



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, January 31, 2018

(Minutes Subject to Approval at February 14, 2018 Meeting)

The Civil Service Commission will meet Wednesday, February 14, 2018 at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **D. Chang, A. Lum, R. Peterson**
Remote Location: B. Luna – Absent: S. Booth
Secretary: **R. Esparza for J. Angelo**
Chief Assistant
County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JANUARY 17, 2018 AS MAILED. 4-0

III. PUBLIC COMMENTS:

Comments from Social Services Agency employee, Maurica Epperson. The Commission requested Human Resource Services review the matter and prepare a report for a future agenda.

IV. APPROVED CONSENT MATTERS - Pages 3 - 5 As amended Item IV.-G-4. Pulled. 4-0

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION – Held for Item VII.-1.

1. Public Employment pursuant to Government Code §54957:
job code 6990, Transportation Worker, Probation Department **4-0**
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Five cases)
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:

For Closed Session Item VII.-1., the Commission voted 4-0 to grant the department's request.

IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: None.

X. ADJOURNMENT

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

1. Correspondence from Attorney Erin Dervin, Mastagni Holstedt, requesting an appeal hearing for Case No. 2018-01. Set for Hearing.
2. Correspondence from Attorney Matthew B. Pavone, requesting an appeal hearing for Case No. 2018-02. Set for Hearing.

B. Reinstatement Request(s)

1. Henry Chan, Sheriff's Technician, Sheriff's Office
2. Tamara Dickson, Sheriff's Technician, Sheriff's Office
3. Miya Gardere, Specialist Clerk I, Social Services Agency

C. Examination Actions – for CSC Meeting of January 31, 2018

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

1. Senior Program Specialist, LDF 2/5/18

Ordered on 1/17/18 promotional-assembled examination:

2. Departmental Human Resources Manager, LDF 2/13/18

Ordered on 12/22/17 open-assembled examination:

3. Welfare Investigator II, LDF 1/23/18

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

4. Child Welfare Worker II, LDF 2/5/18

Ordered on 1/16/18 open-assembled examination:

5. Clinical Review Specialist, LDF 2/9/18

Ordered on 1/19/18 open-assembled examination:

6. Deputy Probation Officer I, LDF 2/13/18

7. Director of Community Assessment, Planning and Evaluation, LDF 2/13/18

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

8. Deputy Sheriff II (Lateral), LDF 2/16/18

Ordered on 1/23/18 open-assembled examination:

9. Food Service Worker, LDF 2/16/18

10. Assistant Director Children System of Care, Behavioral Health
Care Services, LDF 2/16/18

Ordered on 1/26/18 open-assembled examination:

11. Treasurer-Tax Collector Specialist I, LDF 2/20/18

Ordered on 1/19/18 open-continuous examination:

12. Behavioral Health Clinician II (Forensic Specialty), LDF 2/13/18

IV. CONSENT MATTERS - APPROVED

C. Examination Actions – for CSC Meeting of January 31, 2018 - continued

Extended eligible lists:

- 13. Senior Emergency Services Coordinator, #16-8723-01, terminate on 2/28/19
- 14. Senior Management Analyst (Promotional), #16-0207-01, terminate on 4/26/18
- 15. Designated the Supervising Program Specialist, #17-0308-01, as an alternate list for Senior Program Specialist.

Miscellaneous:

- 16. Extended the last day for filing for Chief of Policy Standards Compliance, exam #17-6049-01 from 1/20/18 to 1/22/18.

D. Eligible Lists

Created, approved and ordered promulgated:

- Administrative Specialist II, #17-0219-01
- Building Equipment Maintenance Worker, #17-9665-01
- Chief Financial Manager, #17-0183-01
- Clerk Intermittent I Services-As-Needed, #17-1296N-01
- Contract Compliance Officer, #17-0481-01
- Economic Development Analyst I, #17-0251-01
- Gardener I, General Services Agency, #17-7205-01
- Instrument Technician II, Zone 7, #17-4994-01
- Senior Project Manager, General Services Agency, #17-9701-01
- Sheriff's Technician, #17-8755-01
- Social Work Supervisor, #17-6730-01
- Superintendent, Probation, #17-6235-01
- Supervising Elections Technician (Promotional), #17-1279-01
- Zoning Investigator II, #17-8680-01

E. Classification Recommendations - Approved

Department:	Re:
Health Care Services Agency	1. Reallocate one position of 1227, Administrative Secretary to 1220, Secretary II (18-30636).
Public Works Agency	2. Reallocate one position of 0206, Management Analyst to 0320, Public Information Specialist (18-30594).
Sheriff's Office	3. Reallocate one position of 0465, Chief Departmental Human Resources Administrator to 0278, Human Resources Technician (18-30584).

IV. CONSENT MATTERS - APPROVED

F. Specialty Designations - Approved

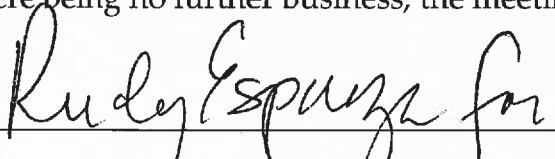
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none">1. Remove the specialty designation for one position #400028, job code 1316P, Accounting Specialist II (Project), (Spanish Speaking Specialty), effective 2/11/18.2. Remove the specialty designation for one position #310082, job code 0305, Program Specialist, (Quality Improvement Specialty), effective 2/4/18.
Human Resource Services Department	<ol style="list-style-type: none">3. Remove the specialty designation for one position #300784, job code 1129, Specialist Clerk II, (Step-Up Program Specialty), effective 1/28/18.

G. Classification Specifications - Approved

	<ol style="list-style-type: none">1. Revise and retitle 0482, Conference Center Services Representative II to Training & Education Center Customer Service Specialist and adopt the classification specification.2. Adopt the revised classification specification of 9697, Environmental Project Manager.3. Adopt the revised classification specification of 8146, Fire Captain.4. Adopt the revised classification specification of 0293, Personnel Services Manager.
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ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission