



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, August 14, 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 JULY 31, 2019 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 5

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff in response to Jenna Hazelwood's appeal to upgrade from a Sheriff's Technician classification to an Administrative Specialist I classification.

STAFF RECOMMENDATION: Deny Appeal

VII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Two cases)
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. Nayeli Zaragoza Cruz, Social Worker III, Social Services Agency
2. Tracy Tran, Deputy Sheriff's Recruit, Sheriff's Office

B. Voluntary Demotion(s)

1. William Derksen, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office
2. Liliana Rios, Emergency Service Dispatcher I to Sheriff's Safety Aide, Sheriff's Office

C. Examination Actions – for CSC Meeting of August 14, 2019

Order on 7/24/19 promotional-assembled examination:

1. Energy Management Technician, LDF 8/20/19

Order on 7/15/19 open-assembled examination:

2. Procurement & Contracts Assistant, LDF 8/9/19

Order on 7/24/19 open-assembled examinations:

3. Deputy Fire Marshal, LDF 8/19/19
4. Supply Clerk II, LDF 8/19/19

Order on 7/26/19 open-assembled examinations:

5. Divisional Operations Services Manager, Social Services Agency, LDF 8/19/19
6. Fire Department Emergency Medical Services Quality Improvement & Education Coordinator, LDF 8/19/19
7. Staff Development Supervisor, LDF 8/19/19
8. Youth and Family Services Lead Therapist, LDF 8/20/19

Order on 7/29/19 open-assembled examinations:

9. Associate Civil Engineer, LDF 8/30/19
10. Deputy Director, Public Works Agency, LDF 8/26/19
11. Public Works Inspector II, Construction, LDF 8/30/19
12. Stationary Engineer, LDF 8/23/19
13. Weed and Pest Control Supervisor, LDF 8/30/19

Order on 7/30/19 open-assembled examination:

14. Civil Legal Secretary, LDF 8/28/19

Order on 8/2/19 open-assembled examination:

15. Recreation Assistant, LDF 8/27/19

Order on 8/16/19 open-assembled examination:

16. Housing & Community Development Specialist I (Housing Development Project Coordinator), LDF 9/9/19

Order on 7/29/19 open-continuous examination:

17. Public Works Inspector III, Construction

Reopen on 7/30/19 continuous examination:

18. Water Plant Operator, Zone 7, LDF 8/26/19

C. Examination Actions – for CSC Meeting of August 14, 2019 - continued

Terminate eligible list:

19. Appraiser I, #18-2610-01, effective 8/16/19

Reinstate eligible list:

20. Senior Program Specialist (Promotional), #17-0307-01, terminate on 11/5/19

Extend eligible lists:

21. Behavioral Health Clinician I, #18-6505-01, terminate 11/15/19
22. Behavioral Health Clinical Supervisor, #18-6525-04, terminate 11/29/19
23. Lead Call Center Representative, Department of Child Support Services (Promotional), #17-1155-01, terminate 5/1/20
24. Designate the Information Systems Specialist, exam #18-0416-01 as an alternate list for Information Systems Technician.

Miscellaneous:

25. Extend the last day for filing for Librarian I, exam #19-4130-01, from 7/26/19 to 8/2/19.
26. Extend the last day for filing for Probation Community Re-entry and Outreach Director, exam #19-6033-01, from 8/5/19 to 8/16/19.

D. Eligible Lists

Create, approve and order promulgated:

1. Clerk-Recorder's Supervisor I, #19-1525-01
2. Clerk-Recorder's Supervisor II, #19-1526-01
3. Disability Programs Supervisor (Promotional), #19-0468-01
4. Executive Assistant to the General Manager, Zone 7 (Promotional), #19-4920-01
5. Field Maintenance Superintendent, #19-9527-01
6. Fire Department Plan Checker, #18-8131-02
7. Librarian IV, #19-4177-01
8. Physician III (Child Psychiatric Specialty), #19-5139-01
9. Program/Financial Specialist, #19-0306-01
10. Public Works Fleet and Infrastructure Systems Manager, #19-9531-01
11. Senior Program Systems Coordinator, #19-0304-01

E. Classification Recommendations

Department:

Re:

Human Resource Services
 Department

1. Reallocate one position of 1129, Specialist Clerk II to 0464, Disability Programs Technician, (20-33551).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Human Resource Services Department	2. Reallocate one position of 0611N, Professional Technical Specialist II Services-As-Needed Temporary Assistance Program to 0468, Disability Program Supervisor, (20-33565). 3. Reallocate one position of 0297, Hearing Officer, to 0467, Disability Program Case Manager, (20-33651). 4. Reallocate two positions of 0611N, Professional Technical Specialist II Services-As-Needed Temporary Assistance Program to 0464, Disability Programs Technician, (20-33567).
Library	5. Reallocate one position of 4178, Library Manager II to 4176, Library Manager I (19-33310). 6. Reallocate one position of 4178, Library Manager II to 4176, Library Manager I (19-33311). 7. Reallocate one position of 4140N, Librarian II Services-As-Needed to 1129, Specialist Clerk II (19-33312). 8. Reallocate one position of 1104, Library Clerk II to 4121, Literacy Specialist (19-33313). 9. Reallocate one position of 1419, Library Fund Development and Grant Specialist to 0462, Departmental Human Resources Manager (19-33314). 10. Reallocate one position of 1109N, Library Page Services-As-Needed to 0460, Departmental Human Resources Officer (19-33315).
Probation Department	11. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 0217, Financial Services Officer (19-32960). 12. Reallocate one position of 1129, Specialist Clerk II to 6927, Program Services Coordinator (19-33362).
Public Works Agency	13. Reallocate one position of 1128, Specialist Clerk I to 1142, Administrative Assistant (20-33517).

E. <u>Classification Recommendations</u>	
Department:	Re:
Sheriff's Office	14. Allocate two additional positions of 8604, Deputy Sheriff II (19-33292). 15. Allocate one additional position of 8617, Sergeant (19-33293).
Social Services Agency	16. Reallocate one position of 1091, Retired Annuitant II to 6796, Staff Development Specialist (19-32964). 17. Reallocate one position of 1131, Data Input Clerk to 1132, Eligibility Support Clerk (19-33102). 18. Reallocate one position of 1131, Data Input Clerk to 1132, Eligibility Support Clerk (19-33244).
F. <u>Specialty Designations</u>	
Department:	Re:
Social Services Agency	1. Approve the specialty designation for one position #306841, job code 6796, Staff Development Specialist (Child Welfare Specialty), effective 8/25/19.
G. <u>Classification Specifications</u>	
ACMEA Confidential Unit	1. Revise and retitle 4904, Employee Services Specialist, Zone 7 to 4904, Human Resources Technician, Zone 7 and adopt the classification specification.
SEIU 1021	2. Adopt the revised classification specification 0404, Crime Technician. 3. Adopt the revised classification specification 5982, Medical Assistant.
Unrepresented - Management	4. Recommend the Board of Supervisors establish the classification of 6031, Probation Re-entry Services Coordinator and adopt the classification specification.