



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, June 5, 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 MAY 22, 2019 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 5

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

1. From the Human Resource Services Staff in response to Sharon Loveseth appeal to upgrade from a Program Specialist classification to a Senior Program Specialist 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. Kamsat Huot, Eligibility Services Technician III, Social Services Agency
2. Bruce Levitch, Accounting Specialist I, Social Services Agency

B. Voluntary Demotion(s)

1. Lisa Rayson, Eligibility Services Technician I to Specialist Clerk I, Social Services Agency

C. Examination Actions – for CSC Meeting of June 5, 2019

Order on 5/17/19 promotional-assembled examinations:

1. Hazardous Materials Specialist (Certified Unified Program Agency), LDF 6/11/19
2. Senior Hazardous Materials Specialist (Household Hazardous Waste), LDF 6/11/19
3. Supervising Hazardous Materials Specialist (Certified Unified Program Agency), LDF 6/11/19

Order on 5/15/19 open-assembled examination:

4. Accounting Technician, LDF 6/10/19

Order on 5/17/19 open-assembled examinations:

5. Associate Right of Way Agent, LDF 6/11/19
6. Supervising Program Specialist (Dental Specialty), LDF 6/10/19

Order on 5/20/19 open-assembled examinations:

7. Field Maintenance Superintendent, LDF 6/14/19
8. Public Works Fleet and Infrastructure Systems Manager, LDF 6/14/19
9. Supervising Program Specialist, LDF 6/13/19

Order on 5/24/19 open-assembled examination:

10. Supervisor, Carpentry, Paint and Lock Services, LDF 6/18/19

Order on 5/29/19 open-assembled examination:

11. Fire Code Compliance Officer, LDF 6/24/19

Reopen on 5/15/19 continuous examination:

12. Registered Environmental Health Specialist, LDF 6/3/19

Reopen on 5/29/19 continuous examination:

13. Clinical Review Specialist, LDF 6/24/19

Terminate eligible lists effective 6/5/19:

14. Administrative Legal Assistant, #18-1226-01
15. Deputy Fire Marshal, #18-8147-01
16. Financial Analyst, Zone 7, #18-4929-01

IV. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of June 5, 2019 - continued

Reinstate eligible list:

17. Appraiser III, #17-2620-01, terminate on 11/22/19

Extend eligible lists:

18. Appraiser I, #18-2610-01, terminate on 10/18/19
19. Sergeant (Promotional), #17-8617-01, terminate on 9/6/19
20. Designate the Supervising Civil Engineer (Facilities Inspection Option), exam #17-2025-01, as an alternate for Supervising Civil Engineer.

Miscellaneous:

21. Extend the last day for filing for Institutional Supervisor II, exam #19-6225-01, from 5/24/19 to 6/3/19.
22. Extend the last day for filing for Probation Chief of Research and Evaluation, exam #19-6037-01, from 5/20/19 to 6/3/19.
23. Change the Registered Nurse III (Public Health Nurse), exam #18-5315-01 from an assembled exam to a continuous exam effective 4/11/19.
24. Extend the last day for filing for Senior Land Surveyor, exam #19-2155-01, from 5/17/19 to 5/31/19.
25. Change the Clinical Review Specialist, exam #17-6515-01, from an assembled exam to a continuous exam effective 1/16/18.
26. Extend the last day for filing for Fire Dispatcher Trainee, exam #19-8209-01, from 5/20/19 to 5/22/19.

F. Eligible Lists

Create, approve and order promulgated:

1. Custodian (Hayward Area Recreation & Park District), #18-1130H-01
2. Executive Program Coordinator, #18-0232-01
3. Junior Engineer, #18-2010-01
4. Junior Environmental Compliance Specialist, #18-2067-01
5. Library Page, #19-1109-01
6. Maintenance and Construction Technician I (Hayward Area Recreation & Park District), #19-1122H-01
7. Planner I, #18-2925-01
8. Specialist Clerk I, Public Authority, #19-1128-01
9. Supervising Accountant, #18-0140-01
10. Supervising Appraiser II, #19-2625-01
11. Sheriff's Program/Financial Specialist, #19-0237-01

IV. CONSENT MATTERS	
G. <u>Classification Recommendations</u>	
Department:	Re:
Probation	<ol style="list-style-type: none"> 1. Reallocate one position of 6216, Juvenile Inst Officer to 6122, Unit Supervisor, Probation (19-33135). 2. Reallocate one position of 6216, Juvenile Inst Officer to 6145, Asst Chief Probation Officer (19-33136).
Sheriff's Office	<ol style="list-style-type: none"> 3. Reallocate one position of 1090, Retired Annuitant I to 1091, Retired Annuitant II (19-33126).
H. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #310090, job code 0305, Program Specialist, (STD Option), effective 6/16/19. 2. Approve the specialty designation for one position #310090, job code 0305, Program Specialist, (HIV/AIDS Option), effective 6/15/19. 3. Approve the specialty designation for one position #310698, job code 6640, Rehabilitation Counselor II, (Vocational Services Specialty), effective 6/16/19.
Probation Department	<ol style="list-style-type: none"> 4. Remove the specialty designation for five positions, #302835, 302840, 302846, 302851, 302913, job code 6216, Juvenile Institutional Officer, (Male Only Specialty), effective 6/16/19.
Public Works Agency	<ol style="list-style-type: none"> 5. Remove the specialty designation for one position, #303426, job code 2025, Supervising Civil Engineer, (Traffic Specialty), effective 6/16/19.

IV. CONSENT MATTERS	
I. <u>Classification Specifications</u>	
ACMEA General Government Unit	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 5784, Epidemiologist I. 2. Adopt the revised classification specification for 5785, Epidemiologist II. 3. Recommend the Board of Supervisors establish the classification of 5777, Epidemiologist III and adopt the classification specification. 4. Recommend the Board of Supervisors establish the classification of 5778, Supervising Epidemiologist and adopt the classification specification.
SEIU 1021	<ol style="list-style-type: none"> 5. Adopt the revised classification series 1165, Child Support Assistant I and 1166, Child Support Assistant II. 6. Adopt the revised classification specification 1167, Child Support Assistant III. 7. Revise and retitle the classification series 1401, Child Support Caseworker I to 1401, Child Support Specialist I and 1402, Child Support Caseworker II to 1402, Child Support Specialist II. 8. Revise and retitle the classification specification 1403, Child Support Caseworker III to 1403, Child Support Specialist III. 9. Revise the classification series of 4115/4120, Library Assistant I/II to abolish the classification of 4115, Library Assistant I and retitle 4120, Library Assistant II to 4120, Library Technician.