



AGENDA

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, January 16, 2019, 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 Dennis Handis
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 19, 2018 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 6

V. COMMUNICATION(S) No Actions

VI. ELECTION OF CIVIL SERVICE COMMISSION OFFICERS:

VII. APPEALS (Non-Disciplinary Matters) No Actions

VIII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Four cases)
2. **Conference with Legal Counsel – Potential Litigation:** Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:

X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:

XI. ADJOURNMENT

IV. CONSENT MATTERS

A. Reinstatement Request(s)

1. Devin Anthony, Eligibility Support Clerk, Social Services Agency
2. Carla Cartagena, Specialist Clerk I, Health Care Services Agency
3. Tony Choi, Information Systems Analyst, Health Care Services Agency
4. Julie DaCosta-Bass, Behavioral Clinician II, Health Care Services Agency
5. Teresa Hester, Specialist Clerk I, Community Development Agency
6. Alma Madero, Eligibility Support Clerk, Social Services Agency
7. Jelicia Metcalfe, Specialist Clerk II, Social Services Agency
8. Leticia Somoza, Specialist Clerk I, Community Development Agency
9. Andrea Zeppa, Social Worker III, Health Care Services Agency

B. Comparable Transfer(s)

1. Rebeca DaSilva, Administrative Specialist II to Administrative Support Manager, Health Care Services Agency

C. Examination Actions – for CSC Meeting of January 16, 2019

Order on 12/21/18, promotional-assembled examinations:

1. Water Facilities Supervisor, Zone 7, LDF 1/14/19

Order on 1/7/19, promotional-assembled examinations:

2. Fire Department Division Chief, LDF 2/6/19
3. Fire Engineer, LDF 2/19/19

Order on 10/30/18, open-assembled examinations:

4. Energy Project Manager, LDF 11/26/18
5. Senior Project Manager, General Services Agency, LDF 11/26/18

Order on 12/3/18, open-assembled examinations:

6. Social Worker II, LDF 1/3/19

Order on 12/5/18, open-assembled examinations:

7. Accounting Supervisor, Hayward Area Parks & Recreation District, LDF 12/31/18

Order on 12/12/18, open-assembled examinations:

8. Fire Dispatcher, LDF 1/7/19
9. Sheriff's Technician, LDF 1/7/19

Order on 12/14/18, open-assembled examinations:

10. Custodian, Hayward Area Parks & Recreation District, LDF 1/7/19
11. Youth and Family Services Program Assistant, LDF 1/7/19

Order on 12/18/18, open-assembled examinations:

12. Automatic Guided Vehicle Technician, LDF 1/14/19

IV. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of January 16, 2019 - continued

Order on 12/19/18, open-assembled examinations:

13. Accounting Specialist II, LDF 1/14/19
14. Deputy Fire Marshal, LDF 1/16/19
15. Irrigation Specialist Hayward Area Parks & Recreation District, LDF 1/14/19

Order on 12/20/18, open-assembled examinations:

16. Sheriff's Multimedia Producer, LDF 1/14/19

Order on 12/21/18, open-assembled examinations:

17. Instrument Technician II, Zone 7, LDF 1/14/19

Order on 1/4/19, open-assembled examinations:

18. Senior Program Specialist (Project), LDF 1/28/19

Reopen on 11/21/18 continuous examination:

19. Janitor, LDF 12/21/18

Reopen on 12/17/18 continuous examination:

20. Division Director Behavioral Health Care Services, LDF 1/14/19

Reopen on 12/21/18 continuous examination:

21. Water Plant Operator II, Zone 7

Reopen on 1/2/19 continuous examination:

22. Human Resources Analyst I, LDF 1/7/19

Suspend on 1/2/19 continuous examination:

23. Dental Health Administrator, #17-5525-01, effective 1/2/19

Terminate on 1/16/19 eligible list:

24. Librarian III, #18-4175-01, effective 1/16/19

Reinstate eligible lists:

25. Adult Protective Services Worker II, #17-6765-01, terminate on 6/18/19
26. Medical Clerk, #16-1126-01, terminate on 5/6/19
27. Program Specialist, #17-0305-02, terminate on 3/23/19
28. Secretary II, #17-1220-01, terminate on 3/16/19

Extend eligible lists:

29. Contract Compliance Officer, #17-0481-01, terminate on 5/31/19
30. Lead Call Center Representative, Dept. of Child Support Services, #17-1155-01, terminate on 8/1/19
31. Social Work Supervisor, #17-6730-01, terminate on 7/31/19
32. Zoning Investigator II, #17-8680-01, terminate on 1/31/20
33. Designate the Supervising Librarian II, exam #18-4178-01, eligible list as an alternate for Librarian IV.

