



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, September 13, 2017, 4:00 P.M.

Lakeside Plaza Building: 1401 Lakeside Drive, Room 201

Remote Location: 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 AUGUST 30, 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. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
2. **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. Hearing Calendar

Correspondence from Operating Engineers Local No. #3, Union Representative Paul Carroll, requesting an appeal hearing for Case No. 2017-06. Set for hearing.

B. Reinstatement Request(s)

Elizabeth Diaz, Behavioral Clinician II, Health Care Services Agency

C. Voluntary Demotion(s)

Jose Alvarez-Perez, Janitor, Floor Specialist to Janitor, General Services Agency

D. Examination Actions – for CSC Meeting of September 13, 2017

Order on 8/24/17 promotional-assembled examination:

1. Secretary II, LDF 9/18/17

Order on 9/1/17 promotional assembled examination:

2. Librarian IV, LDF 9/26/17

Order on 9/5/17 promotional assembled examination

3. Librarian I, LDF 10/2/17

Extend following eligible list:

4. Registered Nurse III (Public Health Nurse Option), #15-5315-02, terminate on 3/14/18

Reinstate following eligible list:

5. Senior Departmental Personnel Officer, #15-0465-01, terminate on 3/13/18

Terminate eligible list:

6. Principal Librarian, #16-4180-01, effective 9/7/17
7. Designate the Deputy County Librarian, #17-4185-01 as an alternate list for Principal Librarian

Miscellaneous:

8. Cancel examination for Assistant Chief of Policy and Standards Compliance Unit, exam #17-6048-06.
9. Cancel examination for Chief of Policy and Standards Compliance Unit, exam #17-6049-07.
10. Cancel examination for Superintendent, Probation, exam #16-6235-01.
11. Extend the last day for filing from 9/1/17 to 9/15/17 for Unit Supervisor, Probation, exam #17-6122-01.
13. Extend the last day for filing from 8/30/17 to 9/20/17 for Senior Hazardous Material Specialist (CUPA Specialty), exam 17-5655-02.
14. Extend the last day for filing from 9/6/17 to 9/27/17 for Supervising Hazardous Material Specialist (CUPA Specialty), exam 17-5656-01.

IV. CONSENT MATTERS

E. Eligible Lists

Create, approve and order promulgated:

1. Accounting Specialist II, #17-1316-01
2. Adult System of Care Director, Behavioral Health Care Services, #17-5091-01
3. Heavy Truck Driver, #16-9325-01
4. Maintenance and Construction Technician II, Hayward Area Recreation & Park District, (Promotional), #17-1121H-01
5. Program Integrity Division Director, #17-6779-01
6. Program Specialist (Consumer Family Specialty), #17-0305-03
7. Registered Dental Assistant, #16-5510-01
8. Registered Nurse II (Public Health Nurse Option), #17-5305-01
9. Supervising Program Specialist, #17-0308-01
10. Supply Clerk II, #17-1710-01

F. Classification Recommendations

Department:	Re:
General Services Agency	1. Reallocate one position of 1221, Supervising Secretary II to 0219, Administrative Specialist II (18-30075).
Health Care Services Agency	2. Reallocate one position of 6706, Family Support Care Coordinator to 6707, Family Support Case Manager (18-30000). 3. Reallocate one position of 5067, Vocational Services Director to 5094, Division Director, Behavioral Health Care Services (18-30063). 4. Reallocate one position of 0314, Health Care Program Administrator I to 5086, Maternal Paternal Child and Adolescent Administrator (18-30066). 5. Reallocate one position of 1129P, Specialist Clerk II Project to 1129, Specialist Clerk II (18-30068). 6. Reallocate one position of 6491, Mental Health Specialist II to 1129, Specialist Clerk II (18-30070). 7. Reallocate one position of 5342, Authorization Services Coordinator to 5094, Division Director, Behavioral Health Care Services (18-30071). 8. Reallocate one position of 5667, Senior Registered Environmental Health Specialist to 5655, Senior Hazardous Materials Specialist (18-30076).

IV. CONSENT MATTERS	
F. <u>Classification Recommendations</u> - continued	
Department:	Re:
Human Resource Services	9. Reallocate one position of 0219, Administrative Specialist II to 0214, Financial Services Specialist II (18-30101).
Library	10. Reallocate one position of 4120, Library Assistant II to 4140, Librarian II (18-29917). 11. Reallocate one position of 4120, Library Assistant II to 4140, Librarian II (18-29918). 12. Reallocate one position of 4120, Library Assistant II to 4140, Librarian II (18-29919).
Sheriff's Office	13. Reallocate one position of 0214, Financial Services Specialist II to 0460, Departmental Personnel Officer I (18-30067). 14. Reallocate one position of 1120, Clerk II to 0465, Senior Departmental Personnel Officer (18-30077). 15. Reallocate one position of 0419, Info Systems Analyst to 0420, Info Systems Manager (18-30108).
G. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310361, job code 0308, Supervising Program Specialist (Skilled Medical Professional Specialty), effective 9/23/17. 2. Remove the specialty designation for one position #310328, job code 5510, Registered Dental Assistant (Registered Dental Assistant Specialty), effective 9/24/17. 3. Approve the specialty designation for one position #310361, job code 0308, Supervising Program Specialist (STD Specialty), effective 9/24/17. 4. Approve the specialty designation for one position #311131, job code 5770, Public Health Investigator (Spanish Speaking Specialty), effective 9/24/17.

IV. CONSENT MATTERS	
G. <u>Specialty Designations</u> - continued	
Department:	Re:
	5. Approve the specialty designation for one position #400172, job code 6701, Community Outreach Worker II (Spanish Speaking Specialty), effective 9/24/17.
H. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Recommend the Board of Supervisors establish the classification of 0451, Contract Compliance Supervisor and adopt the classification specification. 2. Revise and retitle 0460, Departmental Personnel Officer I to 0460, Departmental Human Resources Officer. 3. Recommend the Board of Supervisors establish the classification of 0294, Human Resources Division Manager and adopt the classification specification. 4. Recommend the Board of Supervisors establish the classification of 5384, Psychiatric Mental Health Nurse Practitioner and adopt the classification specification. 5. Revised and retitle 1458, Accredited Record Technician to 1458, Registered Health Information Coordinator. 6. Adopt the revised classification specification for 5794, Senior Nutritionist.