



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, September 27, 2017, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

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 SEPTEMBER 13, 2017 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 4

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff in response to Rona Rothenberg's appeal of the Consent Matter action taken August 30, 2017, to designate the Chief Deputy of Operations, General Services Agency eligible list as an alternate list for the Deputy Director, GSA Capital Programs.

STAFF RECOMMENDATION: Deny appeal.

VII. CLOSED SESSION

1. **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)

Joyce Wei, Financial Services Specialist I, Health Care Services Agency

B. Voluntary Demotion(s)

Yvette Ybarra, Administrative Specialist II to Department Human Resources
Officer Trainee, Sheriff's Office

C. Examination Actions – for CSC Meeting of September 27, 2017

Order on 9/12/17 open-assembled examinations:

1. Laborer, LDF 10/9/17

Order on 9/13/17 open-assembled examinations:

2. Financial Services Specialist II, LDF 10/9/17

Order on 9/14/17 open-assembled examination:

3. Building Equipment Maintenance Worker, LDF 10/9/17

Order on 9/15/17 open-assembled examination:

4. Director of Professional Standards, Probation, LDF 10/10/17

Order on 9/18/17 open-assembled examination:

5. Health Care Claims Examiner I, LDF 10/13/17

Order on 9/22/17 open-assembled examination:

6. Supervisor of Professional Standards, Probation, LDF 10/17/17

Reopen on 9/8/17 continuous examination:

7. Staff Development Specialist, LDF 9/25/17

Reinstate eligible list:

8. Captain (Promotional), #14-8625-01, terminate on 12/6/17

Extend eligible lists:

9. Fire Department Account Clerk, #16-8160-01, terminate on 11/9/18

10. Fire Emergency Medical Dispatch Quality Assurance
Coordinator, #16-8173-01, terminate on 12/26/18.

11. Designate the Assistant Public Guardian-Conservator, exam #16-8509-01 as an alternate list for Deputy Assistant Public Guardian-Conservator/Investigator.

Miscellaneous:

12. Extend the last day for filing for Supervising Hazardous Materials Specialist (CUPA Specialty), exam #17-5656-01 from 9/6/17 to 9/27/17.
13. Extend the last day for filing for Water Plant Operator II, Zone 7, exam #17-4943-01 from 9/11/17 to 9/25/17.
14. Change the Staff Development Specialist, exam #17-6796-01, from an assembled exam to continuous exam effective 4/25/17.

IV. CONSENT MATTERS

D. Eligible Lists

Create, approve and order promulgated:

1. Behavioral Health Clinical Manager, #17-6527-01
2. Deputy Director, Public Works Agency, #17-2047-01
3. Eligibility Services Technician I, #17-1570-01
4. Janitor, #17-7410-10
5. Procurement & Contracts Specialist I, #17-0172-01
6. Property and Salvage Supervisor (Promotional), #17-1735-01
7. Senior Vector Control Biologist (Promotional), #17-5691-01
8. Stationary Engineer, General Services Agency, #17-9670-01
9. Street Sweeper Operator, #16-9317-01
10. Supervising Civil Engineer (Facilities Inspection Option), #17-2025-01
11. Training and Education Center Director, #17-0473-01

E. Classification Recommendations

Department:	Re:
General Services Agency	1. Reallocate one position of 0173, Procurement & Contracts Specialist II to 0175, Procurement & Contracts Supervisor (18-30107).
Health Care Services Agency	2. Allocate two additional positions of 0214, Financial Services Specialist II (18-29853). 3. Allocate one additional position of 0214, Financial Services Specialist II (18-29854). 4. Allocate one additional position of 0215, Senior Financial Services Specialist (18-29855). 5. Allocate one additional position of 1142, Administrative Assistant (18-29856). 6. Allocate one additional position of 0307P, Senior Program Specialist Project (Homeless Program Specialty) (18-29932). 7. Reallocate one position of 6510, Behavioral Clinician II to 6525, Behavioral Health Clinician Supervisor (18-30069). 8. Reallocate one position of 1131, Data Input Clerk to 1126, Medical Clerk (18-30072).
Human Resource Services Department	9. Reallocate one position of 0263, Employee Benefits Specialist to 0282, Benefits Analyst (18-30186).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations - continued</u>	
Department:	Re:
Sheriff's Office	10. Reallocate two positions of 6501, Youth and Family Services Therapist I to 0307, Senior Program Specialist (18-30119). 11. Reallocate one position of 8604, Deputy Sheriff II to 1128, Specialist Clerk I (18-30152).
Social Services Agency	12. Allocate six additional positions of 1573, Eligibility Services Technician IV (17-29720).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #401113, job code 6527, Behavioral Health Clinical Manager, (Criminal Justice Specialty), effective 10/8/17. 2. Approve the specialty designation for one position #400549, job code 6510, Behavioral Health Clinical II, (Early Childhood/Spanish Speaking Specialty), effective 10/8/17.
Social Services Agency	3. Approve the specialty designation for one position #402582, job code 6045, Program Manager, (Adult and Aging Specialty), effective 10/8/17.
G. <u>Classification Specifications</u>	
	1. Adopt the revised classification specification for 6750, Child Welfare Supervisor. 2. Adopt the revised classification specification for 5083, Deputy Division Director, Public Health. 3. Recommend that the Board of Supervisors establish the classification of 4960, Retired Annuitant, Zone 7 and adopt the classification specification.