



# A G E N D A

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

Wednesday, January 15, 2020, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

Commissioner Arlene Lum, President  
Commissioner Barbara Luna, Vice-President  
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 DECEMBER 18, 2019 AS MAILED.**

**III. PUBLIC COMMENTS:**

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

**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:  
(Two cases)
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. Reinstatement Request(s)

1. Rianita Agastia, Specialist Clerk I, Community Development Agency
2. Valeriy Anisovets, Water Plant Operator II, Zone 7
3. Felix Chang, Procurement and Contracts Specialist II, General Services Agency
4. Sheila Green, Departmental Human Resource Officer Trainee, Treasurer-Tax Collector
5. Robert Heath, Behavioral Clinician II, Health Care Services Agency
6. Kevin Huynh, Procurement and Contracts Assistant, General Services Agency
7. Ronald Reyes, Financial Services Specialist I Project, Health Care Services Agency
8. Joy Sledge, Administrative Assistant, Community Development Agency

##### B. Examination Actions – for CSC Meeting of January 15, 2020

Order on 12/10/19 open-assembled examination:

1. Supervisor, Buildings and Plant Maintenance, LDF 1/6/20

Order on 12/13/19 open-assembled examination:

2. Information Systems Analyst, LDF 1/6/20

Order on 12/20/19 open-assembled examinations:

3. Animal Services Supervisor, LDF 1/14/20
4. Behavioral Health Clinician II, LDF 1/13/20

Order on 12/23/19 open-assembled examination:

5. Disability Programs Case Manager, LDF 1/17/20

Order on 12/26/19 open-assembled examination:

6. Training & Education Center Organizational Development Manager, LDF 1/21/20

Order on 12/30/19 open-assembled examination:

7. Crime Analyst, LDF 1/24/20

Order on 12/31/19 open-assembled examination:

8. Lead Customer Services Representative, Department of Child Support Services, LDF 1/24/20

Order on 1/3/20 open-assembled examination:

9. Registered Nurse IV (Public Health Nurse), LDF 1/27/20

Order on 1/6/20 open-assembled examination:

10. Building Equipment Maintenance Worker, LDF 2/3/20

Order on 1/7/20 open-assembled examinations:

11. Bridge and Pump Supervisor, LDF 2/3/20
12. Deputy Director, Community Development Agency (Housing and Community Development), LDF 1/31/20

Order on 1/8/20 open-assembled examination:

13. Senior Auditor, LDF 2/3/20

Order on 1/13/20 open-assembled examination:

14. Fire Battalion Chief, LDF 2/13/20

#### IV. CONSENT MATTERS

##### B. Examination Actions – for CSC Meeting of January 15, 2020 - continued

Reopen on 12/16/19 continuous examination:

15. Chief Forensic Pathologist, LDF 1/10/20

Reopen on 12/17/19 continuous examination:

16. Custodian Hayward Area Recreation & Park District, LDF 1/6/20

Reopen on 12/23/19 continuous examination:

17. Disability Programs Technician, LDF 1/17/20
18. Employee Benefits Technician I, LDF 1/17/20

Reopen on 12/27/19 continuous examination:

19. Financial Services Specialist II, LDF 1/21/20

Reinstate eligible lists:

20. Associate Program Specialist, #18-0301-01, terminate on 3/31/20
21. Employee Benefits Technician I, #18-0265-01, terminate on 6/30/20
22. Financial Services Officer, #17-0217-01, terminate on 1/24/20
23. Human Resources Technician, #18-0278-01, terminate on 3/16/20
24. Information System Technician II, #18-0411-01, terminate on 6/30/20

Extend eligible list:

25. Senior Project Manager, General Services Agency, #18-9701-01, terminate on 4/1/20
26. Designate the Departmental Human Resources Officer, exam #19-0460-01 as an alternate list for Labor Relations Analyst I.
27. Designate the Janitor, Floor Specialist, exam #19-7411-01 as an alternate list for Janitor.

Miscellaneous:

28. Extend the last day for filing for Energy Project Manager, exam #19-9696-01, from 12/2/19 to 12/31/19.
29. Extend the last day for filing for Registered Nurse II (Public Health Nurse Option), exam #19-5305-01 from 12/20/19 to 1/21/20.
30. Change the Chief Forensic Pathologist, exam #18-5149-01, from an assembled exam to a continuous exam effective 1/7/19.
31. Change the Custodian, Hayward Area Recreation & Park District, exam #18-1130H-01, from an assembled exam to a continuous exam effective 12/14/19
32. Change the Disability Programs Technician, exam #19-0464-01, from an assembled exam to a continuous exam effective 4/15/19.
33. Extend the last day for filing for Deferred Compensation Program Manager, exam #19-1539-02, from 12/27/19 to 1/20/20.

