



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

**Wednesday, October 25, 2017**

**(Minutes Subject to Approval at November 8, 2017 Meeting)**

The Civil Service Commission will meet **Wednesday, November 8, 2017** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

Commissioners: **All Present**  
Secretary: **J. Angelo**  
Chief Assistant  
County Counsel: **K. Pacheco for A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF OCTOBER 11, 2017 AS MAILED. 5-0**

**III. PUBLIC COMMENTS: None**

**IV. APPROVED CONSENT MATTERS - Pages 3 - 7 5-0 As amended Item IV.-F.-2. Pulled.**

**V. COMMUNICATION(S) No Actions**

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

**VII. CLOSED SESSION**

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2016-22– OAH No. 2017010864 (Sheriff's Office). **5-0**
2. Public Employment pursuant to Government Code §54957: job code 8604, Sheriff's Office. **5-0**
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (One case)
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 5-0 to accept the report and recommendation of the Administrative Law Judge and sustained the imposed discipline.**  
**For Closed Session Item VII.-2. the Commission voted 5-0 to grant the request from the Sheriff's Office.**

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

**X. ADJOURNMENT 5-0**

#### IV. CONSENT MATTERS - APPROVED

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

1. Baohuong Tran, Registered Environmental Health Specialist, Health Care Services Agency
2. Kathleen Hannon, Librarian II (Services-As-Needed), County Library
3. Trina Peterson, Specialist Clerk II, Human Resource Services

##### B. Voluntary Demotion(s)

1. Lance Bye, Deputy Sheriff II to Regional Training Center Instructor EVOC Services-As-Needed, Sheriff's Office

##### C. Examination Actions - for CSC Meeting of October 25, 2017

Ordered on 10/6/17, promotional-assembled examination:

1. Lead Call Center Representative, Department of Child Support Services, LDF 10/31/17

Ordered on 10/6/17, open-assembled examinations:

2. Gardener I, LDF 11/1/17
3. Instrument Technician II, Zone 7, LDF 10/31/17

Ordered on 10/9/17, open-assembled examinations:

4. Janitor, Floor Specialist, LDF 11/3/17
5. Stationary Engineer, Public Works Agency, LDF 11/3/17

Ordered on 10/11/17, open-assembled examinations:

6. Personal Computer and Network Systems Analyst, ACERA, LDF 11/6/17
7. Behavioral Health Clinician II, LDF 11/6/17
8. Supervising Criminalist, LDF 11/13/17

Ordered on 10/13/17, open-assembled examinations:

9. Civil Legal Secretary, LDF 11/13/17
10. Administrative Specialist II, LDF 11/7/17

Ordered on 10/16/17, open-assembled examinations:

11. Custodian, Hayward Area Park & Recreation Dist., LDF 11/13/17

Ordered on 10/23/17, open-assembled examinations:

12. Senior Project Manager, General Services Agency, LDF 11/17/17

Ordered on 10/18/17, open-continuous examination:

13. Clerk Intermittent I (Services-As-Needed)

Reopened on 10/13/17 continuous examination:

14. Call Center Representative, Department of Child Support Services, LDF 10/27/17

**IV. CONSENT MATTERS - APPROVED**

**C. Examination Actions – for CSC Meeting of October 25, 2017, continued**

Reinstated eligible list:

15. Fire Mechanic II, #16-8158-01, terminate on 10/4/18

Extended eligible lists:

16. Administrative Specialist II, #16-0219-01, terminate on 3/7/18
17. Legal Process Clerk I, #16-1511-01, terminate on 3/30/18
18. Program Specialist (Emergency Preparedness Professionals), #15-0305-13, terminate on 3/7/18

Miscellaneous:

19. Extended the last day for filing for Financial Services Specialist II, exam #17-0214-01, from 10/9/17 to 10/30/17.
20. Changed Call Center Representative, Department of Child Support Services., exam #16-1154-01, from an assembled exam to a continuous exam eff. 12/30/16.

**D. Eligible Lists**

Created, approved and ordered promulgated:

1. Building Inspector I, #17-8305-01
2. Financial Services Specialist I, #17-0213-01
3. Fire Dispatcher, #17-8220-01
4. Heavy Equipment Operator, #16-9355-01
5. Real Estate Projects Manager, #17-9695-01
6. Registered Nurse IV (Public Health Nurse Option), #17-5320-01
7. Supervising Hazardous Materials Specialist (Certified Unified Program Agency Specialty), #17-5656-01

