



AGENDA

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, December 6, 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 NOVEMBER 21, 2017 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 4

V. COMMUNICATION(S)

From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2018.

Staff Recommendation: Approve and Post.

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. Doris Santiago, Library Clerk II, County Library
2. Mark Shotwell, Senior Program Specialist, Project, Health Care Services Agency

B. Voluntary Demotion(s)

1. Wai Lee, Library Clerk II to Library Page, County Library

C. Examination Actions – for CSC Meeting of December 6, 2017

Order on 11/17/17 promotional-assembled examinations:

1. Supervising Elections Technician, LDF 12/12/17
2. Assessment Supervisor I, LDF 12/12/17

Order on 11/29/17 promotional-assembled examinations:

3. Division Director, Behavioral Health Care Services, LDF 12/28/17

Order on 11/16/17 open-assembled examinations:

4. Account Clerk II, LDF 12/11/17

Order on 11/30/17 open-assembled examinations:

5. Contract Compliance Supervisor, LDF 12/26/17

Reopen on 11/20/17 open-continuous examinations:

6. Eligibility Services Technician I, LDF 12/14/17

Reinstate eligible list:

7. Administrative Assistant, #16-1142-01, terminate on 5/22/18

Miscellaneous:

8. Change the Eligibility Services Technician I exam #17-1570-01, from an assembled exam to a continuous exam effective 5/2/17.
9. Extend the last day for filing for Supervising Criminalist, exam #17-8526-01, from 11/13/17 to 11/27/17.
10. Extend the last day for filing for Registered Health Information Coordinator, exam #17-1458-01, from 11/27/17 to 12/11/17.
11. Extend the last day for filing for Epidemiology Research Scientist, exam #17-5782-01, from 11/27/17 to 12/11/17.

D. Eligible Lists

Create, approve and order promulgated:

1. Assessor's Technician III (Promotional), #17-2508-01
2. Captain (Promotional), #17-8625-01
3. Epidemiologist II, #17-5785-01
4. Management Analyst, #17-0206-01

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Health Care Services Agency <i>Justifications attached</i>	<ol style="list-style-type: none"> 1. Allocate one additional position of 5061P, Care Connect Deputy Director Project (18-30378). 2. Allocate one additional position of 5062P, Care Connect Systems Integration Administrator Project (18-30379). 3. Reallocate one position of 0314, Health Care Program Administrator I to 5785, Epidemiologist II (18-30408).
Human Resource Services Department	<ol style="list-style-type: none"> 4. Reallocate one position of 0282, Benefits Analyst to 1316, Accounting Specialist II (18-30430)
Registrar of Voters	<ol style="list-style-type: none"> 5. Reallocate ten positions of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (18-30434).
Sheriff's Office	<ol style="list-style-type: none"> 6. Reallocate one position of 1128, Specialist Clerk I to 8755, Sheriff's Technician (18-30417).
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 #400519, job code 5799, Nutrition Assistant II, (Certified Breastfeeding Counselor Specialty), effective 12/17/17. 2. Approve the specialty designation for one position #310802, job code 6640, Rehabilitation Counselor II, (Criminal Justice Specialty), effective 12/17/17.

IV. CONSENT MATTERS

G. Classification Specifications

1. Adopt the revised classification specification for 1293N, Administrative Support I (Services-As-Needed) Temporary Assignment Pool (TAP).
2. Adopt the revised classification specification for 1294N, Administrative Support II (Services-As-Needed) Temporary Assignment Pool (TAP).
3. Adopt the revised classification specification for 8130, Fire Department Division Chief.
4. Adopt the revised classification specification for 8523, Criminalist I.
5. Adopt the revised classification specification for 8524, Criminalist II.
6. Adopt the revised classification specification for 8525, Criminalist III.