



# AGENDA

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

**Wednesday, February 28, 2018, 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 Arlene Lum, President  
Commissioner Barbara Luna, Vice-President  
Commissioner Stephen Booth  
Commissioner Dan Chang  
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 FEBRUARY 14, 2018 AS MAILED.**

**III. PUBLIC COMMENTS:**

**IV. APPROVE CONSENT MATTERS - Pages 2 - 4**

**V. COMMUNICATION(S) No Actions**

**VI. APPEALS (Non-Disciplinary Matters) No Actions**

**VII. CLOSED SESSION**

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(Two cases)
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. Ramon Herce, Financial Services Specialist II, Public Defender's Office
2. Trina Peterson, Specialist Clerk II, General Services Agency
3. DeAnna Shene Young, Specialist Clerk I, Social Services Agency

##### B. Examination Actions – for CSC Meeting of February 28, 2018

Order on 2/9/18 promotional-assembled examination:

1. Human Resources Division Manager-Personnel Services Division, LDF 3/5/18

Order on 2/5/18 open-assembled examination:

2. Public Works Technical Assistant I, LDF 3/1/18
3. Social Worker III, LDF 3/1/18

Order on 2/7/18 open-assembled examination:

4. Criminalist I, LDF 3/5/18
5. Social Worker II, LDF 3/5/18

Order on 2/9/18 open-assembled examination:

6. Dental Health Administrator, LDF 3/5/18

Order on 2/13/18 open-assembled examination:

7. Youth and Family Services Supervisor, LDF 3/9/18

Order on 2/14/18 open-assembled examination:

8. Supervising Hazardous Materials Specialist (Household Hazardous Waste Specialty), LDF 3/13/18

Order on 2/16/18 open-assembled examination:

9. Temporary Assignment Pool (TAP) Program Manager, LDF 3/12/18
10. Clinical Case Manager, Center for Healthy Schools and Communities (CHSC), LDF 3/12/18

Order on 2/20/18 open-assembled examination:

11. Staff Development Specialist, LDF 3/16/18

Order on 2/21/18 open-assembled examination:

12. Senior Clinical Case Manager, Center for Healthy Schools and Communities (CHSC), LDF 3/19/18

Order on 2/23/18 open-assembled examination:

13. Juvenile Institutional Officer Associate, LDF 2/19/18

Order on 3/1/18 open-assembled examination:

14. Firefighter Recruit, LDF 4/16/18

Reinstate eligible lists:

15. Appeals Officer, #16-6738-01, terminate on 5/1/18
16. Vector Control Biologist Supervisor (Promotional), #15-5692-01, terminate on 3/15/18

**IV. CONSENT MATTERS**

**B. Examination Actions – for CSC Meeting of February 28, 2018 - continued**

Extend eligible lists:

17. Behavioral Health Clinical Supervisor, #16-6525-01, terminate on 6/9/18
18. Career Development Specialist II, #16-6788-01, terminate on 8/15/18

**C. Eligible Lists**

Create, approve and order promulgated:

1. Economic and Civic Development Specialist I, #17-2980-01
2. Fire Department Division Chief, #17-8130-01
3. Division Director, Behavioral Health Care Services (Promotional), #17-5094-01
4. Infrastructure Services Engineer, #17-1836-01
5. Procurement & Contracts Assistant, #17-1480-01
6. Program Specialist (Injury Prevention), #17-0305-04
7. Senior Rehabilitation Counselor, #17-6641-01
8. Senior Therapist, #17-5865-01
9. Technical Support Analyst, #17-0418-01

**D. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
Community Development Agency	1. Reallocate one position of 2957, Healthy Housing Rehabilitation Specialist III to 2957P, Healthy Housing Rehabilitation Specialist III (Project) (18-30741).
General Services Agency	2. Reallocate one position of 2201, Architectural Trainee to 9701, Senior Project Manager, General Services Agency (18-30653). 3. Reallocate one position of 7710, Laundry Service Worker to 0481, Contract Compliance Officer (18-30655).
Health Care Services Agency	4. Reallocate one position of 1142, Administrative Assistant to 0219, Administrative Specialist II (18-30294). 5. Reallocate one position of 0305, Program Specialist to 0305P, Program Specialist (Project) (18-30701). 6. Reallocate one position of 7879, Health Services Trainee to 6701P, Community Outreach Worker II (Project) (18-30703). 7. Reallocate one position of 5795P, Nutritionist II (Project) to 6701P, Community Outreach Worker II (Project) (18-30704).

<b>IV. CONSENT MATTERS</b>	
<b>D. <u>Classification Recommendations</u></b>	
<b>Department:</b>	<b>Re:</b>
Public Works Agency	8. Reallocate one position of 1108, Supervising Pedestrian Crossing Guard to 0460, Departmental Human Resources Officer (18-30700).
Sheriff's Office	9. Reallocate one position of 0219, Administrative Specialist II to 0460, Departmental Human Resources Officer (18-30709).
<b>E. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Remove the specialty designation for one position #310035, job code 5799, Nutrition Assistant II, (Certified Breastfeeding Counselor Specialty), effective 3/10/18.</li> <li>2. Remove the specialty designation for one position #311090, job code 5799, Nutrition Assistant II, (Chinese Speaking Specialty), effective 3/10/18.</li> <li>3. Approve the specialty designation for one position #310035, job code 5799, Nutrition Assistant II, (Certified Breastfeeding Counselor and Spanish Speaking Specialty), effective 3/11/18.</li> <li>4. Approve the specialty designation for one position #311090, job code 5799, Nutrition Assistant II, (Certified Breastfeeding Counselor Specialty), effective 3/11/18.</li> <li>5. Approve the specialty designation for one position #311106, job code 5799, Nutrition Assistant II, (Spanish Speaking Specialty), effective 3/11/18.</li> </ol>
<b>F. <u>Classification Specifications</u></b>	
	<ol style="list-style-type: none"> <li>1. Adopt the revised classification specification series for 0279, Human Resources Analyst I and 0280, Human Resources Analyst II.</li> <li>2. Adopt the revised classification specification for 0291, Human Resources Analyst III.</li> </ol>