



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, May 8, 2019, 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 APRIL 24, 2019 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 7

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff in response to Wendy Zastawney appeal to upgrade from a Behavioral Health Clinical Supervisor classification to a Behavioral Health Clinical Manager classification.

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. Lee J. Lewis, Administrative Specialist I, County Library
2. Jason J. Wright, Child Support Caseworker II, Office of Child Support Services

B. Voluntary Demotion(s)

1. Jennifer Lee, Supervising Elections Technician to Financial Services Specialist I, Registrar of Voters

C. Examination Actions – for CSC Meeting of May 8, 2019

Order on 4/23/19 Promotional-assembled examination:

1. Accounting Manager, Zone 7, LDF 5/17/19

Order on 4/24/19 promotional-assembled examination:

2. Human Resource Support Supervisor, LDF 5/20/19

Order on 4/19/19 open-assembled examination:

3. Agricultural and Standards Investigator II, LDF 5/13/19

Order on 4/22/19 open-assembled examination:

4. Senior Land Surveyor, LDF 5/17/19

Order on 4/24/19 open-assembled examination:

5. Fire Dispatcher Trainee, LDF 5/20/19

Order on 4/26/19 open-assembled examination:

6. Transportation & Supply Coordinator, Zone 7, LDF 5/20/19

Order on 5/1/19 open-assembled examination:

7. Departmental Human Resources Officer Trainee, LDF 5/28/19

Order on 5/3/19 open-assembled examination:

8. Web Designer II, LDF 5/28/19

Reopen on 4/29/19 continuous examination:

9. Assessor Representative, LDF 5/3/19

Reinstate eligible lists:

10. Financial Services Officer, #17-0217-01, terminate on 5/22/19
11. Departmental Human Resources Manager, #17-0462-01, terminate on 11/1/19
12. Designate the Departmental Human Resources Manager, #17-0462-01, as an alternate list for Human Resources Officer II, Zone 7

IV. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of May 8, 2019 - continued

Miscellaneous:

13. Extend last day for filing for the Alcohol and Drug Program Administrator, exam #19-5072-01, from 4/19/19 to 5/6/19.
14. Extend last day for filing for Assistant Deputy Director, Community Development Agency (Housing and Community Development), exam #19-2953-02, from 4/25/19 to 5/9/19.
15. Change the Assessor's Representative exam #18-2622-01 from an open-assembled exam to a continuous exam effective 3/29/19.
16. Extend the last day for filing for Employment Specialist II, exam #18-6782-01 from 4/29/19 to 5/17/19.

D. Eligible Lists

Create, approve and order promulgated:

1. Accounting Supervisor (Hayward Area Recreation and Park District), #18-1195H-02
2. Administrative Specialist I (Public Authority), #19-0218-01
3. Administrative Specialist II (Public Authority), #19-0219-01
4. Assistant Environmental Compliance Specialist, #18-2068-01
5. Auto Mechanic, #19-9420-01
6. Behavioral Health Clinician II, #18-6510-01
7. Business License Tax Auditor, #19-0161-01
8. Child Support Attorney III, #19-3152-01
9. Children and Youth Initiatives Director (Promotional), #18-6647-01
10. Fire Engineer (Promotional), #18-8143-01
11. Librarian III, #19-4175-01
12. Supervising Therapist, #19-5870-01
13. Supervising Clerk II (Public Authority), #19-1139-01
14. Supervising Clerk II, #18-1139-01

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Allocate two additional positions of 0219P, Administrative Specialist II (Project) (19-32479). 2. Allocate two additional positions of 0206P, Management Analyst (Project) (19-32480). 3. Allocate two additional positions of 1142, Administrative Assistant (19-32549). 4. Allocate one additional position of 0219, Administrative Specialist II (19-32550). 5. Allocate four additional positions of 6515, Clinical Review Specialist (19-32551). 6. Allocate three additional positions of 6516, Clinical Review Specialist Supervisor (19-32552). 7. Allocate one additional position of 5078, Deputy Director, Behavioral Health (19-32553). 8. Allocate one additional position of 0214, Financial Services Specialist II (19-32554). 9. Allocate four additional positions of 0419, Information Systems Analyst (19-32555). 10. Allocate six additional positions of 0416, Information Systems Specialist (19-32556). 11. Allocate two additional positions of 0420, Information Systems Manager (19-32557). 12. Allocate one additional position of 0206, Management Analyst (19-32558). 13. Allocate one additional position of 0305, Program Specialist (19-32559). 14. Allocate one additional position of 1129, Specialist Clerk II (19-32560). 15. Allocate one additional position of 0308, Supervising Program Specialist (19-32561). 16. Allocate one additional position of 0214, Financial Services Specialist II (19-32562). 17. Allocate one additional position of 6515, Clinical Review Specialist (19-32563). 18. Allocate one additional position of 0419, Information Systems Analyst (19-32565).

