



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, March 11, 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 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 26, 2020 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2- 5

V. COMMUNICATION(S)

1. 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)

VII. CLOSED SESSION

1. Public Employment pursuant to Government Code §54957:
Job Code 6720, Social Worker III, Social Services Agency
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
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. Maitsetseg Myagmarjav, Financial Services Specialist II, Social Services Agency
2. Ashwin Swenson, Administrative Specialist II, General Services Agency
3. Rachel Verduzco-Ortega, Financial Services Specialist II, Health Care Services Agency

B. Comparable Transfer(s)

1. Rickie Lopez, Administrative Services Officer to Financial Services Officer, Health Care Services Agency

C. Examination Actions – for CSC Meeting of March 11, 2020

Order on 2/21/20 promotional-assembled examination:

1. Agricultural and Standards Investigator I, LDF 3/16/20

Order on 2/25/20 promotional-assembled examination:

2. Procurement and Contracts Supervisor, LDF 3/23/20

Order 2/14/20 open-assembled examination:

3. Social Worker II, LDF 3/10/20

Order on 2/27/20 open-assembled examination:

4. Gardener I, General Services Agency, LDF 3/24/20

Order on 2/28/20 open -assembled examination:

5. Information Systems Technician II, LDF 3/23/20
6. Pediatric Physical Therapist, LDF 3/23/20

Order on 3/2/20 open-assembled examination:

7. Procurement & Contracts Specialist II, LDF 3/27/20
8. Fire Fighter Recruit, LDF 4/17/20

Order on 3/11/20 open-assembled examination:

9. Employment Specialist II, LDF 4/6/20

Order on 2/14/20 open-continuous examination:

10. Water Plant Operator II, Zone 7, LDF 3/20/20
11. Water Plant Operator III, Zone 7, LDF 3/20/20

Order on 3/24/20 open-continuous examination:

12. Deputy Sheriff's Recruit, LDF 3/24/20

Reopen on 2/24/20 continuous examination:

13. Division Director, LDF 3/19/20

Reopen on 2/28/20 continuous examination

14. Probation Specialist, LDF 3/24/20

Reinstate eligible list:

15. Fire Battalion Chief (Promotional), #17-8150-01, terminate 4/27/20

Reinstate eligible list:

16. Supervising Administrative Specialist, #18-0220-01, terminate 6/2/20

IV. CONSENT MATTERS

Examination Actions – for CSC Meeting of March 11, 2020 - continued

Extend eligible list:

- 17. Accounting Specialist II, #18-1316-02

Miscellaneous:

- 18. Extend the last day for filing for Registered Nurse IV (Public Health Nurse Option), Exam #19-5320-01 from 2/14/20 to 2/28/20.
- 19. Extend the last day for filing for Supervising Clerk II, Exam 18-1139-01 from 2/14/20 to 2/18/20.
- 20. Change Division Director, Exam #19-6126-01 from open-assembled to open-continuous effective 7/19/19.
- 21. Change Probation Specialist, Exam #19-6118-01 from open-assembled to open-continuous effective 8/16/19.
- 22. Change Institutional Supervisor II, Exam#19-6225-01 from open-assembled to open-continuous effective 4/30/19.
- 23. Extend the last day for filing for Registered Nurse IV (Public Health Nurse Option), Exam #19-5320-01 from 2/28/20 to 3/3/20.
- 24. Extend the last day for filing for Institutional Supervisor I, Exam #20-6217-01 from 2/21/20 to 3/13/20.

D. Eligible Lists

Create, approve and order promulgated:

- 1. Agricultural and Standards Aide, Services-As-Needed, #19-8202N-01
- 2. Assessor’s Technician, #19-2507-01
- 3. Bridge Tender, #19-9616-01
- 4. Crime Analyst, #19-0405-01
- 5. Emergency Medical Services Coordinator, #19-5786-01
- 6. Employment Counselor, #19-6784-01

E. Classification Recommendations

Department:

Re:

Health Care Services Agency

- 1. Reallocate one position of 5860, Pediatric Physical Therapist to 5865, Senior Therapist (20-34637).
- 2. Allocate one additional position of 0207, Senior Management Analyst (20-34015).
- 3. Allocate one additional position of 1220, Secretary II (20-34016).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations - Continued</u>	
Department	Re:
Health Care Services Agency	4. Allocate one additional position of 5062, Care Connect Systems Integration Administrator (20-34017). 5. Allocate one additional position of 0217, Financial Services Officer (20-34018).
Social Services Agency	6. Reallocate one position of 0306, Program/Financial Specialist to 0217, Financial Services Officer (20-34798). 7. Reallocate one position of 0306, Program/Financial Specialist to 0140, Supervising Accountant (20-34797). 8. Reallocate one position of 1128, Specialist Clerk I to 1132, Eligibility Support Clerk (20-34725). 9. Reallocate one position of 6784, Employment Counselor to 1573, Eligibility Services Technician IV (20-34724) 10. Reallocate one position of 1128, Specialist Clerk I to 1132, Eligibility Support Clerk (19-32725).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310195, job code #1128, Specialist Clerk I, (Spanish Speaking Specialty) effective 3/22/20. 2. Remove the specialty designation for one position #310147, job code, #6707, Family Support Case, (Spanish Speaking Specialty) effective 3/22/20. 3. Approve the specialty designation for one position #310098, job code #5315, Registered Nurse III (Public Health Nurse/Pediatric Specialty) effective 3/21/20. 4. Remove the specialty designation for one position #310098, job code #5315, Registered Nurse III, (Public Health Nurse Specialty) effective 3/22/20.

IV. CONSENT MATTERS	
G. <u>Classification Specifications</u>	
SEIU 1021	1. Adopt the revised classification specification for 5825, Therapy Aide.
Unrepresented – Non-Management	2. Recommend the Board of Supervisors establish the classification for 9702, Real Estate Program Manager, and adopt the classification specification. 3. Revise and retile the classification for 5062, Care Connect Systems Integration Administrator to 5062, Health Care Systems Integration Administrator.