



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, March 14, 2018, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

Commissioner Arlene Lum, President
Commissioner Barbara Luna, Vice-President
Commissioner Stephen Booth
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 FEBRUARY 28, 2018 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 Employment pursuant to Government Code §54957:
job code 7410, Janitor, General 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. Miya C, Gardere, Eligibility Support Clerk, Social Services Agency
2. Sze Lok Lam, Nutritionist I, Health Care Services Agency
3. Yoseph, Megdelawit, Agricultural and Standards Aide Services-As-Needed, Community Development Agency

B. Examination Actions – for CSC Meeting of March 14, 2018

Order on 2/23/18 promotional-assembled examination:

1. Personnel Services Manager (Personnel Services Division), LDF 3/19/18

Order on 2/28/18 promotional-assembled examination:

2. Fire Captain, LDF 3/30/18

Order on 2/9/18 open-assembled examination:

3. Financial Services Officer, LDF 3/7/18

Order on 2/16/18 open-assembled examination:

4. Library Page, LDF 3/13/18

Order on 2/22/18 open-assembled examination:

5. Training Officer Behavioral Health Care Services, LDF 3/20/18

Order on 2/23/18 open-assembled examination:

6. Epidemiology Research Scientist, LDF 3/19/18

Order on 2/26/18 open-assembled examinations:

7. Deputy County Counsel, LDF 3/23/18
8. Strategic Facilities Capital Planning Manager, LDF 3/23/18

Order on 3/5/18 open-assembled examination:

9. Fire Code Compliance Officer, LDF 3/29/18

Order on 3/7/18 open-assembled examination:

10. Division Director, LDF 4/2/18

Reopen on 2/22/18 continuous examination:

11. Registered Environmental Health Specialist, LDF 3/5/18

Reopen on 2/23/18 continuous examination:

12. Assistant Director, Children System of Care, Behavioral Health Care Services, LDF 3/16/18

Extend eligible lists:

13. Emergency Services Dispatcher I, #16-1882-01, terminate on 6/12/18
14. Fire Department Financial Services Analyst, #16-8175-01, terminate on 3/15/19

IV. CONSENT MATTERS

B. Examination Actions – for CSC Meeting of March 14, 2018 - continued

Miscellaneous:

15. Change the Assistant Director, Children System of Care, Behavioral Health Care Services, exam #17-5068-01 from an assembled exam to continuous exam effective 1/13/18.
16. Extend the last day for filing for Deputy Probation Officer III, exam #18-6115-01 from 2/16/18 to 3/2/18.
17. Extend the last day for filing for Registered Nurse II (Public Health Nurse Option), exam #17-5305-01 from 2/28/18 to 3/30/18.
18. Extend the last day for filing for Librarian II, exam #17-4140-02 from 2/26/18 to 3/12/18.
19. Extend the last day for filing for Dental Health Administrator, exam #17-5525-01 from 3/5/18 to 3/19/18.

C. Eligible Lists

Create, approve and order promulgated:

1. Administrative Support Manager, #17-1145-01
2. Agricultural and Standards Aide (Services-As-Needed), #17-8202N-02
3. Associate Deputy Public Defender, #17-3110-01
4. Behavioral Health Clinician II (Forensic Specialty), #17-6510-02
5. Chief of Policy and Standards Compliance, #17-6049-08
6. Fire Department Mechanic II, #17-8158-01
7. Janitor, Floor Specialist, #17-7411-01
8. Junior Engineer/Geologist, Zone 7, #17-4963-01
9. Stationary Engineer, Public Works Agency, #17-9671-01
10. Supervising Financial Services Specialist (Promotional), #17-0216-01

D. Classification Recommendations

Department:	Re:
General Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 1142, Administrative Assistant to 0219, Administrative Specialist II (18-30721). 2. Reallocate one position of 2219, Medical Facilities Development Manager to 2220, Strategic Facilities Capital Planning Manager (18-30753).
Information Technology	<ol style="list-style-type: none"> 3. Reallocate one position of 1310, Account Clerk II to 1305, Account Clerk I (18-30750).
Probation Department	<ol style="list-style-type: none"> 4. Reallocate one position of 6927, Program Services Coordinator to 6118, Probation Specialist (17-29152).

IV. CONSENT MATTERS	
D. <u>Classification Recommendations</u> - continued	
Department:	Re:
Probation Department	5. Reallocate one position of 0229, Administrative/Financial Services Manager to 6074, Assistant Director, Finance and Contracts, Probation (18-29851). 6. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6073, Finance and Contracts Director, Probation (18-30757). 7. Reallocate one position of 6990N, Transportation Worker Services-As-Needed to 1142, Administrative Assistant (18-30782).
E. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310910, job code 0305, Program Specialist, (Substance Use Disorder/Criminal Justice Specialty), effective 3/25/18. 2. Remove the specialty designation for one position #401040, job code 6492, Mental Health Specialist III, (Spanish-Speaking Specialty), effective 3/25/18. 3. Approve the specialty designation for one position #310514, job code 6510, Behavioral Health Clinician II, (Forensic Specialty), effective 3/25/18. 4. Approve the specialty designation for one position #401040, job code 6492, Mental Health Specialist III, (Forensic/Spanish-Speaking Specialty), effective 3/25/18. 5. Approve the specialty designation for one position #310082, job code 0305, Program Specialist, (Quality Improvement Specialty), effective 3/25/18.
Social Services Agency	6. Approve the specialty designation for one position #308175, job code 1132, Eligibility Support Clerk, (Spanish-Speaking Specialty), effective 3/25/18.

IV. CONSENT MATTERS

F. Classification Specifications

1. Adopt the revised classification specification for 6770, Adult Protective Services Supervisor.
2. Adopt the revised classification specification for 1866, Application Systems Engineer I.
3. Adopt the revised classification specification for 6730, Social Work Supervisor.
4. Adopt the revised classification specification for 1371, Retirement Accountant III.