



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, November 6, 2019, 4:00 P.M.

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201

Remote Location: 4501 Pleasanton Avenue, Pleasanton, CA

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 OCTOBER 23, 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:
(One case)
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. Hearing Calendar

1. Correspondence from Will M. Yamada, Attorney with Tribuiano & Yamada, LLP, requesting an appeal hearing for Case No. 2019-10. Set for hearing.

B. Reinstatement Request(s)

1. Amanda Dalnoki, Human Resources Technician, Zone 7, Zone 7
2. Shelisa Jackson, Departmental Human Resource Officer, Health Care Services Agency
3. Lawrence Lee, Financial Services Specialist I, Health Care Services Agency
4. Maylene Mojica, Administrative Specialist I, Information Technology Department

C. Comparable Transfer(s)

1. Belinda Gapuz Llaguno, Retired Annuitant II to Retired Annuitant II, Social Services Agency

D. Examination Actions – for CSC Meeting of November 6,2019

Order on 10/21/19 open-assembled examination:

1. Secretary I, LDF 11/14/19

Order on 10/22/19 open-assembled examination:

2. Staff Development Specialist, LDF 11/18/19
3. Stationary Engineer, Public Works Agency, LDF 11/18/19

Order on 10/23/19 open-assembled examination:

4. Transportation Worker, Services-As-Needed, LDF 11/18/19

Order on 10/24/19 open-assembled examination:

5. Registered Nurse II (Public Health Nurse Option), LDF 12/20/19

Order on 11/12/19 open-assembled examination:

6. Senior Financial Services Specialist, LDF 12/9/19

Reopen on 10/17/19 continuous examination:

7. Senior Family Support Case Manager, LDF 10/30/19

Extend eligible lists:

8. Administrative Assistant, #18-1142-01, terminate on 3/19/20
9. Water Plant Operator II, Zone 7, #18-4943-01, terminate on 4/24/20

Miscellaneous:

10. Extend the last day for filing for Library Manager I, exam #19-4176-02 from 10/28/19 to 11/4/19.

IV. CONSENT MATTERS

E. Eligible Lists

Create, approve and order promulgated:

1. Deputy Public Guardian-Conservator/Investigator, #19-8705-01
2. Divisional Operations Services Manager, Social Services Agency, #19-6125-01
3. Eligibility Support Clerk, #19-1132-01
4. Financial Services Specialist II, #19-0214-01
5. Housing and Community Development Specialist I (Housing Development Project Coordinator), #19-2964-01
6. Principal Administrative Analyst, #19-0255-01
7. Probation Community Re-Entry and Outreach Director, #19-6033-01
8. Recreation Assistant, #19-6831-01
9. Senior Deputy County Counsel (Promotional), #19-3240-01
10. Senior Hazardous Materials Specialist, Local Oversight Program (LOP), #19-5655-02
11. Supply Clerk II, #19-1710-01
12. Veterans Service Representative, #19-1476-01

F. Classification Recommendations

Department:	Re:
Registrar of Voters	<ol style="list-style-type: none"> 1. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34072). 2. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34073). 3. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34074). 4. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34075).

IV. CONSENT MATTERS

F. Classification Recommendations - continued

Department:	Re:
Registrar of Voters	<ol style="list-style-type: none">5. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34076).6. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34077).7. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34078).8. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34079).9. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34080).10. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34081).11. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34082).12. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34083).13. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (20-34084).

IV. CONSENT MATTERS	
G. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #309977, job code 0308, Supervising Program Specialist (Dental Specialty), effective 11/17/19.
Probation Department	2. Remove the specialty designation for one position #302721, job code 6126, Division Director (Male Only Specialty), effective 11/17/19. 3. Remove the specialty designation for five positions #302760, #302732, #302661, #302676, #302802, job code 6216, Juvenile Institutional Officer (Male Only Specialty), effective 11/17/19. 4. Remove the specialty designation for three positions #302990, #302800, #302806, job code 6216, Juvenile Institutional Officer (Female Only Specialty), effective 11/17/19. 5. Remove the specialty designation for one position #302887, job code 6216N, Juvenile Institutional Officer Intermittent (Female Only Specialty), effective 11/17/19.
Social Services Agency	6. Remove the specialty designation for one position #307695, job code 6927, Program Services Coordinator (Employment Services Specialty), effective 11/17/19. 7. Remove the specialty designation for one position #402560, job code 1220, Secretary II (Public Authority Specialty), effective 11/17/19.

IV. CONSENT MATTERS	
H. <u>Classification Specifications</u>	
SEIU 1021	1. Recommend the Board of Supervisors establish the classification of 1190H, Accountant (Hayward Area Parks and Recreation District) and adopt the classification specification.
Unrepresented - Non-Management	2. Adopt the revised classification specification for 6031, Probation Re-Entry Services Coordinator.

Csa 11-6