy Sheriff II (17-29749). 14. Reallocate one position of 1314, Accounting Specialist I to 0214, Financial Services Specialist II (18-29924).
Zone 7	15. Allocate two additional positions of 4944, Water Plant Operator III, Zone 7 (18-29852).
<b>E. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	1. Remove the specialty designation for one position #310185, job code 6701, Community Outreach Worker II, (Spanish Speaking Specialty), effective 8/13/17. 2. Remove the specialty designation for one position #311133, job code 0305P, Program Specialist Project, (Epidemiology Option), effective 8/13/17. 3. Remove the specialty designation for one position #312680, job code 5305, Registered Nurse II, (Chinese Speaking Specialty), effective 8/13/17. 4. Approve the specialty designation for one position #309924, job code 0305, Program Specialist, (Epidemiology Option), effective 8/13/17. 5. Approve the specialty designation for one position #401111, job code 6510, Behavioral Health Clinician II, (Spanish Speaking Specialty), effective 8/13/17.

<b>IV. CONSENT MATTERS</b>	
<b>E. <u>Specialty Designations</u> - continued</b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	6. Approve the specialty designation for one position #402516, job code 0420P, Information Systems Manager Project, (Managed Care Data Specialty), effective 8/13/17.
<b>F. <u>Classification Specifications</u></b>	
	<ol style="list-style-type: none"> <li>1. Revise and retitle classification specification 1364, Communications Services Coordinator, ACERA to 1364, Security Analyst, ACERA.</li> <li>2. Adopt the revised classification specification series 0213, Financial Services Specialist I and 0214, Financial Services specialist II.</li> <li>3. Adopt the revised classification specification 1821, Programmer I.</li> <li>4. Adopt the revised classification specification 1823, Programmer II.</li> <li>5. Adopt the revised classification specification 6122, Unit Supervisor, Probation.</li> <li>6. Recommend that the Board of Supervisors establish the classification of 1096, Program Worker, Building Trades Council Represented and adopt the classification specification.</li> </ol>