



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, September 12, 2018, 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 29, 2018 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 5

V. COMMUNICATION(S)

From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820, Duration of Probationary Period.

STAFF RECOMMENDATION: Adopt Rule Change

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

1. Request from Appellant for a waiver of the appeal deadline pursuant to Civil Service Rule 2112. STAFF RECOMMENDATION: Grant waiver and set for hearing.
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Two cases)
3. 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. Ricca Alcantara, Management Analyst, Health Care Services Agency
2. Sona Basra, Financial Services Officer, Sheriff's Office
3. Shama Shaleha, Account Clerk II, Sheriff's Office

B. Examination Actions – for CSC Meeting of September 12, 2018

Order on 8/24/18 open-assembled examinations:

1. Departmental Human Resources Officer, LDF 9/17/18
2. Human Resources Analyst I, LDF 9/17/18

Order on 8/28/18 open-assembled examination:

3. Human Resources Officer, Zone 7, LDF 9/21/18

Order on 8/29/18 open-assembled examination:

4. Assistant Superintendent, Probation, LDF 9/24/18

Order on 8/30/18 open-assembled examination:

5. Librarian III, LDF 9/24/18

Order on 8/31/18 open-assembled examination:

6. County Training and Organizational Development Specialist, LDF 9/24/18

Order on 9/5/18 open-assembled examination:

7. Library Clerk I, LDF 10/1/18

Order on 8/24/18 open-continuous examination:

8. Pediatric Physical Therapist

Reopen on 8/27/18 continuous examination:

9. Juvenile Institutional Officer Associate, LDF 9/11/18

Reinstate eligible lists:

10. Clinical Review Specialist Supervisor, #17-6516-01, terminate on 11/30/18
11. Heavy Equipment Mechanic, #17-9465-01, terminate on 2/16/19

Miscellaneous:

12. Change the Juvenile Institutional Officer Associate, exam #18-6214-01, from an assembled exam to a continuous exam effective 2/23/18.
13. Extend the last day for filing for Program Specialist (Registered Dietitian & Diabetes Health Educator, exam #18-0305-01 from 8/30/18 to 9/13/18.

IV. CONSENT MATTERS

C. Eligible Lists

Create, approve and order promulgated:

1. Assistant Controller, #18-0031-01
2. Community Outreach Worker I, #18-6700-01
3. Fire Geographic Information Systems Field Technician (Services-As-Needed), #18-8217N-01.
4. Information Systems Analyst, #18-0419-01
5. Janitor, #18-7410-10
6. Probation Specialist, #18-6118-01
7. Retirement Accountant III, #18-1371-01
8. Supervising Clerk I (Promotional), #18-1138-01

D. Classification Recommendations

Department:	Re:
Assessor	1. Reallocate one position of 1129, Specialist Clerk II to 1314, Accounting Specialist I (19-31745).
Board of Supervisors	2. Reallocate one position of 0495, Supervisor's Assistant to 0496, Chief of Staff, Board of Supervisors (19-31788). 3. Reallocate one position of 0495, Supervisor's Assistant to 0496, Chief of Staff, Board of Supervisors (19-31789). 4. Reallocate one position of 0495, Supervisor's Assistant to 0496, Chief of Staff, Board of Supervisors (19-31790). 5. Reallocate one position of 0495, Supervisor's Assistant to 0496, Chief of Staff, Board of Supervisors (19-31791).
Health Care Services Agency	6. Reallocate one position of 1215, Secretary I to 1142, Administrative Assistant (19-31688). 7. Reallocate one position of 0214, Financial Services Specialist II to 0215, Senior Financial Services Specialist (19-31689). 8. Reallocate one position of 5687, Chief, Vector Control Services District to 1091, Retired Annuitant II (19-31710). 9. Reallocate one position of 6991, Mobile Health Services Support Worker to 5383, Mid-Level Practitioner (19-31732).

IV. CONSENT MATTERS	
D. <u>Classification Recommendations</u> - continued	
Department:	Re:
Public Defender	10. Allocate five additional positions of 1585NP, Legal Assistant Services-As-Needed Project (18-31479). 11. Allocate one additional position of 6720P, Social Worker III Project (19-31547). 12. Allocate one additional position of 3125P, Deputy Public Defender Project (19-31548). 13. Reallocate one position of 1240, Legal Secretary to 1128, Specialist Clerk I (19-31686).
Sheriff's Office	14. Reallocate one position of 1093, Retired Annuitant-Safety II to 8549N, Regional Training Center Instructor Services-As-Needed (19-31743).
Social Services Agency	15. Reallocate one position of 6720, Social Worker III to 0219, Administrative Specialist II (Public Authority Specialty) (19-31724). 16. Reallocate one position of 6720, Social Worker III to 1220, Secretary II (Public Authority Specialty) (19-31725).
E. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310431, job code 6492, Mental Health Specialist III, (Consumer/Family Specialty), effective 9/23/18. 2. Remove the specialty designation for one position #311078, job code 6701P, Community Outreach Worker II (Project), (Chinese Speaking Specialty), effective 9/23/18. 3. Approve the specialty designation for one position #350106, job code 6701, Community Outreach Worker II, (Spanish Speaking Specialty), effective 9/23/18.
Social Services Agency	4. Approve the specialty designation for one position #307214, job code 0291, Administrative Specialist II, (Public Authority Specialty), effective 9/23/18.

IV. CONSENT MATTERS	
E. <u>Specialty Designations</u> - continued	
Department:	Re:
Social Services Agency	<ol style="list-style-type: none"> 5. Approve the specialty designation for ten positions #402493, 402494, 402495, 402496, 402497, 402498, 402499, 402500, 402501, 402502, job code 1128, Specialist Clerk I, (Public Authority Specialty), effective 9/23/18. 6. Approve the specialty designation for one position #402505, job code 1139, Supervising Clerk II, (Public Authority Specialty), effective 9/23/18.
F. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Recommend the Board of Supervisors adopt the classification series for 6512, Behavioral Health Crisis Intervention Specialist I and 6513, Behavioral Health Crisis Intervention Specialist II and adopt the classification specification. 2. Recommend the Board of Supervisors adopt the classification for 6514, Behavioral Health Crisis Intervention Supervisor and adopt the classification specification. 3. Revise and retitle the classification 4920, Executive Assistant, Zone 7 to 4920, Executive Assistant to the General Manager, Zone 7 and adopt the classification specification. 4. Adopt the revised classification specification for 8131, Fire Department Plan Checker. 5. Adopt the revised classification specification for 0271, Executive Director East Bay Economic Development Alliance (East Bay EDA).