



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Tuesday, November 20, 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 NOVEMBER 7, 2018 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 4

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) (continued from meeting of 11/7/18)
From the Human Resource Services Staff regarding Julie Anne Tamayo's appeal of classification denial to upgrade from Administrative Assistant to Administrative Specialist II.
STAFF RECOMMENDATION: Deny appeal

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. Shukura Reynolds, Financial Services Specialist I, Health Care Services Agency
2. Maria Tabora, Administrative Specialist II, County Library
3. Jessica Valdez, Administrative Specialist II, Community Development Agency
4. Cynthia West, Eligibility Support Clerk, Social Services Agency

B. Examination Actions – for CSC Meeting of November 20, 2018

Order on 11/2/18 open -assembled examinations:

1. Child/Young Adult System of Care Director, LDF 11/28/18
2. Rehabilitation Counselor II, LDF 11/28/18

Order on 11/7/18 open -assembled examination:

3. Planner II, LDF 12/3/18

Order on 11/9/18 open -assembled examinations:

4. Assistant Environmental Compliance Specialist, LDF 12/3/18
5. Junior Environmental Compliance Specialist, LDF 12/3/18
6. Retirement Technician, LDF 12/3/18

Order on 11/14/18 open -assembled examinations:

7. Maintenance and Construction Technician I (Hayward Area Recreation & Park District), LDF 12/10/18

Order on 11/15/18 open-assembled examination:

8. Customer Service Representative, Department of Child Support Services, LDF 12/10/18

Order on 11/16/18 open-assembled examinations:

9. Civil Legal Secretary, LDF 12/17/18
10. Survey Technician III, LDF 12/11/18

Order on 11/19/18 open-assembled examination:

11. Planner I, LDF 12/13/18

Reinstate eligible list:

12. Community Outreach Worker II, #16-6701-01, terminate on 2/28/19

C. Eligible Lists

Create, approve and order promulgated:

1. Administrative Analyst, #18-0245-02
2. Assistant County Counsel, #18-3245-01
3. Communication Specialist, Zone 7, #18-4915-01
4. Departmental Human Resources Officer, #18-0460-01
5. Employment Specialist II, Behavioral Health Care Services, #18-6782-01

IV. CONSENT MATTERS

C. Eligible Lists - continued

Create, approve and order promulgated:

6. Human Resources Analyst I, #18-0279-01
7. Institutional Supervisor I, #17-6217-01
8. Librarian III, #18-4175-01
9. Park Supervisor, Hayward Area Recreation & Park District, #18-1132H-01
10. Senior Management Analyst, #18-0207-01
11. Staff Development Manager, #18-0484-01

D. Classification Recommendations

Department:	Re:
Community Development Agency	1. Reallocate one position of 1215, Secretary I to 1128, Specialist Clerk I (19-32145).
Health Care Services Agency	2. Reallocate one position of 1220, Secretary II to 1215, Secretary I (19-31787). 3. Reallocate one position of 1091, Retired Annuitant II to 0308, Supervising Program Specialist (19-32137). 4. Reallocate one position of 0305, Program Specialist to 0306, Program/Financial Specialist (19-32143). 5. Reallocate one position of 0320, Public Information Specialist to 0320P, Public Information Specialist (Project) (19-32158).
Human Resource Services Department	6. Reallocate one position of 0611N, Professional/Technical Specialist Services-As-Needed (Temporary Assignment Pool) to 0206, Management Analyst (19-32338).
Information Technology Department	7. Reallocate one position of 1795, Information Technology Specialist IV to 1833, Manager, Computer Operations (19-32147).
Probation Department	8. Reallocate one position of 6115, Deputy Probation Officer III to 8588, Investigator, Probation Department (18-30787). 9. Reallocate one position of 6115, Deputy Probation Officer III to 8588, Investigator, Probation Department (18-30788). 10. Reallocate one position of 6115, Deputy Probation Officer III to 8588, Investigator, Probation Department (18-30789).

IV. CONSENT MATTERS	
D. <u>Classification Recommendations</u> - continued	
Department:	Re:
Probation Department	11. Reallocate one position of 0220, Supervising Administrative Specialist to 8588, Investigator, Probation Department (18-30790).
Public Defender	12. Allocate two additional positions of 3125, Deputy Public Defender (19-31936).
Social Services Agency	13. Reallocate one position of 1138, Supervising Clerk I to 1128, Specialist Clerk I (19-32144).
Zone 7	14. Reallocate one position of 4911, Financial & Systems Services Manager, Zone 7 to 4929, Financial Analyst, Zone 7 (19-32339).
E. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #310021, job code 0307, Senior Program Specialist, (Dental Specialty), effective 12/2/18. 2. Remove the specialty designation for one position #310444, job code 6510, Behavioral Health Clinician II, (Medicare Enrollment Specialty), effective 12/2/18. 3. Approve the specialty designation for one position #310496, job code 0305, Program Specialist, (Adult Clinical Specialty), effective 12/2/18. 4. Approve the specialty designation for one position #401800, job code 5655, Senior Hazardous Materials Specialist, (Household Waste Specialty), effective 12/2/18.
F. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 9232, Automatic Guided Vehicle Technician. 2. Adopt the revised classification specification for 9260, Plumber. 3. Adopt the revised classification specification for 5315, Registered Nurse III.