



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, January 30, 2019

(Minutes Subject to Approval at February 13, 2019 Meeting)

The Civil Service Commission will meet **Wednesday, February 13, 2019** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**
Secretary: **S. Gee for J. Angelo**
Chief Assistant
County Counsel: **R. Lara for A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JANUARY 16, 2019 AS MAILED. 5-0

III. PUBLIC COMMENTS:

Beatrice Liu, County Counsel, commented that she is available for questions on Agenda Item VII.-1.

Kevin Weimer, DSA Representative, commented that he is available for questions on Agenda Item VII.-1.

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

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION – HELD for Items VII.-1. And VII.-2

- 1. REPORT AND RECOMMENDATION(S): Public Employee Discipline/Dismissal/Release – Case No. 2018-06– OAH No. 2018061143 (Sheriff's Office). 3-2 (Ayes: Chang, Lum, Luna Noes: Handis, Peterson)**
- 2. Public Employment pursuant to Government Code §54957: job code 1571, Eligibility Services Technician I, Social Services Agency 5-0**
- 3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Two cases)**
- 4. 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:

For Closed Session Item VII.-1. the Commission voted 3-2 to adopt the Report and Recommendation of the Hearing Officer. (Ayes: Chang, Lum, Luna Noes: Handis, Peterson)

For Closed Session Item VII.-2. the Commission voted unanimously to deny the request for an appeal hearing.

IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:

Personnel Services Manager, Rudy Esparza, introduced two new additions to the HRS Department staff; Human Resources Analyst I, Ximena Burns and Human Resources Technician, Angelica Cuevas.

X. ADJOURNMENT 5-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

1. For Appeal Hearing Case No. 2015-25; OAH No. 2016010865, both parties have reached a settlement agreement. Removed from hearing calendar.

B. Reinstatement Request(s)

1. Suyon Chon, Payroll Records Clerk, Sheriff's Office
2. Rachael Ann Griffin, Specialist Clerk I, Social Services Agency

C. Voluntary Demotion(s)

1. Marcial Vasquez, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office

D. Examination Actions – for CSC Meeting of Janu

Ordered on 1/10/19 promotional-assembled examination:

1. Janitor Supervisor I, LDF 2/4/19

Ordered on 11/21/18 open-assembled examination:

2. Plumber, LDF 1/15/19

Ordered on 1/7/19 open-assembled examination:

3. Chief Forensic Pathologist, LDF 1/31/19

Ordered on 1/23/19 open-assembled examination:

4. Human Resources Officer II, Zone 7, LDF 2/19/19

Re-opened on 1/22/19 promotional-continuous examination:

5. Departmental Human Resources Manager, LDF 1/28/19

Extended eligible lists:

6. Building Maintenance Laborer, #17-9125-01, terminate on 5/31/19
7. Division Director, Behavioral Health Care Services (Promotional), #17-5094-01, terminate on 8/28/19
8. Procurement & Contracts Assistant, #17-1480-01, terminate on 5/31/19
9. Senior Therapist, #17-5865-01, terminate on 5/28/19

Miscellaneous:

10. Changed the Departmental Human Resources Manager, promotional exam #17-0462-01, from an assembled exam to a continuous exam effective 1/17/18.

IV. CONSENT MATTERS – APPROVED

E. Eligible Lists

Created, approved and ordered promulgated:

1. Assistant Chief of Policy and Standards Compliance, #18-6048-01
2. Civil Legal Secretary, #18-1242-01
3. Director, Public Health, #18-5044-01
4. Health Insurance Technician, #18-1485-02
5. Investigator, Probation Department, #18-8588-01
6. Library Clerk I, #18-1103-01
7. Maintenance and Construction Technician I, (HARD), #18-1122h-01
8. Secretary I, #18-1215-01
9. Senior Project Manager, General Services Agency, #18-9701-01
10. Youth and Family Services Supervisor, #18-6500-02

F. Classification Recommendations - Approved

Department:	Re:
Information Technology Department	1. Reallocate one position of 0214, Financial Services Specialist II to 0215, Senior Financial Services Specialist (19-32515).
Social Services Agency	2. Reallocate one position of 8512, Estate Manager Investigator to 8705, Deputy Public Guardian Conservator/Investigator (19-31931).

G. Specialty Designations - Approved

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #311068, job code 1314, Accounting Specialist II, (Spanish-Speaking Specialty), effective 2/3/19. 2. Remove the specialty designation for one position #401047, job code 1485, Health Insurance Technician, (Consumer/Family Specialty), effective 2/3/19. 3. Approve the specialty designation for one position #310356, job code 1120, Clerk II, (Spanish-Speaking Specialty), effective 2/3/19.


IV. CONSENT MATTERS - APPROVED

H. Classification Specifications - Approved

1. Adopt the revised classification specification for 6033, Probation Community Re-Entry and Outreach Director.
2. Adopt the revised classification specification for 9420, Auto Mechanic.
3. Adopt the revised classification specification for 6217, Institutional Supervisor I.
4. Adopt the revised classification specification for 6225, Institutional Supervisor II.

ADJOURNMENT

There being no further business, the meeting was adjourned.

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Joe Angelo, Secretary to Civil Service Commission