



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, March 13, 2019, 4:00 P.M.

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201

Remote Locations: 4501 Pleasanton Avenue, Pleasanton, CA

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 FEBRUARY 27, 2019 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 6

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:
(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. Imelda Joson, Library Page, Alameda County Library

B. Voluntary Demotion(s)

1. Brittney Frye, Labor Relations Analyst II to Departmental Human Resources Manager, Human Resource Services Department

C. Examination Actions – for CSC Meeting of March 13, 2019

Order on 2/22/19 promotional-assembled examinations:

1. Children and Youth Initiatives Director, LDF 3/18/19
2. Lieutenant, LDF 3/18/19

Order on 2/19/19 open-assembled examination:

3. Sheriff's Program/Financial Specialist, LDF 3/15/19

Order on 2/20/19 open-assembled examination:

4. Human Resource Validation Processor, LDF 3/18/19

Order on 2/25/19 open-assembled examination:

5. Child Welfare Worker II, LDF 3/22/19
6. Maintenance and Construction Supervisor, Hayward Area Park & Recreation District, LDF 3/21/19
7. Maintenance and Construction Technician I, Hayward Area Park & Recreation District, LDF 3/21/19

Order on 2/27/19 open-assembled examination:

8. Business License Tax Auditor, LDF 3/25/19
9. Library Page, LDF 3/25/19

Order on 3/1/19 open-assembled examination:

10. Firefighter Recruit, LDF 4/16/19
11. Housing and Community Development Specialist II (Housing Project Coordinator), LDF 3/25/19

Order on 3/4/19 open-assembled examination:

12. Supervising Therapist, LDF 3/28/19

Order on 3/8/19 open-assembled examination:

13. Hazardous Materials Specialist (LOP), LDF 4/1/19

Reopen on 2/27/19 continuous examination:

14. Employment Specialist II, Behavioral Health Care Services, LDF 3/25/19

Reopen on 3/11/19 continuous examination:

15. Registered Environmental Health Specialist, LDF 4/4/19
16. Designate the Retirement Benefits Special list, #18-1361-01, as an alternate list for Senior Retirement Technician.

IV. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of March 13, 2019 - continued

Miscellaneous:

17. Extend the last day for filing for the Human Resources Officer II, Zone 7, exam #19-4909-01, from 2/19/19 to 3/8/19.
18. Change the Employment Specialist II, Behavioral Health Care Services, exam #18-6782-01, from an assembled exam to a continuous exam effective 9/7/18.
19. Change the Registered Environmental Health Specialist, exam #18-5665-01, from assembled to continuous effective 9/17/18.

D. Eligible Lists

Create, approve and order promulgated:

1. Agricultural and Standards Aide (Services As-Needed), #18-8202N-01
2. Associate Deputy Public Defender, #18-3110-01
3. Automatic Guided Vehicle Technician, #18-9232-01
4. Deputy Director, Community Development Agency, Agricultural Weights & Measures (Promotional), #18-2952-02
5. Deputy Fire Marshal, #18-8147-01
6. Executive Director, East Bay Economic Development Alliance, #18-0271-01
7. Fire Department Specialist Clerk, #18-8159-01
8. Fire Dispatcher, #18-8220-02
9. Instrument Technician II, Zone 7, #18-4994-01
10. Library Manager III (Promotional), #19-4179-01
11. Pediatric Occupational Therapist, #19-5850-01
12. Program Services Coordinator, #18-6927-01
13. Program Specialist, #18-0305-04

