



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, December 5, 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 NOVEMBER 20, 2018 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 4

V. COMMUNICATION(S)

From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2019.

STAFF RECOMMENDATION: Approve and Post

VI. APPEALS (Non-Disciplinary Matters)

1. From the Human Resource Services Staff regarding Sonya Lamb's appeal of classification denial to upgrade from a Specialist Clerk I to Administrative Assistant.

STAFF RECOMMENDATION: Deny appeal

VII. CLOSED SESSION

1. 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. Maria Tabora, Administrative Specialist II, Human Resources Department
2. Sheila Wenceslao, Medical Clerk, Health Care Services Agency

B. Examination Actions – for CSC Meeting of December 5, 2018

Order on 11/14/18, open-assembled examinations:

1. Associate Deputy Public Defender, LDF 12/17/18
2. Maintenance and Construction Technician I, Hayward Area Recreation and Park District, LDF 12/10/18

Order on 11/16/18, open-assembled examination:

3. Fire Department Specialist Clerk, LDF 12/10/18

Reinstate eligible list:

4. Agricultural and Standards Investigator I, #17-8418-01, terminate on 11/8/18

Extend eligible list:

5. Financial Services Specialist II, #17-0214-01, terminate on 3/20/19

Miscellaneous:

6. Extend the last day for filing for the Investigator Probation Department, exam #18-8588-01, from 11/13/18 to 12/3/18.
7. Extend the last day for filing for the Program Specialist, exam #18-0305-04, from 11/15/18 to 12/7/18.
8. Extend the last day for filing for the Fire Department Plan Checker, exam #18-8131-02, from 11/16/18 to 12/7/18.
9. Extend the last day for filing for the Accounting Manager, Zone 7, exam #18-4910-01, from 11/19/18 to 12/3/18.

C. Eligible Lists

Create, approve and order promulgated:

1. Benefits Administration Supervisor, #18-0262-01
2. Chief Departmental Human Resources Administrator, #18-0465-01
3. Child Welfare Supervisor (Promotional), #18-6750-01
4. Clerk II, #18-1120-01
5. Emergency Services Dispatcher I, #18-1882-01
6. Hazardous Materials Specialist (Certified Unified Program Agency Specialty), #18-5650-01

IV. CONSENT MATTERS	
D. <u>Classification Recommendations</u>	
Department:	Re:
Auditor-Controller's Office	1. Reallocate one position of 1142, Administrative Assistant to 0219, Administrative Specialist II (18-30714).
Health Care Services Agency	2. Reallocate one position of 5093, Transitional Age Youth Systems of Care Director to 0206, Management Analyst (19-32384). 3. Reallocate one position of 1128, Specialist Clerk I to 1124, Lead Clerk (19-32386). 4. Reallocate one position of 1128, Specialist Clerk I to 1145, Administrative Support Manager (19-32387). 5. Reallocate one position of 5383, Mid-Level Practitioner to 5384, Psychiatric Mental Health Nurse Practitioner (19-32391).
Information Technology Department	6. Reallocate one position of 1814, Computer Operations Supervisor to 1836, Infrastructure Services Engineer (19-32364).
Sheriff's Office	7. Reallocate one position of 1091, Retired Annuitant II to 8550N, Regional Training Center Instructor (Emergency Vehicle Operations) Services-As-Needed (19-32163).
E. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for two positions, #310202, #311041; job code 1128, Specialist Clerk I, (Spanish Speaking Specialty), effective 12/16/18 2. Approve the specialty designation for one position, #310640, job code 1128, Specialist Clerk I, (Spanish Speaking Specialty), effective 12/16/18

IV. CONSENT MATTERS

F. Classification Specifications

1. Recommend the Board of Supervisors establish the classification of 6509, Behavioral Health Crisis Intervention Associate and adopt the classification specification.
2. Adopt the revised classification specification 5046, County Health Officer.
3. Adopt the revised classification specification 2964, Housing and Community Development Specialist I.
4. Adopt the revised classification specification 2965, Housing and Community Development Specialist II.
5. Adopt the revised classification specification 2966, Housing and Community Development Specialist III.
6. Recommend the Board of Supervisors establish the classification of 1131H, Irrigation Specialist, Hayward Area Recreation and Park District and adopt the classification specification.