



***Summary Action Minutes***  
**ALAMEDA COUNTY**  
***CIVIL SERVICE COMMISSION***

**Wednesday, January 17, 2018**

**(Minutes Subject to Approval at January 31, 2018 Meeting)**

The Civil Service Commission will meet **Wednesday, January 31, 2018** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

Commissioners: **All Present**

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF DECEMBER 20, 2017 AS MAILED. 5-0**

**III. PUBLIC COMMENTS: None**

**IV. APPROVED CONSENT MATTERS - Pages 3 - 6 5-0**

**V. COMMUNICATION(S)**

From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820,  
Duration of Probationary Period

**STAFF RECOMMENDATION: Adopted Rule Change 5-0**

**VI. ELECTION OF CIVIL SERVICE COMMISSION OFFICERS:**

**Pursuant to Rule 1154 to complete the vacated Officers term, Commissioner Arlene Lum  
elected President and Commissioner Barbra Luna elected Vice President. 5-0**

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

**VIII. 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

**IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION: No Actions**

**X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:**

Commissioner Booth announced his last Civil Service Commission meeting will be June 20, 2018.

HRS Director, Joe Angelo, introduced Rudy Esparza as the Interim Division Manager and Monique Hill as the Interim Personnel Services Manager.

**XI. ADJOURNMENT 5-0**

#### IV. CONSENT MATTERS - APPROVED

##### A. Reinstatement Request(s)

1. Tanya Cagnolatti, Administrative Specialist II, Probation Department
2. Tess Drake, Financial Services Specialist I, Health Care Services Agency
3. Ursula Leah Hunter, Child Welfare Worker II, Social Services Agency
4. Cheryl Narvaez, Program Specialist, Health Care Services Agency
5. John R. Noe, Information Systems Specialist, Community Development Agency
6. Peter Pham, Sheriff's Technician, Sheriff's Office

##### B. Examination Actions – for CSC Meeting of January 17, 2018

Ordered on 12/29/17 promotional-assembled examination:

1. Emergency Services Dispatch Supervisor, LDF 1/23/18

Ordered on 1/5/18 promotional-assembled examination:

2. Supervising Financial Services Specialist, LDF 1/29/18

Ordered on 12/18/17 open-assembled examination:

3. Junior Engineer/Geologist, Zone 7, LDF 1/12/18
4. Senior Rehabilitation Counselor, LDF 1/12/18

Ordered on 12/27/17 open-assembled examination:

5. Payroll Records Clerk, LDF 1/23/18

Ordered on 12/29/17 open-assembled examination:

6. Deputy Division Director, Public Health, LDF 1/23/18

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

7. Chief Departmental Human Resources Administrator, LDF 1/29/18

Ordered on 1/4/18 open-assembled examination:

8. Deputy Sheriff Recruit, LDF 1/29/18

Ordered on 1/10/18 open-assembled examination:

9. Senior Therapist, LDF 2/5/18

Ordered on 1/12/18 open-assembled examination:

10. Senior Nutritionist, LDF 2/5/18

Ordered on 1/22/18 open-assembled examination:

11. Deputy Sheriff I-POST Academy Graduates, LDF 2/16/18

Reopened on 12/14/17 continuous examination:

12. Family Support Care Coordinator, LDF 12/28/17

Reopened on 1/8/18 continuous examination:

13. Supervising Eligibility Technician (Promotional), LDF 2/2/18

#### IV. CONSENT MATTERS - APPROVED

##### B. Examination Actions – for CSC Meeting of January 17, 2018- continued

Reinstated eligible lists:

14. Lieutenant (Promotional), #16-8620-01, terminate on 2/16/18
15. Microbiologist, #15-5605-01, terminate on 4/2/18
16. Painter, #15-9240-01, terminate on 3/1/18
17. Pediatric Occupational Therapist, #14-5850-01, terminate on 4/2/18
18. Pediatric Physical Therapist, #14-5860-01, terminate on 4/2/18

Extended eligible lists:

19. Behavioral Health Clinician I, #16-6506-01, terminate on 7/18/18
20. Fire Dispatch Supervisor, #16-8210-01, terminate on 2/1/19
21. Program Specialist (AIDS Specialty), #16-0305-04, terminate on 5/1/18

Miscellaneous:

