



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, November 7, 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 OCTOBER 24, 2018 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 5

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff regarding Julie Anne Tamayo's appeal of classification denial to upgrade from Administrative Assistant to Administrative Specialist I.
STAFF RECOMMENDATION: Deny appeal

VII. CLOSED SESSION

1. Public Employment pursuant to Government Code §54957:
job code 6745, Child Welfare Worker II, Social Services Agency
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. Heather Hensler, Payroll Records Clerk, Health Care Services Agency
2. Shannon Singleton-Banks, Program Specialist, Health Care Services Agency
3. Lauren Williams, Deputy Public Defender, Public Defender's Office

B. Voluntary Demotion(s)

1. Christopher Buschhueter, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office

C. Examination Actions – for CSC Meeting of November 7, 2018

Order on 10/19/18 open-assembled examination:

1. Investigator, Probation Department, LDF 11/13/18

Order on 10/22/18 open-assembled examination:

2. Fire Department Plan Checker, LDF 11/16/18

Order on 10/25/18 open-assembled examination:

3. Court Appointed Special Advocates Volunteer Program Assistant, LDF 11/19/18

Order on 10/26/18 open-assembled examination:

4. Youth and Family Services Supervisor, LDF 11/19/18

Order on 10/29/18 open-assembled examination:

5. Junior Engineer, LDF 11/26/18
6. Accounting Manager, Zone 7, LDF 11/19/18

Order on 10/30/18 open-assembled examination:

7. Maintenance and Construction Foreman, Hayward Area Recreation & Parks District, LDF 11/26/18

Order on 10/31/18 open-assembled examination:

8. Assistant Chief of Policy and Standards Compliance, LDF 11/27/18

Order on 11/2/18 open-assembled examination:

9. Deputy County Counsel, LDF 11/30/18

Reopen on 10/22/18 continuous examination:

10. Reserve Firefighter, LDF 1/14/19

Reinstate eligible list:

11. Street Sweeper Operator, #16-9317-01, terminate on 9/27/18

Miscellaneous:

12. Extend the last day for filing for Public Works Inspector III, Construction exam #18-2162-01 from 10/31/18 to 12/31/18.
13. Change the Reserve Firefighter, exam #18-8136-02, from assembled to continuous exam effective 6/1/18.
14. Cancel the Human Resources Officer I, Zone 7, exam #18-4908-01, effective 8/28/18.

IV. CONSENT MATTERS

D. Eligible Lists

Create, approve and order promulgated:

1. Bridge Tender, #18-9616-01
2. County Training and Organizational Development Specialist, #18-0466-01
3. Deputy Public Guardian Conservator-Investigator, #18-8705-02
4. Eligibility Services Technician I, #18-1570-01
5. Human Resources Technician, #18-0278-01
6. Pediatric Physical Therapist, #18-5860-01
7. Program Specialist (Adult Clinical Specialty), #17-0305-05
8. Program Specialist (Registered Dietitian & Diabetes Health Educator), #18-0305-01
9. Program Specialist (Sexually Transmitted Disease Option), #18-0305-02
10. Registered Environmental Health Specialist, #18-5665-01
11. Registered Nurse II, #18-5305-01
12. Senior Hazardous Materials Specialist (Certified Unified Program Agency Specialty), #18-5655-01
13. Supervising Clerk III (Promotional), #18-1140-01
14. Supervising Librarian II, #18-4178-01

E. Classification Recommendations

Department:	Re:
Community Development Agency	1. Reallocate one position of 2966, Housing & Community Development Specialist III to 0207, Senior Management Analyst (19-32072).
General Services Agency	2. Reallocate one position of 9401, Transportation Services Attendant to 0214, Financial Services Specialist II (19-32065).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Health Care Services Agency	3. Reallocate one position of 1128, Specialist Clerk I to 1220, Secretary II (19-32038). 4. Reallocate one position of 5770, Public Health Investigator to 0308, Supervising Program Specialist (AIDS Specialty) (19-32067). 5. Reallocate one position of 5400N, Student Professional Worker (Services-As-Needed) to 5069, Child/Young Adult System of Care Director (19-32073).
Human Resource Services Department	6. Reallocate one position of 1142, Administrative Assistant to 0278, Human Resources Technician (19-32071). 7. Reallocate one position of 0219, Administrative Specialist II to 0283, Labor Relations Analyst I (19-32074).
Sheriff's Office	8. Reallocate one position of 1120, Clerk II to 9294, Sheriff's Multimedia Producer (19-32058).
F. <u>Specialty Designations</u>	
Department:	Re:
County Administrator's Office	1. Approve the specialty designation for one position #300076, job code 0245, Administrative Analyst, (LAFCO-Local Agency Formation Commission Specialty), effective 11/18/18.
Health Care Services Agency	2. Approve the specialty designation for two positions #310945 and #1310946, job code 0305, Program Specialist (Adult Clinical Specialty), effective 11/18/18.

IV. CONSENT MATTERS

G. Classification Specifications

1. Adopt the revised classification specification for 2021, Associate Civil Engineer.
2. Revise and retitle 5788, Director, Emergency Medical Services District to 5788, Director, Emergency Medical Services and adopt the classification specification.
3. Adopt the revised classification specification for 0283, Labor Relations Analyst I.
4. Adopt the revised classification specification for 0284, Labor Relations Analyst II.
5. Revise and retitle 4203, Library Circulation Supervisor III to 4203, Library Assistant Manager and adopt the classification specification.
6. Revise and retitle 4180, Principal Librarian to 4180, Library Division director and adopt the classification specification.
7. Revise and retitle 4176, Supervising Librarian I to 4176, Library Manager I and adopt the classification specification.
8. Revise and retitle 4178, Supervising Librarian II to 4178, Library Manager II and adopt the classification specification.
9. Revise and retitle 4179, Supervising Librarian III to 4179, Library Manager III and adopt the classification specification.
10. Revise and retitle 5786, Prehospital Care Coordinator to 5786, Emergency Medical Services Coordinator and adopt the classification specification.
11. Adopt the revised classification specification for 0471, Workforce Planning and Development Manager.