E. Classification Recommendations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Allocate three additional positions of 6510P, Behavioral Clinician II (Project) (19-32061). 2. Reallocate one position of 1310, Account Clerk II to 1314, Accounting Specialist I (19-32704). 3. Reallocate one position of 1494, Senior Billing Technician to 0216, Supervising Financial Services Specialist (19-32708). 4. Reallocate one position of 1492, Billing Technician II to 1316, Accounting Specialist II (19-32709). 5. Reallocate one position of 1493, Billing Technician III to 1316, Accounting Specialist II (19-32710).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Health Care Services Agency	6. Reallocate one position of 1215, Secretary I to 1142, Administrative Assistant (19-32737). 7. Reallocate one position of 7879, Health Services Trainee to 0204P, Management Associate II (Project) (19-32739). 8. Reallocate five positions of 6510, Behavioral Clinician II to 6513, Behavioral Health Crisis Intervention Specialist II (19-32743). 9. Reallocate one position of 6510, Behavioral Clinician II to 6513, Behavioral Health Crisis Intervention Specialist II (19-32744). 10. Reallocate one position of 6510, Behavioral Clinician II to 6513, Behavioral Health Crisis Intervention Specialist II (19-32745).
Information Technology	11. Reallocate one position of 0423, Information Systems Coordinator to 0232, Executive Programs Coordinator (19-32707).
Library	12. Reallocate one position of 4202, Library Circulation Supervisor II to 4203, Library Assistant Manager (Spanish Speaking) (19-32600). 13. Reallocate one position of 4202, Library Circulation Supervisor II to 4203, Library Assistant Manager (19-32601). 14. Reallocate one position of 4201, Library Circulation Supervisor I to 4203, Library Assistant Manager (19-32634). 15. Reallocate one position of 4201, Library Circulation Supervisor I to 4203, Library Assistant Manager (19-32635). 16. Reallocate one position of 4201, Library Circulation Supervisor I to 4203, Library Assistant Manager (19-32636). 17. Reallocate one position of 4201, Library Circulation Supervisor I to 4203, Library Assistant Manager (19-32637). 18. Reallocate one position of 4201, Library Circulation Supervisor I to 4203, Library Assistant Manager (19-32638).

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Probation Department	19. Reallocate one position of 1128, Specialist Clerk I to 0411, Information Systems Technician II (19-32149).
Public Defender	20. Reallocate one position of 8579, Public Defender Investigator III to 8577, Public Defender Investigator II (19-32746). 21. Reallocate one position of 8579, Public Defender Investigator III to 8577, Public Defender Investigator II (19-32747). 22. Reallocate one position of 8579, Public Defender Investigator III to 8577, Public Defender Investigator II (19-32748). 23. Reallocate one position of 8579, Public Defender Investigator III to 8577, Public Defender Investigator II (19-32801).
Retirement (ACERA)	24. Reallocate one position of 1343, Investment Analyst, to 1346, Investment Officer (19-32642). 25. Reallocate one position of 1343, Investment Analyst, to 1346, Investment Officer (19-32643).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #401711, job code 1129, Specialist Clerk II, (Spanish-Speaking Specialty), effective 3/24/19.
Probation Department	2. Remove the specialty designation for one position #303000, job code 6216, Juvenile Institutional Officer, (Male Only Specialty), effective 3/24/19. 3. Remove the specialty designation for seven positions #302917, 302805, 302947, 302799, 302828, 302723, 302793, job code 6216, Juvenile Institutional Officer, (Male Only Specialty), effective 3/24/19.
Social Services Agency	4. Remove the specialty designation for one position #308212, job code 1128, Specialist Clerk I, (Public Authority Specialty), effective 3/24/19.

IV. CONSENT MATTERS	
G. <u>Classification Specifications</u>	
ACMEA Confidential Unit	1. Adopt the revised classification specification for 4920, Executive Assistant to the General Manager, Zone 7.
Unrepresented - Management	2. Adopt the revised classification specification for 1836, Infrastructure Services Engineer. 3. Revise and retitle 5045, Director, Behavioral Health Care Services to 5045, Director, Behavioral Health and adopt the classification specification. 4. Revise and retitle 5078, Deputy Director, Behavioral Health Care Services to 5078, Deputy Director, Behavioral Health and adopt the classification specification.