



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, October 10, 2018, 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 SEPTEMBER 26, 2018 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 -5

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

1. From the Human Resource Services Staff regarding Yanna Chen's appeal of Minimum Qualification Determination for Financial Services Specialist II Examination.
STAFF RECOMMENDATION: Deny Appeal
2. From the Human Resource Services Staff regarding Anica Masand's appeal of Minimum Qualification Determination for Supervising Librarian II Examination.
STAFF RECOMMENDATION: Deny Appeal

VII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Three 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. Lori Caliva, Specialist Clerk I, Public Defender's Office
2. Kim Anderson Daniels, Specialist Clerk I, Public Defender's Office
3. Latonya Wynette Hendrix, Eligibility Support Clerk, Social Services Agency

B. Voluntary Demotion(s)

1. Kristi Lynn Roy, Senior Assessor's Technician to Accounting Specialist I, Assessor's Office

C. Examination Actions – for CSC Meeting of October 10, 2018

Order on 10/3/18 promotional-assembled examination:

1. Benefits Administration Supervisor, LDF 10/29/18

Order on 9/10/18 open-assembled examination:

2. Information Systems Technician II, LDF 10/4/18

Order on 9/17/18 open-assembled examination:

3. Project Manager, General Services Agency, LDF 10/12/18

Order on 9/21/18 open-assembled examination:

4. Billing Technician II, LDF 10/17/18

Order on 9/28/18 open-assembled examinations:

5. Assistant Deputy Director, Community Development Agency (Homeless Program Specialty), LDF 10/22/18
6. Probation Contracts and Grants Administrative Manager, LDF 10/22/18
7. Program Specialist (Early Care and Education), LDF 10/22/18

Order on 10/2/18 open-assembled examination:

8. Behavioral Health Clinical Manager, LDF 10/29/18

Extend eligible lists:

9. Procurement & Contracts Specialist I, #17-0172-01, terminate on 1/11/19
10. Procurement & Contracts Specialist II, #17-0173-01, terminate on 1/11/19
11. Designate the Departmental Human Resources Manager, #17-0462-01, as an alternate for Human Resources Officer I, Zone 7.

IV. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of October 10, 2018

Miscellaneous:

12. Extend the last day for filing for Chief Human Resources Administrator, exam #18-0465-01, from 9/24/18 to 10/19/18.
13. Extend the last day for filing for Human Resource Officer I, Zone 7, exam #18-4908-01, from 9/21/18 to 10/5/18.
14. Extend the last day for filing for Assistant Superintendent, Probation, exam #18-6230-01, from 9/24/18 to 10/8/18.

D. Eligible Lists

Create, approve and order promulgated:

1. Administrative Legal Secretary, #18-1226-01
2. Assistant Public Defender, #18-3126-01
3. Fire Department Personal Protective Equipment Specialist, #18-8169-01
4. Maintenance and Construction Supervisor, Hayward Area Recreation and Park District, #18-1118h-01

E. Classification Recommendations

Department:	Re:
Alameda County Fire Department	<ol style="list-style-type: none"> 1. Allocate one additional position of 8209, Fire Dispatcher Trainee (19-31681). 2. Allocate one additional position of 8220, Fire Dispatcher (19-31682).
General Services Agency	<ol style="list-style-type: none"> 3. Reallocate one position of 0130, Accountant-Auditor to 0217, Financial Services Officer (19-31831).
Human Resource Services Department	<ol style="list-style-type: none"> 4. Allocate 173 additional positions of 1293N, Administrative Support I, Temporary Assignment Pool (TAP) (19-31835). 5. Allocate 100 additional positions of 1294N, Administrative Support II, Temporary Assignment Pool (TAP) (19-31836). 6. Allocate 100 additional positions of 0610N, Professional Technical Specialist I, Temporary Assignment Pool (TAP) (19-31837). 7. Allocate 100 additional positions of 0611N, Professional Technical Specialist II, Temporary Assignment Pool (TAP) (19-31838).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u> - continued	
Department:	Re:
Retirement	<ol style="list-style-type: none"> 8. Reallocate one position of 1371, Retirement Accountant III to 1360, Retirement Budget Analyst, ACERA (18-31169). 9. Allocate six additional positions of 1361, Retirement Benefits Specialist (19-31734). 10. Allocate one additional position of 1361, Retirement Benefits Specialist (19-31786).
Sheriff's Office	<ol style="list-style-type: none"> 11. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (18-31318). 12. Reallocate three positions of 1128, Specialist Clerk I to 8755, Sheriff's Technician (19-31775). 13. Reallocate one position of 1139, Supervising Clerk II to 8167, Animal Control Supervisor (19-31834).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #311106, job code 6701, Nutrition Assistant II, (Spanish Speaking Specialty), effective 10/21/18. 2. Remove the specialty designation for one position #401006, job code 6927, Program Services Coordinator, (Skilled Medical/Mental Health Professional Specialty), effective 10/21/18.
G. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 5069, Child/Young Adult System of Care Director Behavioral Health Care Services. 2. Adopt the revised classification specification for 0160, Division Chief, Auditor. 3. Recommend the Board of Supervisors establish the classification of 4929, Financial Analyst, Zone 7 and adopt the classification specification.

IV. CONSENT MATTERS	
G. <u>Classification Specifications</u> -continued	
	<ol style="list-style-type: none">4. Adopt the revised classification specification for 6638, Rehabilitation Counselor I.5. Adopt the revised classification specification for 6640, Rehabilitation Counselor II.