



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, August 28, 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 AUGUST 14, 2019 AS MAILED.**

**III. PUBLIC COMMENTS:**

**IV. APPROVE CONSENT MATTERS - Pages 2 - 5**

**V. COMMUNICATION(S)**

Communication from the Human Resource Services Department regarding request from Commission to determine grounds to waive the requirements of CSC Rule 2112.

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

**VII. CLOSED SESSION**

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Three 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. Hearing Calendar

1. Correspondence from Blake Huntsman, SEIU Local 1021 requesting an appeal hearing for Case #2019-08. Set for Hearing.

##### B. Reinstatement Request(s)

1. Rozenna Graham, Accounting Specialist I, Social Services Agency
2. Jessica Havens, Human Resources Assistant I, Human Resource Services Department
3. Aaron Tyrvanen, Financial Services Specialist II, Social Services Agency

##### C. Comparable Transfer(s)

Carrie Harrison, Payroll Clerk to Specialist Clerk II, Alameda County Library

##### D. Examination Actions – for CSC Meeting of August 28, 2019

Order on 8/12/19 promotional-assembled examinations:

1. Chief, Environmental Heath (Vector Division), LDF 9/9/19
2. Senior Deputy County Counsel, LDF 9/9/19

Order on 8/20/19 promotional-assembled examinations:

3. Assistant Deputy Director, Community Development Agency  
(Economic & Civic Development), LDF 9/13/19

Order on 8/7/19 open-assembled examinations:

4. Application Systems Engineer II, LDF 9/3/19

Order on 8/14/19 open-assembled examinations:

5. Associate County Counsel, LDF 9/16/19
6. Departmental Human Resources Officer, LDF 9/9/19
7. Technical Support Analyst, LDF 9/9/19

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

8. Clerk II, LDF 9/9/19
9. Probation Specialist, LDF 9/10/19
10. Specialist Clerk II, LDF 9/9/19

Order on 8/20/19 open-assembled examinations:

11. Supervising Financial Services Specialist, LDF 9/16/19

Order on 8/23/19 open-assembled examinations:

12. Senior Hazardous Materials Specialist, LDF 9/17/19

Extend eligible list:

13. Captain (Promotional), #17-8625-01, terminate on 12/9/19
14. Janitor, #18-7410-10, terminate on 12/31/19

Miscellaneous:

15. Extend the last day for filing for Divisional Operational Services Manager, Social Services Agency, exam #19-6125-01 from 8/19/19 to 8/27/19.

**IV. CONSENT MATTERS**

**E. Eligible Lists**

Create, approve and order promulgated:

1. Auditor Associate I, #19-1527-01
2. Departmental Human Resources Officer Trainee, #19-0459-01
3. Probation Chief of Research and Evaluation, #19-6037-01
4. Registered Nurse III (Public Health Nurse), #18-5315-01
5. Sheriff's Safety Aide, #19-8752-01
6. Supervisor, Carpentry, Paint and Lock Services, #19-9225-01
7. Supervising Criminalist, #19-8526-01
8. Sustainability Project Manager, #18-0176-01
9. Unit Supervisor, Probation, #18-6122-01

**F. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Reallocate one position of 0206, Management Analyst to 0207, Senior Management Analyst (19-31885).</li> <li>2. Reallocate one position of 0305, Program Specialist to 6796, Staff Development Specialist (19-32961).</li> <li>3. Reallocate one position of 0419, Information Systems Analyst to 0423, Information Systems Coordinator (19-33044).</li> <li>4. Reallocate one position of 1215, Secretary I to 0219, Administrative Specialist II (19-33210).</li> <li>5. Reallocate one position of 1310, Account Clerk II to 1314, Accounting Specialist I (19-33246).</li> <li>6. Reallocate one position of 1138, Supervising Clerk I to 6708, Family Support Senior Case Manager (19-33287).</li> <li>7. Reallocate one position of 0206, Management Analyst to 0419, Information Systems Analyst (19-33288).</li> <li>8. Reallocate two positions of 1314, Accounting Specialist I to 1316, Accounting Specialist II (19-33290).</li> <li>9. Allocate one additional position of 0207P, Senior Management Analyst Project (19-33358).</li> <li>10. Allocate one additional position of 0302P, Program Support Representative Project (19-33359).</li> </ol>

IV. CONSENT MATTERS	
F. <u>Classification Recommendations</u> - continued	
Department:	Re:
Health Care Services Agency	11. Reallocate one position of 0206P, Management Analyst Project to 0207, Senior Management Analyst (19-33365). 12. Reallocate one position of 1142, Administrative Assistant to 1128, Specialist Clerk I (19-33372). 13. Reallocate one position of 5400N, Student Professional Worker Services-As-Needed to 0219, Administrative Specialist II (20-33377). 14. Reallocate one position of 1124, Lead Clerk to 1129, Specialist Clerk II (20-33378). 15. Reallocate one position of 5400N, Student Professional Worker Services-As-Needed to 0460, Departmental Human Resources Officer (20-33379). 16. Reallocate one position of 5795, Nutritionist II to 5645, Senior Pharmacist, Behavioral Health Care Services (20-33449). 17. Reallocate one position of 6316, Clinical Psychologist to 6525, Behavioral Health Clinical Supervisor (Homeless Program Specialty) (20-33451). 18. Reallocate one position of 5655, Senior Hazardous Materials Specialist to 5665, Registered Environmental Health Specialist (20-33461). 19. Reallocate one position of 6910P, Recruitment Specialist, Health Care Services Agency Project to 5090, Training Officer, Health Care Services Agency (20-33573). 20. Reallocate one position of 0419, Information Systems Analyst to 5770P, Public Health Investigator Project (20-33645).
Retirement	21. Reallocate one position of 1344, Retirement Support Specialist to 1352, Retirement Technician (19-33118). 22. Reallocate one position of 1353, Senior Retirement Technician to 1352, Retirement Technician (19-33371).
Social Services Agency	23. Reallocate one position of 6720, Social Worker III to 1140, Supervising Clerk III (20-33568).

<b>IV. CONSENT MATTERS</b>	
<b>F. <u>Classification Recommendations</u> - continued</b>	
<b>Department:</b>	<b>Re:</b>
Zone 7	24. Reallocate one position of 4909, Human Resources Officer II Zone 7 to 4904, Human Resources Technician, Zone 7 (20-33648).
<b>G. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Remove the specialty designation for one position #310452, job code 6525, Behavioral Health Clinical Supervisor, (Forensic Specialty), effective 9/8/19.</li> <li>2. Remove the specialty designation for one position #310651, job code 5243, Physician, (Psychiatric Specialty), effective 9/7/19.</li> <li>3. Remove the specialty designation for one position #401199, job code 1128, Specialist Clerk I, (Spanish Speaking Specialty), effective 9/8/19.</li> <li>4. Approve the specialty designation for one position #400969, job code 1120, Clerk II, (Spanish Speaking Specialty), effective 9/8/19.</li> </ol>
<b>H. <u>Classification Specifications</u></b>	
Unrepresented - Management	<ol style="list-style-type: none"> <li>1. Adopt the revised classification specification for 5056, Assistant Director, Health Care Services Agency.</li> </ol>