



# A G E N D A

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

**Wednesday, January 31, 2018, 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 Arlene Lum, President  
Commissioner Barbara Luna, Vice-President  
Commissioner Stephen Booth  
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 JANUARY 17, 2018 AS MAILED.**

**III. PUBLIC COMMENTS:**

**IV. APPROVE CONSENT MATTERS - Pages 2 - 4**

**V. COMMUNICATION(S) No Actions**

**VI. APPEALS (Non-Disciplinary Matters) No Actions**

**VII. CLOSED SESSION**

1. Public Employment pursuant to Government Code §54957:  
job code 6990, Transportation Worker, Probation Department
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(Five cases)
3. **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

1. Correspondence from Attorney Erin Dervin, Mastagni Holstedt, requesting an appeal hearing for Case No. 2018-01. Set for Hearing.
2. Correspondence from Attorney Matthew B. Pavone, requesting an appeal hearing for Case No. 2018-02. Set for Hearing.

##### B. Reinstatement Request(s)

1. Henry Chan, Sheriff's Technician, Sheriff's Office
2. Tamara Dickson, Sheriff's Technician, Sheriff's Office
3. Miya Gardere, Specialist Clerk I, Social Services Agency

##### C. Examination Actions – for CSC Meeting of January 31, 2018

Order on 1/12/18 promotional-assembled examination:

1. Senior Program Specialist, LDF 2/5/18

Order on 1/17/18 promotional-assembled examination:

2. Departmental Human Resources Manager, LDF 2/13/18

Order on 12/22/17 open-assembled examination:

3. Welfare Investigator II, LDF 1/23/18

Order on 1/12/18 open-assembled examination:

4. Child Welfare Worker II, LDF 2/5/18

Order on 1/16/18 open-assembled examination:

5. Clinical Review Specialist, LDF 2/9/18

Order on 1/19/18 open-assembled examination:

6. Deputy Probation Officer I, LDF 2/13/18
7. Director of Community Assessment, Planning and Evaluation, LDF 2/13/18

Order on 1/22/18 open-assembled examination:

8. Deputy Sheriff II (Lateral), LDF 2/16/18

Order on 1/23/18 open-assembled examination:

9. Food Service Worker, LDF 2/16/18
10. Assistant Director Children System of Care, Behavioral Health  
Care Services, LDF 2/16/18

Order on 1/26/18 open-assembled examination:

11. Treasurer-Tax Collector Specialist I, LDF 2/20/18

Order on 1/19/18 open-continuous examination:

12. Behavioral Health Clinician II (Forensic Specialty), LDF 2/13/18

**IV. CONSENT MATTERS**

**C. Examination Actions – for CSC Meeting of January 31, 2018 - continued**

Extend eligible lists:

- 13. Senior Emergency Services Coordinator, #16-8723-01, terminate on 2/28/19
- 14. Senior Management Analyst (Promotional), #16-0207-01, terminate on 4/26/18
- 15. Designate the Supervising Program Specialist, #17-0308-01, as an alternate list for Senior Program Specialist.

Miscellaneous:

- 16. Extend the last day for filing for Chief of Policy Standards Compliance, exam #17-6049-01 from 1/20/18 to 1/22/18.

**D. Eligible Lists**

Create, approve and order promulgated:

- Administrative Specialist II, #17-0219-01
- Building Equipment Maintenance Worker, #17-9665-01
- Chief Financial Manager, #17-0183-01
- Clerk Intermittent I Services-As-Needed, #17-1296N-01
- Contract Compliance Officer, #17-0481-01
- Economic Development Analyst I, #17-0251-01
- Gardener I, General Services Agency, #17-7205-01
- Instrument Technician II, Zone 7, #17-4994-01
- Senior Project Manager, General Services Agency, #17-9701-01
- Sheriff's Technician, #17-8755-01
- Social Work Supervisor, #17-6730-01
- Superintendent, Probation, #17-6235-01
- Supervising Elections Technician (Promotional), #17-1279-01
- Zoning Investigator II, #17-8680-01

**E. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	1. Reallocate one position of 1227, Administrative Secretary to 1220, Secretary II (18-30636).
Public Works Agency	2. Reallocate one position of 0206, Management Analyst to 0320, Public Information Specialist (18-30594).
Sheriff's Office	3. Reallocate one position of 0465, Chief Departmental Human Resources Administrator to 0278, Human Resources Technician (18-30584).

<b>IV. CONSENT MATTERS</b>	
<b>F. <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 #400028, job code 1316P, Accounting Specialist II (Project), (Spanish Speaking Specialty), effective 2/11/18.</li> <li>2. Remove the specialty designation for one position #310082, job code 0305, Program Specialist, (Quality Improvement Specialty), effective 2/4/18.</li> </ol>
Human Resource Services Department	<ol style="list-style-type: none"> <li>3. Remove the specialty designation for one position #300784, job code 1129, Specialist Clerk II, (Step-Up Program Specialty), effective 1/28/18.</li> </ol>
<b>G. <u>Classification Specifications</u></b>	
	<ol style="list-style-type: none"> <li>1. Revise and retitle 0482, Conference Center Services Representative II to Training &amp; Education Center Customer Service Specialist and adopt the classification specification.</li> <li>2. Adopt the revised classification specification of 9697, Environmental Project Manager.</li> <li>3. Adopt the revised classification specification of 8146, Fire Captain.</li> <li>4. Adopt the revised classification specification of 6217, Institutional Supervisor I.</li> <li>5. Adopt the revised classification specification of 0293, Personnel Services Manager.</li> </ol>