**IV. CONSENT MATTERS**

**B. Examination Actions – for CSC Meeting of January 15, 2020 - continued**

Miscellaneous:

34. Extend the last day for filing for Financial Analyst, Zone 7, exam #19-4929-02 from 12/27/19 to 1/27/20.
35. Change the Employee Benefits Technician I, exam #18-0265-01 from an assembled to a continuous exam effective 1/29/18.
36. Change the Financial Services Specialist II, exam #19-0214-01, from an assembled exam to a continuous exam effective 5/28/19.

**C. Eligible Lists**

Create, approve and order promulgated:

1. Accountant, Hayward Area Recreation & Park District, #19-1190H-01
2. Accounting Technician, #18-1315-01
3. Deputy Agricultural Commissioner/Sealer of Weights and Measures, #19-8421-03
4. Environmental Health Technician, #18-5649-01
5. Financial Services Officer, #19-0217-01
6. Library Manager I, #19-4176-02
7. Library Technician, #19-4120-01
8. Probation Specialist, #19-6118-01
9. Registered Nurse II (Public Health Nurse Option), #19-5305-01
10. Specialist Clerk II, #19-1129-01
11. Treasurer-Tax Collector's Specialist I, #19-1601-01

**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 0207P, Senior Management Analyst Project (20-33944).</li> <li>2. Allocate one additional position of 0206P, Management Analyst Project (20-33945).</li> <li>3. Allocate one additional position of 2973P, Housing &amp; Community Development Technician II Project (20-33985).</li> <li>4. Reallocate one position of 2966P, Housing &amp; Community Development Specialist III Project to 2952, Deputy Director, Community Development Agency (Housing and Community Development) (20-34302).</li> </ol>

**IV. CONSENT MATTERS**

**D. Classification Recommendations - continued**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	5. Reallocate one position of 0305, Program Specialist to 6927, Program Services Coordinator (19-32853). 6. Allocate four additional positions of 6510N, Behavioral Clinician II Services-As-Needed (20-33574). 7. Allocate one additional position of 6510N, Behavioral Clinician II Services-As-Needed (20-33575). 8. Reallocate one position of 0308P, Supervising Program Specialist Project to 0308, Supervising Program Specialist (HIV Specialty) (20-34405). 9. Reallocate one position of 5797N Health Services Consultant Services-As-Needed to 1142, Administrative Assistant (20-34406). 10. Reallocate one position of 6720, Social Worker III to 5305, Registered Nurse II (20-34407). 11. Reallocate one position of 6720, Social Worker III to 6510, Behavioral Clinician II (20-34408).
Library	12. Reallocate one position of 4140, Librarian II to 4120, Library Technician (Spanish Speaking Specialty) (20-34252). 13. Reallocate one position of 1104, Library Clerk II to 4120, Library Technician (20-34253).
Retirement	14. Reallocate one position of 1352, Retirement Technician to 1352P, Retirement Technician Project (20-34267). 15. Reallocate one position of 1221, Supervising Secretary II to 6796P, Staff Development Specialist Project (20-34299). 16. Reallocate one position of 1342, Associate Counsel, ACERA to 1340, Chief Counsel, ACERA (20-34475).
Social Services Agency	17. Reallocate one position of 6046, Assistant Director, Area Agency on Aging to 6779, Program Integrity Division Director (20-34522).

<b>IV. CONSENT MATTERS</b>	
<b>E. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Remove the specialty designation for one position #402526, job code 0307, Senior Program Specialist, (Adult Clinical Specialty), effective 1/26/20.</li> <li>2. Approve the specialty designation for one position #310785, job code 1128, Specialist Clerk I, (Spanish Speaking Specialty), effective 1/26/20.</li> </ol>
<b>F. <u>Classification Specifications</u></b>	
ACMEA General Government Unit	<ol style="list-style-type: none"> <li>1. Recommend the Board of Supervisors establish the classification of 6793, E-Studio Instructional Design Trainer and adopt the classification specification.</li> </ol>
Unrepresented - Management	<ol style="list-style-type: none"> <li>2. Recommend the Board of Supervisors establish the classification of 0322, Departmental Communications Manager and adopt the classification specification.</li> <li>3. Revise and retitle 5077, Quality Management Program Director, Behavioral Health Care Services to 5077, Quality Management Program Director, Alameda County Behavioral Health and adopt the classification specification.</li> </ol>