



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, May 9, 2018, 4:00 P.M.**

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201

Remote Locations: 9 Brookside Avenue, Berkeley, CA and  
4501 Pleasanton Avenue, Pleasanton, CA

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 APRIL 25, 2018 AS MAILED.**

**III. PUBLIC COMMENTS:**

**IV. APPROVE CONSENT MATTERS - Pages 2 - 4**

**V. COMMUNICATION(S) No Actions**

**VI. APPEALS (Non-Disciplinary Matters) No Actions**

**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. Huong Cao, Management Analyst, Health Care Services Agency
2. Rodney Cornist Dhathi, Rehabilitation Counselor II, Health Care Services Agency

**B. Voluntary Demotion(s)**

1. Lee Lewis, Human Resources Trainee to Departmental Human Resources Officer Trainee, Human Resource Services Department

**C. Examination Actions – for CSC Meeting of May 9, 2018**

Order on 4/9/18 open assembled examination:

1. Associate Program Specialist, LDF 5/4/18

Order on 4/30/18 open assembled examinations:

2. Program Specialist (Emergency Preparedness Professional), LDF 5/24/18
3. Labor Relations Manager, LDF 6/4/18

Reopen on 4/30/18 continuous examination:

4. Heavy Equipment Mechanic, LDF 5/24/18

Miscellaneous:

5. Extend the last day for filing for Finance and Contracts Director, Probation Department, exam #18-6073-01 from 4/16/18 to 5/14/18.
6. Change the Heavy Equipment Mechanic, exam #17-9465-01, from an assembled exam to a continuous exam effective 4/26/17.

**D. Eligible Lists**

Create, approve and order promulgated:

1. Administrative Analyst, #18-0245-01
2. Clinical Case Manager, Center for Healthy Schools & Communities, #17-6643-01
3. Deputy Probation Officer III, #18-6115-01
4. Division Director, #18-6126-01
5. Specialist Clerk II, #17-1129-01
6. Treasurer-Tax Collector's Specialist I, #17-1601-01

**E. Classification Recommendations**

Department:	Re:
County Counsel	1. Reallocate one position of 1220, Secretary II to 1226, Administrative Legal Secretary (18-31005).
General Services Agency	2. Reallocate one position of 1125, Payroll Records Clerk to 0219, Administrative Specialist II (18-30921).

**IV. CONSENT MATTERS**

**E. Classification Recommendations - continued**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	3. Allocate three additional positions of 0423P, Information Systems Coordinator (Project) (18-30554). 4. Allocate three additional positions of 0206P, Management Analyst (Project) (18-30555). 5. Allocate one additional position of 0305P, Program Specialist (Project) (Quality Improvement Specialty) (18-30556). 6. Allocate one additional position of 0207P, Senior Management Analyst (Project) (18-30558). 7. Allocate one additional position of 0215P, Senior Financial Services Specialist (Project) (18-30794). 8. Reallocate one position of 0416P, Information Systems Specialist (Project) to 0416, Information Systems Specialist (18-30873). 9. Reallocate one position of 0206P, Management Analyst (Project) to 5785P, Epidemiologist II (Project) (18-31007). 10. Reallocate one position of 0305, Program Specialist to 0206, Management Analyst (18-31009). 11. Reallocate one position of 0305, Program Specialist to 0206, Management Analyst (18-31010). 12. Reallocate one position of 0206P, Management Analyst (Project) to 0206, Management Analyst (18-31012).
Social Services Agency	13. Reallocate one position of 1705, Supply Clerk I to 1710, Supply Clerk II (18-30018). 14. Reallocate one position of 0303, Program Systems Coordinator to 0219, Administrative Specialist II (18-30866). 15. Reallocate one position of 6720, Social Worker III to 6770, Adult Protective Services Supervisor (18-31088).

<b>IV. CONSENT MATTERS</b>	
<b>F. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	1. Remove the specialty designation for one position #310639, job code 1128, Specialist Clerk I, (Spanish-Speaking Specialty), effective 5/20/18.
<b>G. <u>Classification Specifications</u></b>	
	<ol style="list-style-type: none"><li>1. Revise and retitle the classification series 2506/2507, Assessor's Technician I/II, to 2507 Assessor's Technician and adopt the revised classification specification.</li><li>2. Revised and retitle 2508, Assessor's Technician III to 2508, Senior Assessor's Technician and adopt the revised classification specification.</li><li>3. Recommend the Board of Supervisor establish the classification of 0496, Chief of Staff, Board of Supervisors and adopt the classification specification.</li><li>4. Recommend the Board of Supervisor establish the classification of 6033, Probation Community Re-Entry and Outreach Director and adopt the classification specification.</li><li>5. Adopt the revised classification specification 6831, Recreation Assistant.</li></ol>