



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, February 13, 2019, 4:00 P.M.**

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201

Remote Locations: 4501 Pleasanton Avenue, Pleasanton, CA

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 JANUARY 30, 2019 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. 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 Deputy County Counsel, David Nefouse, both parties have reached a settlement agreement for Case No. 2018-05, OAH No. 2018060973. Remove from hearing calendar.
2. Correspondence from Attorney Kevin Wiemer, with Mastagni Holstedt, APC, requesting an appeal hearing for Case No. 2019-01. Set for hearing.
3. Correspondence from Teamsters Local 856, Representative Malia Vella, requesting an appeal hearing for Case No. 2019-02. Set for hearing.

##### B. Reinstatement Request(s)

1. Terrence Boyd, Public Works Inspector III, Public Works Agency
2. Ariana Figueroa, Procurement and Contracts Specialist II, General Services Agency
3. Lily Ann Laguardia, Specialist Clerk I, Community Development Agency
4. Paul Mariveles, Specialist Clerk I, Probation Department
5. Serina Placencia, Specialist Clerk I, Health Care Services Agency
6. Nicole Tijero, Sheriff's Technician, Sheriff's Office
7. Meay Tubtim, Departmental Personnel Officer, Health Care Services Agency

##### C. Voluntary Demotion(s)

1. Luz Angelica Cuevas, HR Validation Processor to Human Resources Technician, Human Resource Services Department
2. Daniela De Sousa, Administrative Assistant to Specialist Clerk II, Human Resource Services Department
3. Tracy Tran, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office
4. Kacie Worth, Juvenile Institutional Officer to Specialist Clerk II, Probation Department

##### D. Examination Actions – for CSC Meeting of February 13, 2019

Order on 1/24/19 promotional-assembled examination:

1. Deputy Director, Community Development Agency (Agricultural/Weights & Measures), LDF 2/19/19

Order on 2/1/19 promotional-assembled examination:

2. Library Manager III, LDF 2/25/19

Order on 2/5/19 promotional-assembled examination:

3. Employee Benefits Specialist, LDF 3/1/19

Order on 1/18/19 open-assembled examinations:

4. Administrative Secretary, LDF 2/11/19
5. Librarian II, LDF 2/11/19

Order on 1/22/19 open-assembled examination:

6. Executive Program Coordinator, LDF 2/15/19

#### IV. CONSENT MATTERS

##### D. Examination Actions – for CSC Meeting of February 13, 2019 - continued

Order on 1/23/19 open-assembled examination:

7. Human Resources Officer II, Zone 7, LDF 2/19/19

Order on 1/28/19 open-assembled examinations:

8. Director, Risk Management, LDF 2/24/19
9. Librarian III, LDF 2/21/19

Order on 1/30/19 open-assembled examinations:

10. Deputy Agricultural Commissioner/Sealer of Weights and Measures, LDF 2/25/19
11. Supervising Clerk II, LDF 2/25/19

Order on 2/1/19 open-assembled examination:

12. Payroll Records Clerk, LDF 2/25/19
13. Procurement Administrator, LDF 3/1/19

Order on 2/6/19 open-assembled examination:

14. Supervising Child Support Attorney, LDF 3/4/19

Reopen on 1/8/19 continuous examination:

15. Fire Dispatcher, LDF 6/5/19

Reopen on 1/28/19 continuous examination:

16. Assistant Chief of Policy and Standards Compliance, LDF 2/4/19

Suspend continuous examination:

17. Human Resources Analyst I, #18-0279-01, effective 1/25/19

Reinstate eligible list:

18. Stationary Engineer, General Services Agency, #17-9670-01, terminate on 7/30/19
19. Designate the Specialist Clerk II, exam #17-1129-01, as an alternate list for Procurement & Contracts Assistant.
20. Designate the Youth & Family Services Supervisor, exam #18-6500-02, as an alternate list for Youth & Family Services Lead Therapist.

Miscellaneous:

21. Change the Fire Dispatcher, exam #18-8220-02, from an assembled exam to a continuous exam effective 12/12/18.
22. Extend the last day for filing for Senior Program Specialist Project, exam #18-0307-01, from 1/28/19 to 2/11/19.
23. Change the Assistant Chief of Policy and Standards Compliance, exam #18-6048-01, from an assembled exam to a continuous exam effective 10/31/18.

**IV. CONSENT MATTERS**

**E. Eligible Lists**

Create, approve and order promulgated:

1. Accounting Manager, Zone 7, #18-4910-01
2. Auto Parts Technician, #18-9408-02
3. Court Appointed Special Advocates (CASA) Volunteer Program Assistant, #18-6186-01
4. Customer Services Representative, Department of Child Support Services, #18-1154-01
5. Deputy County Counsel, #18-3230-02
6. Director, Emergency Medical Services, #18-5788-01
7. Financial Analyst, Zone 7 (Promotional), #18-4929-01
8. Information Systems Specialist, #18-0416-01
9. Planner II, #18-2930-01
10. Rehabilitation Counselor II, #18-6640-01
11. Water Facilities Supervisor, Zone 7 (Promotional), #18-4990-01

**F. Classification Recommendations**

Department:	Re:
General Services Agency	<ol style="list-style-type: none"> <li>1. Reallocate one position of 1215, Secretary I to 1129, Specialist Clerk II (19-32438).</li> <li>2. Reallocate one position of 9402, Transportation Services Attendant to 0219, Administrative Specialist II (19-32596).</li> </ol>
Health Care Services Agency	<ol style="list-style-type: none"> <li>3. Reallocate one position of 6701P, Community Outreach Worker II, Project to 0307P, Senior Program Specialist, Project (19-32390).</li> <li>4. Reallocate one position of 5510P, Dental Assistant, Project to 5510, Registered Dental Assistant (19-32409).</li> <li>5. Reallocate one position of 0325P, Community Relations Coordinator, Project to 0305P, Program Specialist, Project (19-32487).</li> <li>6. Reallocate one position of 7879, Health Services Trainee to 5785P, Epidemiologist II, Project (19-32517).</li> <li>7. Reallocate one position of 0315P, Health Care Program Administrator II, Project to 0315, Health Care Program Administrator II (Homeless Program Specialty) (19-32577).</li> </ol>

<b>IV. CONSENT MATTERS</b>	
<b>F. <u>Classification Recommendations</u> - continued</b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	8. Reallocate one position of 5797NP, Health Services Consultant Services-As-Needed, Project to 0307, Senior Program Specialist (Maternal Child and Adolescent Specialty) (19-32584).
Public Defender	9. Reallocate one position of 3125, Deputy Public Defender to 1091, Retired Annuitant II (19-32639).
Sheriff's Office	10. Reallocate one position of 1128, Specialist Clerk I to 8755, Sheriff's Technician (19-32588). 11. Reallocate one position of 1140, Supervising Clerk III to 1139, Supervising Clerk II (19-32633).
Social Services Agency	12. Reallocate one position of 1128, Specialist Clerk I to 1132, Eligibility Support Clerk (19-32598).
<b>G. <u>Classification Specifications</u></b>	
	1. Adopt the revised classification specification 6910, Recruitment Specialist, Health Care Services Agency.