**E. Classification Recommendations - Approved**

| Department:                 | Re:   |
|-----------------------------|---|
| Auditor-Controller          | <ol style="list-style-type: none"> <li>1. Reallocate one position of 2090P, Public Art Program Coordinator (Project) to 2090, Public Art Program Coordinator (18-30283).</li> </ol>   |
| Health Care Services Agency | <ol style="list-style-type: none"> <li>2. Reallocate one position of 5648N, Hazardous Waste Worker Services-As-Needed to 5647, Environmental Health Maintenance Worker (16-25657).</li> <li>3. Reallocate one position of 5648N, Hazardous Waste Worker Services-As-Needed to 5647, Environmental Health Maintenance Worker (16-25658).</li> <li>4. Reallocate one position of 1128, Specialist Clerk I to 1126, Medical Clerk (18-30224).</li> </ol> |

**IV. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations - continued - Approved**

| <b>Department:</b>                | <b>Re:</b>   |
|-----------------------------------|--|
| Health Care Services Agency       | 5. Reallocate one position of 6316, Clinical Psychologist to 0207, Senior Management Analyst (18-30226).<br>6. Reallocate one position of 5650, Hazardous Materials Specialist to 5655, Senior Hazardous Materials Specialist (Local Oversight Program) (18-30239).  |
| Human Resource Services           | 7. Reallocate one position of 0293, Personnel Services Manager to 0294, Human Resource Division Manager (18-30274).<br>8. Reallocate one position of 0289, Manager, Employee Benefits Services Center to 0294, Human Resource Division Manager (18-30276).<br>9. Reallocate one position of 0473, Training & Education Center Director to 0294, Human Resource Division Manager (18-30277).<br>10. Reallocate one position of 1220, Secretary II to 0294, Human Resource Division Manager (18-30278).<br>11. Reallocate one position of 0298N, Special Examiner Services-As-Needed to 1129, Specialist Clerk II (18-30292).            |
| Information Technology Department | 12. Reallocate two positions of 0418, Technical Support Analyst to 1830, Infrastructure Services Analyst (18-30240).<br>13. Reallocate four positions of 0418, Technical Support Analyst to 1830, Infrastructure Services Analyst (18-30241).<br>14. Reallocate two positions of 0418, Technical Support Analyst to 1830, Infrastructure Services Analyst (18-30242).<br>15. Reallocate three positions of 0416, Information Systems Specialist to 1828, Infrastructure Services Technician (18-30244).<br>16. Reallocate one position of 0416, Information Systems Specialist to 1828, Infrastructure Services Technician (18-30245). |

**IV. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations - continued**

| <b>Department:</b>                | <b>Re:</b>  |
|-----------------------------------|---|
| Information Technology Department | 17. Reallocate four positions of 0416, Information Systems Specialist to 1828, Infrastructure Services Technician (18-30247).<br>18. Reallocate one position of 1829, Deputy Director., Information Technology Department to 1847, Chief Technology Officer (18-30285).<br>19. Reallocate one position of 9289, Manager, Communications Department to 1836, Infrastructure Services Engineer (18-30287).<br>20. Reallocate one position of 9289, Manager, Communications Department to 1836, Infrastructure Services Engineer (18-30289). |
| Probation Department              | 21. Reallocate one position of 6225, Institutional Supervisor II to 8586, Supervisor of Professional Standards, Probation (18-30220).<br>22. Reallocate one position of 6122, Unit Supervisor, Probation to 8587, Dir of Professional Standards, Probation (18-30221).<br>23. Reallocate one position of 0460, Departmental Personnel Officer to 0462, Departmental Human Resources Manager (18-30237).<br>24. Reallocate one position of 1125, Payroll Records Clerk to 1138, Supervising Clerk I (18-30238).                            |
| Sheriff's Office                  | 25. Reallocate one position of 0418, Technical Support Analyst to 0411, Information Systems Technician II (18-30280).   |

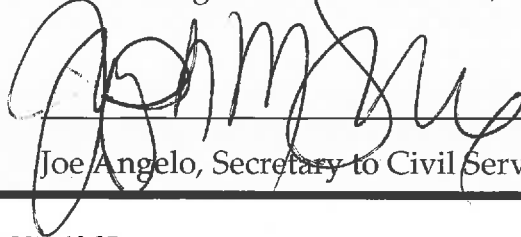
**F. Classification Specifications -**

|  |   |
|--|---|
|  | 1. Adopt the revised classification specification for 6230, Assistant Superintendent, Probation.<br>2. Adopt the revised classification specification for 6235, Superintendent, Probation.<br>3. Recommend the Board of Supervisors establish the classification of 6511, Youth and Family Services Program Assistant and adopt the classification specification. |
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**IV. CONSENT MATTERS - APPROVED**

**ADJOURNMENT**

There being no further business, the meeting was adjourned.



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Joe Angelo, Secretary to Civil Service Commission