



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, September 11, 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 28, 2019 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 4

V. COMMUNICATION(S)

From the Human Resource Services Staff advising the Commission of the procedure for Performance Only Examinations.

STAFF RECOMMENDATION: Adopt the procedure and the identified classifications, and authorize the Human Resources Director to amend the list of classifications in accordance with CSC Rule 1420, Examinations-Interview.

VI. APPEALS (Non-Disciplinary Matters) None

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 TRAINING

Training Session: FLSA Exempt vs. Non-Exempt classifications

X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:

XI. ADJOURNMENT

IV. CONSENT MATTERS

A. Reinstatement Request(s)

1. Glenda Avila, Specialist Clerk II, Health Care Services Agency
2. Jacqueline Morrison, Specialist Clerk II, Health Care Services Agency
3. Yvonne Truong, Library Clerk II Services-As-Needed, County Library
4. Karman Wright, Program/Financial Specialist, Health Care Services Agency

B. Voluntary Demotion(s)

1. Brittany Hathorn, Community Outreach Worker II Project to Specialist Clerk I, Health Care Services Agency
2. Andrew Silvestre, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office

C. Examination Actions – for CSC Meeting of September 11, 2019

Order on 8/27/19 open-assembled examination:

1. Library Technician, LDF 9/23/19

Order on 8/30/19 open-assembled examination:

2. Zoning Investigator II, LDF 9/23/19

Reopen on 8/21/19 continuous examination:

3. Field Maintenance Superintendent, LDF 9/20/19

Terminate eligible list:

4. Appraiser III, #17-2620-01

Reinstate eligible lists:

5. Eligibility Services Technician IV (Promotional), #17-1573-01

Extend eligible lists:

6. Information Systems Analyst, #18-0419-01, terminate on 12/12/19

7. Vector Control Biologist, #18-5690-01, terminate on 12/26/19

8. Designate the Information Systems Specialist, #18-0416-01 as an alternate list for Information Systems Technician.

Miscellaneous:

9. Change the Field Maintenance Superintendent exam #19-9271-01 from an assembled exam to a continuous exam effective 5/20/19.
10. Extend the last day for filing for Water Plant Operator II Zone 7, #18-04943-01 from 8/26/19 to 9/6/19.
11. Extend the last day for filing for Civil Legal Secretary, #19-1242-01, from 8/28/19 to 9/13/19.
12. Extend the last day for filing for Associate Civil Engineer, #19-2021-01, from 8/30/19 to 9/13/19.

IV. CONSENT MATTERS

D. Eligible Lists

Create, approve and order promulgated:

1. Adult Protective Services Worker II, #19-6765-01
2. Collection Enforcement Deputy I, #19-1420-01
3. County Surveyor, #19-2157-01
4. Supervising Environmental Health Specialist (Promotional), #18-5675-01
5. Supervising Program Specialist (Dental Specialty), #19-0308-01

E. Classification Recommendations

Department:	Re:
Community Development Agency	1. Allocate one additional position of 0219P, Administrative Specialist II Project (20-33516).
County Administrator's Office	2. Allocate one additional position of 6927, Program Services Coordinator (19-33301).
Health Care Services Agency	3. Reallocate one position of 6186, Court Appointed Special Advocates (CASA) Volunteer Program Assistant to 6186P, Court Appointed Special Advocates (CASA) Volunteer Program Assistant Project (20-33640). 2. Reallocate one position of 6186, Court Appointed Special Advocates (CASA) Volunteer Program Assistant to 0305, Program Specialist (20-33643). 3. Reallocate one position of 0305P, Program Specialist Project to 0307P, Senior Program Specialist Project (HIV Specialty/Option) (20-33644). 4. Reallocate one position of 5850, Pediatric Occupational Therapist to 5770P, Public Health Investigator Project (20-33646).

IV. CONSENT MATTERS	
F. <u>Specialty Designations</u>	
Department:	Re:
<p>Health Care Services Agency</p>	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #310745, job code 0305, Program Specialist, (Behavioral Health Managed Care Specialty), effective 9/22/19. 2. Remove the specialty designation for one position #310801, job code 03065105, Behavioral Health Clinician II, (Forensic Specialty), effective 9/22/19. 3. Remove the specialty designation for one position #311065, job code 1128, Specialist Clerk I, (Spanish-Speaking Specialty), effective 9/22/19. 4. Approve the specialty designation for one position #401667, job code 1142, Administrative Assistant, (Spanish-Speaking Specialty), effective 9/22/19. 5. Approve the specialty designation for one position #402366, job code 0307, Senior Program Specialist, (Youth Development Specialty), effective 9/22/19.
G. <u>Classification Specifications</u>	
<p>SEIU 1021</p>	<ol style="list-style-type: none"> 1. Adopt the revised classification specification 5865, Senior Therapist.