



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, October 25, 2017, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

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 OCTOBER 11, 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. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2016-22– OAH No. 2017010864 (Sheriff’s Office).
2. Public Employment pursuant to Government Code §54957: job code 8604, Sheriff’s Office
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (One case)
4. **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. Baohuong Tran, Registered Environmental Health Specialist, Health Care Services Agency
2. Kathleen Hannon, Librarian II (Services-As-Needed), County Library
3. Trina Peterson, Specialist Clerk II, Human Resource Services

B. Voluntary Demotion(s)

1. Lance Bye, Deputy Sheriff II to Regional Training Center Instructor EVOC Services-As-Needed, Sheriff's Office

C. Examination Actions – for CSC Meeting of October 25, 2017

Order on 10/6/17, promotional-assembled examination:

1. Lead Call Center Representative, Department of Child Support Services, LDF 10/31/17

Order on 10/6/17, open-assembled examinations:

2. Gardener I, LDF 11/1/17
3. Instrument Technician II, Zone 7, LDF 10/31/17

Order on 10/9/17, open-assembled examinations:

4. Janitor, Floor Specialist, LDF 11/3/17
5. Stationary Engineer, Public Works Agency, LDF 11/3/17

Order on 10/11/17, open-assembled examinations:

6. Personal Computer and Network Systems Analyst, ACERA, LDF 11/6/17
7. Behavioral Health Clinician II, LDF 11/6/17
8. Supervising Criminalist, LDF 11/13/17

Order on 10/13/17, open-assembled examinations:

9. Civil Legal Secretary, LDF 11/13/17
10. Administrative Specialist II, LDF 11/7/17

Order on 10/16/17, open-assembled examinations:

11. Custodian, Hayward Area Park & Recreation Dist., LDF 11/13/17

Order on 10/23/17, open-assembled examinations:

12. Senior Project Manager, General Services Agency, LDF 11/17/17

Order on 10/18/17, open-continuous examination:

13. Clerk Intermittent I (Services-As-Needed)

Reopen on 10/13/17 continuous examination:

14. Call Center Representative, Department of Child Support Services, LDF 10/27/17

IV. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of October 25, 2017, continued

Reinstate eligible list:

15. Fire Mechanic II, #16-8158-01, terminate on 10/4/18

Extend eligible lists:

16. Administrative Specialist II, #16-0219-01, terminate on 3/7/18
17. Legal Process Clerk I, #16-1511-01, terminate on 3/30/18
18. Program Specialist (Emergency Preparedness Professionals), #15-0305-13, terminate on 3/7/18

Miscellaneous:

19. Extend the last day for filing for Financial Services Specialist II, exam #17-0214-01, from 10/9/17 to 10/30/17.
20. Change Call Center Representative, Department of Child Support Services., exam #16-1154-01, from an assembled exam to a continuous exam eff. 12/30/16.

D. Eligible Lists

Create, approve and order promulgated:

1. Building Inspector I, #17-8305-01
2. Financial Services Specialist I, #17-0213-01
3. Fire Dispatcher, #17-8220-01
4. Heavy Equipment Operator, #16-9355-01
5. Real Estate Projects Manager, #17-9695-01
6. Registered Nurse IV (Public Health Nurse Option), #17-5320-01
7. Supervising Hazardous Materials Specialist (Certified Unified Program Agency Specialty), #17-5656-01

E. Classification Recommendations

Department:	Re:
Auditor-Controller	<ol style="list-style-type: none"> 1. Reallocate one position of 2090P, Public Art Program Coordinator (Project) to 2090, Public Art Program Coordinator (18-30283).
Health Care Services Agency	<ol style="list-style-type: none"> 2. Reallocate one position of 5648N, Hazardous Waste Worker Services-As-Needed to 5647, Environmental Health Maintenance Worker (16-25657). 3. Reallocate one position of 5648N, Hazardous Waste Worker Services-As-Needed to 5647, Environmental Health Maintenance Worker (16-25658). 4. Reallocate one position of 1128, Specialist Clerk I to 1126, Medical Clerk (18-30224).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u> - continued	
Department:	Re:
Health Care Services Agency	5. Reallocate one position of 6316, Clinical Psychologist to 0207, Senior Management Analyst (18-30226). 6. Reallocate one position of 5650, Hazardous Materials Specialist to 5655, Senior Hazardous Materials Specialist (Local Oversight Program) (18-30239).
Human Resource Services	7. Reallocate one position of 0293, Personnel Services Manager to 0294, Human Resource Division Manager (18-30274). 8. Reallocate one position of 0289, Manager, Employee Benefits Services Center to 0294, Human Resource Division Manager (18-30276). 9. Reallocate one position of 0473, Training & Education Center Director to 0294, Human Resource Division Manager (18-30277). 10. Reallocate one position of 1220, Secretary II to 0294, Human Resource Division Manager (18-30278). 11. Reallocate one position of 0298N, Special Examiner Services-As-Needed to 1129, Specialist Clerk II (18-30292).
Information Technology Department	12. Reallocate two positions of 0418, Technical Support Analyst to 1830, Infrastructure Services Analyst (18-30240). 13. Reallocate four positions of 0418, Technical Support Analyst to 1830, Infrastructure Services Analyst (18-30241). 14. Reallocate two positions of 0418, Technical Support Analyst to 1830, Infrastructure Services Analyst (18-30242). 15. Reallocate three positions of 0416, Information Systems Specialist to 1828, Infrastructure Services Technician (18-30244). 16. Reallocate one position of 0416, Information Systems Specialist to 1828, Infrastructure Services Technician (18-30245). 17. Reallocate four positions of 0416, Information Systems Specialist to 1828, Infrastructure Services Technician (18-30247).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u> - continued	
Department:	Re:
Information Technology Department	18. Reallocate one position of 1829, Deputy Director., Information Technology Department to 1847, Chief Technology Officer (18-30285). 19. Reallocate one position of 9289, Manager, Communications Department to 1836, Infrastructure Services Engineer (18-30287). 20. Reallocate one position of 9289, Manager, Communications Department to 1836, Infrastructure Services Engineer (18-30289).
Probation Department	21. Reallocate one position of 6225, Institutional Supervisor II to 8586, Supervisor of Professional Standards, Probation (18-30220). 22. Reallocate one position of 6122, Unit Supervisor, Probation to 8587, Dir of Professional Standards, Probation (18-30221). 23. Reallocate one position of 0460, Departmental Personnel Officer to 0462, Departmental Human Resources Manager (18-30237). 24. Reallocate one position of 1125, Payroll Records Clerk to 1138, Supervising Clerk I (18-30238).
Sheriff's Office	25. Reallocate one position of 0418, Technical Support Analyst to 0411, Information Systems Technician II (18-30280).
F. <u>Classification Specifications</u> -	
	1. Adopt the revised classification specification for 6230, Assistant Superintendent, Probation. 2. Adopt the revised classification specification for 6214, Juvenile Institutional Officer Associate. 3. Adopt the revised classification specification for 6235, Superintendent, Probation. 4. Recommend the Board of Supervisors establish the classification of 6511, Youth and Family Services Program Assistant and adopt the classification specification.