IV. CONSENT MATTERS

E. Classification Recommendations

Department:	Re:
Health Care Services Agency	19. Allocate one additional position of 5081, Quality Assurance Associate Administrator Behavioral Health Care (19-32566). 20. Allocate three additional positions of 6515, Clinical Review Specialist (19-32567). 21. Allocate one additional position of 6516, Clinical Review Specialist Supervisor (19-32568). 22. Allocate one additional position of 0305, Program Specialist (19-32569). 23. Allocate one additional position of 1142, Administrative Assistant (19-32570). 24. Allocate one additional position of 0305, Program Specialist (19-32573). 25. Allocate one additional position of 6510P, Behavioral Health Clinician II (Project) (19-32593). 26. Allocate nine additional positions of 6491P, Mental Health Specialist II (Project) (19-32594). 27. Allocate one additional position of 0207, Senior Management Analyst (19-32597). 28. Allocate two additional positions of 6492, Mental Health Specialist III (19-32741). 29. Allocate eight additional positions of 6513, Behavioral Health Crisis Intervention Specialist II (19-32742). 30. Reallocate one position of 1091, Retired Annuitant II to 5860, Pediatric Physical Therapist (19-32962).
Library	31. Reallocate one position of 1125, Payroll Records Clerk to 1129, Specialist Clerk II (19-32916). 32. Reallocate one position of 4202, Library Circulation Supervisor II to 4203, Library Assistant Manager (19-32918). 33. Reallocate one position of 1138 P, Supervising Clerk I (Project) to 4177P, Librarian IV (Project) (19-32919).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u> - continued	
Department:	Re:
Probation	34. Reallocate one position of 0206, Management Analyst to 6115, Deputy Probation Officer III (19-32985). 35. Reallocate one position of 1128, Specialist Clerk I to 6115, Deputy Probation Officer III (19-32986). 36. Reallocate one position of 0206, Management Analyst to 6115, Deputy Probation Officer III (19-32987). 37. Reallocate one position of 6216, Juvenile Institutional Officer to 6033, Probation Community Re-Entry & Outreach Director (19-32991).
Retirement	38. Reallocate one position of 1353, Senior Retirement Technician to 1352P, Retirement Technician (Project) (19-32968). 39. Reallocate one position of 1353, Senior Retirement Technician to 1352P, Retirement Technician (Project) (19-32969). 40. Reallocate one position of 1353, Senior Retirement Technician to 1352P, Retirement Technician (Project) (19-32970). 41. Reallocate one position of 1353, Senior Retirement Technician to 1352P, Retirement Technician (Project) (19-32971).
Social Services Agency	42. Allocate one additional position of 6784, Employment Counselor (17-29555). 43. Allocate one additional position of 6720, Social Worker III (17-29560). 44. Allocate one additional position of 6788, Career Development Spec II (17-29588). 45. Allocate one additional position of 0214, Financial Services Specialist II (17-29589).
Zone 7	46. Allocate one additional position of 4988, Plant Mechanic, Zone 7 (19-32862).

IV. CONSENT MATTERS	
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #311058, job code 0307P, Senior Program Specialist (Project), (Maternal Child & Adolescent Health Specialty), effective 5/19/19.
Probation Department	2. Remove the specialty designation for five positions #302752, 302659, 302716, 302727, 302660, job code 6216, Juvenile Institutional Officer, (Male Only Specialty), effective 5/19/19. 3. Remove the specialty designation for three positions #302673, 302791, 302811, job code 6216, Juvenile Institutional Officer, (Female Only Specialty), effective 5/19/19.
G. <u>Classification Specifications</u>	
Unrepresented - Management	1. Recommend the Board of Supervisors establish the classification of 1846, Associate Infrastructure Services Technician and adopt the classification specification. 2. Recommend the Board of Supervisors establish the classification of 1863, Associate Web Designer and adopt the classification specification.