



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

**Wednesday, December 20, 2017**

**(Minutes Subject to Approval at January 17, 2018 Meeting)**

The Civil Service Commission will meet **Wednesday, January 17, 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: **K. Pacheco for A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF DECEMBER 6, 2017 AS MAILED. 5-0**

**III. PUBLIC COMMENTS: None**

**IV. APPROVED CONSENT MATTERS - Pages 2-5 5-0 As Amended Item IV.-E.-12 pulled**

**V. COMMUNICATION(S)**

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

**STAFF RECOMMENDATION: Approved Posting Rule Change 5-0**

**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:**

Commissioner Ben Tate introduced and welcomed the new CSC Commissioner Ross Peterson, who will be taking Commissioner Tate's seat in January 2018.

Secretary to the Commission, Joe Angelo, presented to Commissioner Tate a Commendation from the Board of Supervisors thanking him for his years of dedication and service to Alameda County.

**X. ADJOURNMENT 5-0**

#### IV. CONSENT MATTERS - APPROVED

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

1. Debra Sullivan, Administrative Secretary, Auditor-Controller's Office
2. Carol Brookens, Departmental Human Resources Manager, Department of Child Support Services

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

1. Francisco Diaz, Janitor, Floor Specialist to Janitor, General Services Agency

##### C. Examination Actions – for CSC Meeting of December 20, 2017

Ordered on 12/8/17, promotional-assembled examination:

1. Sergeant, LDF 1/2/18

Ordered on 11/22/17, open-assembled examination:

2. Associate Deputy Public Defender, LDF 1/4/18

Ordered on 12/4/17, open-assembled examination:

3. Superintendent, Probation, LDF 12/29/17
4. Program Specialist (Injury Prevention), LDF 12/29/17

Ordered on 12/5/17, open-assembled examination:

5. Administrative Support Manager, LDF 1/2/18

Ordered on 12/6/17, open-assembled examinations:

6. Fire Department Mechanic I, LDF 1/2/18
7. Land Surveyor, LDF 1/2/18

Ordered on 12/8/17, open-assembled examination:

8. Financial Services Officer, LDF 1/10/18

Ordered on 12/11/17, open-assembled examination:

9. Latent Fingerprint Examiner, LDF 1/5/18

Terminated eligible list:

10. Lieutenant (Promotional), #16-8620-02

Reinstated eligible lists:

11. Clinical Review Specialist, #16-6515-01, terminate on 3/10/18
12. Sergeant (Promotional), #16-8617-01, terminate on 3/5/18

Extended eligible list:

13. Elections Technician, #16-1282-01, terminate on 3/30/18

Miscellaneous:

14. Cancelled exam Program Services Coordinator (Skilled Medical Professional), exam #17-6927-01, effective 6/23/17.

**IV. CONSENT MATTERS - APPROVED**

**D. Eligible Lists**

Created, approved and ordered promulgated:

1. Assistant Chief of Policy and Standards Compliance, #17-6048-07
2. Chief Technology Officer, #17-1847-01
3. Division Commander (Promotional), #17-8635-02
4. Facilities Maintenance & Construction Supervisor, Zone 7, #17-4998-01
5. Financial Services Specialist II, #17-0214-01
6. Health Care Claims Examiner I, #17-1461-01
7. Librarian I, #17-4130-02
8. Maintenance and Construction Technician I, Hayward Area Recreation and Park District, #17-1122H-01
9. Supervisor of Professional Standards, Probation, #17-8586-01

**E. Classification Recommendations - Approved**

<b>Department:</b>	<b>Re:</b>
General Services Agency	1. Reallocate one position of 7220, Supervising Gardener to 9690, Facilities Manager (18-30432).
Health Care Services Agency	2. Reallocate one position of 0416, Information Systems Specialist to 0418, Technical Support Analyst (18-30005). 3. Reallocate one position of 5305, Registered Nurse II to 5773, Senior Public Health Investigator (18-30223). 4. Reallocate one position of 6510, Behavioral Clinician II to 6491, Mental Health Specialist II (18-30258). 5. Reallocate one position of 6497, Marriage and Family Therapist II to 6527, Behavioral Health Clinical Manager (18-30259). 6. Reallocate one position of 6510, Behavioral Clinician II to 0305, Program Specialist (18-30260). 7. Reallocate one position of 5141P, Physician IV (Project) to 5141, Physician IV (18-30457). 8. Reallocate one position of 0305, Program Specialist to 5785, Epidemiologist II (18-30490).
Human Resource Services Department	9. Reallocate one position of 0482, Conference Center Services Representative II to 0480, Training Center Customer Services Representative, Training & Education Center (18-30455).

**IV. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations - continued Approved**

<b>Department:</b>	<b>Re:</b>
Sheriff's Office	10. Reallocate one position of 1314, Accounting Specialist I to 0217, Financial Services Officer (18-30416). 11. Reallocate one position of 8604, Deputy Sheriff II to 1142, Administrative Assistant (18-30438).
Social Services Agency	12. Reallocate one position of 1221, Supervising Secretary II to 1220, Secretary II (18-30463).

**F. Specialty Designations Approved**

<b>Department:</b>	<b>Re:</b>
Social Services Agency	1. Approve the specialty designation for one position #307005, job code 6045, Program Manager (Adult and Aging Specialty), effective 12/31/17. 2. Approve the specialty designation for one position #308549, job code 6050, Division Director, Social Services Agency (Adult and Aging Specialty), effective 12/31/17.

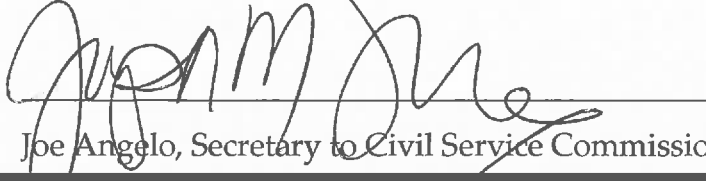
**G. Classification Specifications Approved**

	1. Revise and retitle 5069, Children System of Care Director Behavioral Health Care Services to 5069, Child/Young Adult System of Care Director Behavioral Health Care Services and adopt the classification specification. 2. Recommend that the Board of Supervisors establish the classification of 2220, Strategic Facilities Capital Planning Manager and adopt the classification specification. 3. Recommend that the Board of Supervisors establish the classification of 0296, TAP (Temporary Assignment Pool) Program Manager and adopt the classification specification.
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**IV. CONSENT MATTERS - APPROVED**

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

A handwritten signature in black ink, appearing to read "Joe Angelo", is written over a horizontal line. The signature is cursive and somewhat stylized.

Joe Angelo, Secretary to Civil Service Commission