IV. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of January 16, 2019 - continued

Miscellaneous:

34. Extend the last day for filing for the Survey Technician III, exam #18-2147-01, from 12/11/18 to 1/8/19.
35. Change the Division Director, Behavioral Health Care Services, exam #17-5094-01, from an assembled exam to a continuous exam effective 11/14/17.
36. Change the Janitor, exam #18-7410-10, from an assembled exam to a continuous exam effective 3/2/18.
37. Change the Human Resources Analyst I, exam #18-0279-01, from an assembled exam to a continuous exam effective 8/24/18.
38. Extend the last date for filing for the Agricultural and Standards Aide (Services-As-Needed) exam #18-8202N-01 from 12/28/18 to 1/25/19.

D. Eligible Lists

Create, approve and order promulgated:

1. Administrative/Financial Services Manager, #18-0229-01
2. Behavioral Health Clinical Manager, #18-6527-01
3. Building Equipment Maintenance Worker, #18-9665-01
4. Child/Young Adult System of Care Director, Behavioral Health Care Services, #18-5069-01
5. Energy Project Manager, #18-9696-01
6. Library Lead Clerk (Promotional), #18-4200-01
7. Maintenance and Construction Foreman, Hayward Area Park & Recreation District, #18-1120h-01
8. Physician IV (Psychiatric Specialty) (Promotional), #18-5141-01
9. Probation Contracts and Grants Administrative Manager, #18-6076-01
10. Retirement Benefits Specialist, #18-1361-01
11. Senior Vector Control Biologist (Promotional), #18-5691-01

E. Classification Recommendations

Department:	Re:
Health Care Services Agency	1. Reallocate one position of 0305, Program Specialist to 0219, Admin Specialist II (19-32414).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u> - Continued	
Department:	Re:
Health Care Services Agency	2. Reallocate one position of 0306, Program/Financial Specialist to 1142P, Administrative Assistant (Project) (19-32484). 3. Reallocate one position of 0305, Program Specialist to 0219, Administrative Specialist II (19-32485).
Probation	4. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6076, Probation Contracts & Grants Administrative Manager (19-32063). 5. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6076, Probation Contracts & Grants Administrative Manager (19-32064). 6. Reallocate one position of 1215, Secretary I to 1142, Administrative Assistant (19-32337). 7. Reallocate one position of 0306, Program/Financial Specialist to 0419, Information Systems Analyst (19-32433). 8. Reallocate one position of 0138, Senior Accountant to 0216, Supervising Financial Services Specialist (19-32460). 9. Reallocate one position of 1310, Account Clerk II to 0214, Financial Services Specialist II (19-32461).
Sheriff's Office	10. Reallocate one position of 1128, Specialist Clerk I to 1142, Administrative Assistant (19-32475).
Social Services Agency	11. Reallocate one position of 1120, Clerk II to 0206, Management Analyst (19-32142).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #311135, job code 0305, Program Specialist, (Spanish Speaking/Diabetes Option Specialty), effective 1/26/19.

IV. CONSENT MATTERS	
F. <u>Specialty Designations</u> - continued	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 2. Remove the specialty designation for one position #402497, job code 1128, Specialist Clerk I, (Public Authority Specialty), effective 1/27/19. 3. Approve the specialty designation for one position #311135, job code 0305, Program Specialist, (Registered Dietitian & Certified Diabetes Educator Specialty), effective 1/27/19. 4. Approve the specialty designation for one position #401067, job code 6525, Behavioral Health Clinical Supervisor, (School Health Services Specialty), effective 1/27/19.
G. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 0263, Employee Benefits Specialist. 2. Revise and retitle the classification 8137, Firefighter Recruit to 8137, Firefighter Recruit-Emergency Medical Technician. 3. Recommend the Board of Supervisors establish the classification of 8129, Firefighter Recruit-Paramedic and adopt the classification specification. 4. Adopt the revised classification specification for 1240, Legal Secretary. 5. Adopt the revised classification specification for 1833, Manager, Computer Operations. 6. Adopt the revised classification specification for 5870, Supervising Therapist. 7. Adopt the revised classification specification for 4985, Transportation and Supply Coordinator, Zone 7.