



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, August 30, 2017, 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 Ben Tate, President
Commissioner Arlene Lum, Vice-President
Commissioner Stephen Booth
Commissioner Dan Chang
Commissioner Barbara Luna

Joe Angelo, Secretary to
Civil Service Commission
Andrea Weddle, Chief Assistant County Counsel

I. CALL TO ORDER

II. APPROVE THE MINUTES OF AUGUST 16, 2017 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 -5

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
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. Jason Gin, Payroll Records Clerk, Health Care Services Agency
2. Anna Hamilton, Specialist Clerk I, Sheriff's Office
3. Ann Ludwig, Medical Facilities Development Manager, General Services Agency
4. Toan Quang Quach, Payroll Records Clerk, Health Care Services Agency
5. Umiika Wright, Procurement & Contracts Specialist II, General Services Agency

B. Voluntary Demotion(s)

1. Signe Curtis, Estate Manager/Investigator to Deputy Public Guardian-Conservator, Social Services Agency
2. Sreng Hong Peav, Supervising Eligibility Technician to Quality Assurance Technician, Social Services Agency

C. Comparable Transfer(s)

1. Kameswari Jammalamadaka, Marriage and Family Therapist II to Behavioral Clinician II, Health Care Services Agency

D. Examination Actions – for CSC Meeting of August 30, 2017

Order on 8/2/17 Promotional-assembled examination:

1. Fire Engineer (Promotional), LDF 9/1/17

Order on 8/16/17 open-assembled examinations:

2. Accounting Specialist I, LDF 9/11/17
3. Water Plant Operator II, Zone 7, LDF 9/11/17

Order on 8/25/17 open-assembled examination:

4. Epidemiologist II, LDF 9/19/17

Order on 8/23/17 open-continuous examination:

5. Fire Dispatcher, LDF 9/22/17
6. Designate Chief Deputy of Operations, General Services Agency, exam #17-0195-01 as an alternate list for Deputy Director, General Services Agency.

Miscellaneous:

7. Extend the last day for filing for Registered Nurse IV (Public Health Nurse), exam #17-5320-01 from 8/14/17 to 8/28/17.
8. Cancel the Assistant Chief of Policy and Standards Compliance, exam #17-6048-06 effective 6/21/17.
9. Cancel Chief of Policy and Standards Compliance, exam #17-6049-06 effective 6/21/17.
10. Cancel the Superintendent, Probation, exam #16-6235-01, effective 5/29/17.

IV. CONSENT MATTERS

E. Eligible Lists

Create, approve and order promulgated:

1. Appraiser II, #17-2620-01
2. Auditor-Appraiser III, #17-2715-01
3. Deputy County Librarian, #17-4185-01
4. Deputy Probation Officer III, #17-6115-01
5. Hazardous Materials Specialist (Local Oversight Program Specialty), #17-5650-01
6. Human Resource Validation Processor (Promotional), #17-0269-01
7. Juvenile Institutional Officer I, #16-6214-01
8. Policy Director, #17-6047-01
9. Procurement and Contracts Supervisor, #17-0175-01
10. Senior Hazardous Materials Specialist (Local Oversight Program Specialty), #17-5655-01

G. Classification Recommendations

Department:	Re:
Alameda County Fire Department	<ol style="list-style-type: none"> 1. Allocate one additional position of 8158, Fire Department Mechanic II (18-29847). 2. Allocate one additional position of 8157N, Fire Department Aide Services-As-Needed (18-29848). 3. Allocate five additional positions of 8220N, Fire Dispatcher Services-As-Needed (18-29849).
Community Development Agency	<ol style="list-style-type: none"> 4. Allocate one additional position of 2966P, Housing & Community Development Specialist III Project (18-29923). 5. Reallocate one position of 1865, Graphic Designer to 0214, Financial Services Specialist II (18-30021). 6. Reallocate one position of 2966, Housing & Community Development Specialist III to 0416, Information Systems Specialist (18-30039).
Health Care Services Agency	<ol style="list-style-type: none"> 7. Reallocate one position of 6701P, Community Outreach Worker Project to 0305P, Program Specialist Project (17-29805). 8. Reallocate one position of 1314, Accounting Specialist I to 0214, Financial Services Specialist II (18-30024).

IV. CONSENT MATTERS	
G. <u>Classification Recommendations</u>	
Department:	Re:
Human Resource Services	9. Reallocate one position of 1215, Secretary I to 0281, Principal Labor Relations Analyst (18-30020). 10. Reallocate one position of 0601, Management Consultant to 0258, Countywide Initiative Program Coordinator (18-30038).
Public Works Agency	11. Reallocate one position of 1221, Supervising Secretary II to 0219, Administrative Specialist II (18-30022).
Social Services Agency	12. Reallocate one position of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (16-25862). 13. Reallocate one position of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (16-25863). 14. Reallocate one position of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (16-25864). 15. Reallocate one position of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (16-25865). 16. Reallocate one position of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (16-25911). 17. Reallocate one position of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (16-25913). 18. Reallocate one position of 8508, Director, Division of Adult Protect to 6050, Division Director, Social Services Agency (18-30015). 19. Reallocate seven positions of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (18-30042). 20. Reallocate four positions of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (18-30043).

IV. CONSENT MATTERS	
G. <u>Classification Recommendations</u>	
Department:	Re:
Social Services Agency	<ol style="list-style-type: none"> 21. Reallocate four positions of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (18-30044). 22. Reallocate one position of 8509, Assistant Public Guardian-Conservator to 8705, Deputy Public Guardian Investigator (18-30045). 23. Reallocate four positions of 8500, Estate Investigator to 8705, Deputy Public Guardian Investigator (18-30046). 24. Reallocate one position of 8500, Estate Investigator to 8705, Deputy Public Guardian Investigator (18-30047).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #311066, job code 6701P, Community Outreach Worker II (Project), Spanish Speaking Specialty), effective 9/10/17. 2. Approve the specialty designation for one position #310038, job code 1129, Specialist Clerk II, (Spanish Speaking Specialty), effective 9/10/17.
G. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 1836, Infrastructure Services Engineer. 2. Revise and retitle 0459, Departmental Personnel Officer Trainee to 0459, Departmental Human Resources Officer Trainee and adopt the classification specification. 3. Revise and retitle 0462, Departmental Personnel Officer II to 0462, Departmental Human Resources Manager and adopt the classification specification. 4. Revise and retitle 0465, Senior Departmental Personnel Officer to 0465, Chief Departmental Human Resources Administrator and adopt the classification specification.