22. Changed Family Support Care Coordinator exam #16-6706-01 from an assembled exam to a continuous exam effective 2/15/17.
23. Extended the last day for filing for Epidemiology Research Scientist, exam #17-5782-01 from 12/11/17 to 12/12/17.
24. Extended the last day for filing for Chief of Policy Standards Compliance, exam #17-6049-08 from 12/8/17 to 1/20/18.
25. Extended the last day for filing for Contract Compliance Supervisor, exam #17-0451-01 from 12/26/17 to 1/29/18.
26. Extended the last day for filing for Land Surveyor, exam #17-2148-01 from 1/2/18 to 1/23/18.
27. Extended the last day for filing for Fire Department Mechanic II, exam #17-8158-01 from 1/2/17 to 1/5/18.
28. Changed Supervising Eligibility Technician (Promotional), exam #16-1473-01 from an assembled exam to a continuous exam effective 12/22/16.
29. Extended the last day for filing for Registered Nurse II (Public Health Nurse Option), exam #17-5305-01 from 1/10/18 to 1/31/18.
30. Extended the last day for filing for Agricultural and Standards Aide (Services-As-Needed), exam #17-8202N-02 from 1/5/18 to 1/19/18.

##### C. Eligible Lists

Created, approved and ordered promulgated:

1. Assessment Supervisor I (Promotional), #17-2850-01
2. Auditor, #17-0143-01
3. County Training and Organizational Development Specialist, #17-0466-01
4. Critical Care Manager, Behavioral Health Care Services, #17-6518-01
5. Custodian (Hayward Area Recreation and Park District), #17-1130H-01
6. Epidemiology Research Scientist, #17-5782-01

**IV. CONSENT MATTERS - APPROVED**

**C. Eligible Lists - continued**

Created, approved and ordered promulgated:

7. Heavy Equipment Mechanic Helper, #17-9455-01
8. Laborer, #17-9105-01
9. Lead Call Center Representative, Department of Child Support Services (Promotional), #17-1155-01
10. Registered Health Information Coordinator, #17-1458-01
11. Supervising Criminalist, #17-8526-01

**D. Classification Recommendations - Approved**

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Reallocate one position of 5799P, Nutrition Assistant II Project to 5799, Nutrition Assistant II (Certified Breastfeeding Counselor Specialty Designation) (18-30483).</li> <li>2. Reallocate one position of 5799P, Nutrition Assistant II Project to 5799, Nutrition Assistant II (Certified Breastfeeding Counselor Specialty Designation) (18-30484).</li> <li>3. Reallocate one position of 5799P, Nutrition Assistant II Project to 5799, Nutrition Assistant II (Spanish Speaking Specialty Designation) (18-30485).</li> <li>4. Reallocate one position of 5650, Hazardous Materials Specialist to 5655, Senior Hazardous Materials Specialist (Local Oversight Program Specialty Designation) (18-30499).</li> </ol>
Information Technology	<ol style="list-style-type: none"> <li>5. Reallocate one position of 1841, Software Analyst II to 1832, Senior Infrastructure Services Analyst (18-30532).</li> </ol>
Registrar of Voters	<ol style="list-style-type: none"> <li>6. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (18-30495).</li> <li>7. Reallocate two hundred twenty-one positions of 1285, Election Canvasser to 1296N, Clerk Intermittent I Services-As-Needed (18-30529).</li> <li>8. Reallocate twelve positions of 1285, Election Canvasser to 1296N, Clerk Intermittent I Services-As-Needed (18-30530).</li> </ol>

**IV. CONSENT MATTERS - APPROVED**

**E. Specialty Designations - Approved**

<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 #310481, job code 1128, Specialist Clerk I (Spanish Speaking Specialty), effective 1/28/18.</li><li>2. Remove the specialty designation for one position #312527, job code 1128, Specialist Clerk I (Spanish Speaking Specialty), effective 1/28/18.</li><li>3. Remove the specialty designation for one position #311133, job code 0305P, Program Specialist Project (Epidemiology Specialty), effective 1/28/18.</li></ol>

**F. Classification Specifications - Approved**

	<ol style="list-style-type: none"><li>1. Recommend that the Board of Supervisors establish the classification of 1226, Administrative Legal Secretary and adopt the classification specification.</li><li>2. Revise and retitle, 5091, Adult System of Care Director, Behavioral Health Care Services to 5091, Adult/Older Adult System of Care Director, Behavioral Health Care Services and adopt the classification specification.</li><li>3. Revise and retitle, 5072, Director, Adult Community Support Centers to 5072, Alcohol and Drug Program Administrator and adopt the classification specification.</li><li>4. Adopt the revised classification specification for 5090, Training Officer, Behavioral Health Care Services.</li></ol>
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**ADJOURNMENT**

There being no further business, the meeting was adjourned.

  
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Joe Angelo, Secretary to Civil Service Commission