



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

Wednesday, November 20, 2019

(Minutes Subject to Approval at December 4, 2019 Meeting)

The Civil Service Commission will meet Wednesday, December 4, 2019 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**

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF NOVEMBER 6, 2019 AS MAILED. 3-0-1**

(Ayes: Chang, Lum, Luna Abstention: Peterson)

**III. PUBLIC COMMENTS: None**

**IV. APPROVED CONSENT MATTERS - Pages 2 - 5 4-0**

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

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

**VII. CLOSED SESSION**

1. **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: No Actions**

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

Introduction and welcome of Erika Beams, new HRS Analyst in the Personnel Services Division.

**X. ADJOURNMENT 4-0**

#### IV. CONSENT MATTERS - APPROVED

##### A. Hearing Calendar

1. For Appeal Hearing Case No. 2019-03, OAH No. 2019080230, both parties have reached a settlement agreement. Removed from Hearing Calendar.

##### B. Reinstatement Request(s)

1. Tamana Moradi, Eligibility Services Technician III, Social Services Agency

##### C. Examination Actions – for CSC Meeting of November 20, 2019

Ordered on 10/18/19 open-assembled examination:

1. Real Estate Projects Manager, LDF 11/12/19

Ordered on 10/30/19 open-assembled examination:

2. Legal Process Clerk I, LDF 11/25/19

Ordered on 11/1/19 open-assembled examination:

3. Eligibility Services Technician I, LDF 11/26/19

4. Financial Analyst, Social Services Agency,

Ordered on 11/4/19 open-assembled examination:

5. Juvenile Institutional Officer Associate, LDF 12/2/19

Ordered on 11/5/19 open-assembled examination:

6. Energy Project Manager, LDF 12/2/19

Ordered on 11/13/19 open-assembled examination:

7. Associate Deputy Public Defender, LDF 12/18/19

Reopened on 11/7/19 continuous examination:

8. Librarian IV, LDF 12/6/19

Extended eligible lists:

9. Institutional Supervisor I, #17-6217-01, terminate on 5/20/20

10. Sergeant, #17-9617-01, terminate on 1/31/20

Miscellaneous:

11. Extended the last day for filing for Senior Family Support Case Manager, exam #18-6708-01 from 10/30/19 to 11/15/19.

12. Changed the Librarian IV, exam #19-4177-01, from an assembled exam to a continuous exam effective 5/6/19.

**IV. CONSENT MATTERS - APPROVED**

**D. Eligible Lists**

Created, approved and ordered promulgated:

1. Administrative Specialist II, #19-0219-02
2. Application Systems Engineer II, #19-1867-01
3. Associate Civil Engineer, #19-2021-01
4. Civil Legal Secretary, #19-1242-01
5. Elections Division Manager (Promotional), #19-1280-01
6. Environmental Program Manager, (Promotional), #19-9698-01
7. Facilities Manager-Real Property Division (Promotional), #19-9690-01
8. Fire Department EMS Quality Improvement & Education Coordinator, #18-8164-01
9. Park Equipment Operator, Hayward Area Recreation & Park District, #19-1138H-01
10. Procurement & Contracts Assistant, #19-1480-01
11. Public Works Inspector II, Construction, #19-2161-01
12. Public Works Inspector III, Construction, #19-2162-01
13. Retirement Accountant II, #19-1370-01
14. Staff Development Supervisor, #19-6797-01
15. Stationary Engineer, General Services Agency, #19-9670-01
16. Technical Support Analyst, #19-0418-01
17. Welfare Investigator II, #19-6776-01
18. Zoning Investigator II, #19-8680-01

**E. Classification Recommendations - Approved**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Reallocate one position of 6517, ACCESS Program Clinical Manager to 5094, Division Director, Behavioral Health Care Services (19-32489).</li> <li>2. Allocate one additional position of 0420P, Information Systems Manager Project (19-32582).</li> <li>3. Reallocate one position of 0214, Financial Services Specialist II, to 0206, Management Analyst (20-34029).</li> <li>4. Reallocate one position of 0219P, Administrative Specialist II Project to 0219, Administrative Specialist II (20-34030).</li> <li>5. Reallocate one position of 1128, Specialist Clerk I to 1142, Administrative Assistant (20-34161).</li> <li>6. Reallocate one position of 7879, Health Services Trainee to 0460, Departmental Human Resources Officer (20-34210).</li> </ol>

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>E. <u>Classification Recommendations</u> - continued - Approved</b>	
<b>Department:</b>	<b>Re:</b>
Retirement	7. Reallocate one position of 1344, Retirement Support Specialist to 1352, Retirement Technician (20-34157).
Social Services Agency	8. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (20-34035). 9. Reallocate one position of 1131, Data Input Clerk to 1132, Eligibility Support Clerk (20-34036). 10. Reallocate one position of 1572, Eligibility Services Technician III to 0219, Administrative Specialist II (20-34069). 11. Reallocate one position of 6779, Program Integrity Division Director to 6045, Social Services Program Manager (20-34158).
<b>F. <u>Specialty Designations</u> - Approved</b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	1. Remove the specialty designation for one position #310069, job code 5860, Pediatric Physical Therapist, (Public Health Nurse/ Certification Specialty), effective 12/1/19. 2. Remove the specialty designation for one position #311104, job code 0307P, Senior Program Specialist (Project), (AIDS Specialty), effective 12/1/19. 3. Remove the specialty designation for one position #310389, job code 5315, Registered Nurse III, (Public Health Nurse/ Certification Specialty), effective 11/30/19. 4. Approve the specialty designation for one position #310389, job code #5315, Registered Nurse III, (Public Health Nurse Certification/Tuberculosis Specialty), effective 12/1/19. 5. Approve the specialty designation for one position #310011, job code 0308, Supervising Program Specialist, (Emergency Preparedness Professional Specialty), effective 12/1/19.

**IV. CONSENT MATTERS - APPROVED**

**G. Classification Specifications - Approved**

ACMEA General Government Unit

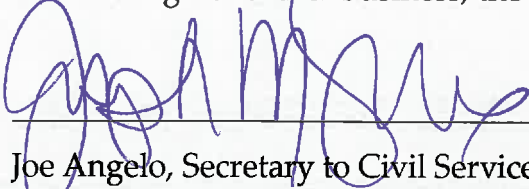
1. Revise and retitle classification 2117, Safety Officer, Public Works to 2117, Safety Officer and adopt the classification specification.

Unrepresented - Management

2. Adopt the revised classification specification 4912, Senior Auditor/Accountant, Zone 7.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.



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Joe Angelo, Secretary to Civil Service Commission