



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, February 14, 2018

(Minutes Subject to Approval at February 28, 2018 Meeting)

The Civil Service Commission will meet **Wednesday, February 28, 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: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JANUARY 31, 2018 AS MAILED. 4-0-1
(Abstention: Booth)

III. PUBLIC COMMENTS: None

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

1. Public Employment pursuant to Government Code §54957:
job code 6745, Child Welfare Worker II, Social Services Agency **5-0**
2. Public Employment pursuant to Government Code §54957:
job code 1527, Auditor Associate I, Auditor-Controller Agency **5-0**
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 unanimously to deny the request for an appeal.
For Closed Session Item VII.-2. the Commission voted unanimously to deny the request for an appeal.

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

Commissioner Booth remarked that he was not able to participate remotely at the last meeting because of a telephone malfunction, effective immediately we have a new conference line procedure.

X. ADJOURNMENT 5-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

1. Correspondence from Matthew Nakano, Attorney with Liebert Cassidy Whitmore, that a settlement agreement has been reached for Case No. 2017-06, OAH No. 2017100994. Removed from hearing calendar
2. Correspondence from Helen Fong, Attorney with Goyette & Associates, Inc., requesting an appeal hearing for Case No. 2018-03. Set for hearing.

B. Reinstatement Request(s)

Lesley A. Ferrer, Administrative Assistant, Sheriff's Department
Sheila Green, Administrative Specialist I, Treasurer-Tax Collector
Christine Mankewich, Sheriff's Technician, Sheriff's Department
Lani Pallotta, Supervising Financial Services Specialist, Health Care Services Agency

C. Voluntary Demotion(s)

Lonnie Aguero, Juvenile Institutional Officer Associate to Specialist Clerk II

D. Examination Actions – for CSC Meeting of February 14, 2018

Ordered on 1/26/18 open assembled examination:

1. Sheriff's Safety Aide, LDF 2/20/18

Ordered on 1/29/18 open assembled examination:

2. Electrician, LDF 2/23/18
3. Employee Benefits Technician I, LDF 2/26/18

Ordered on 1/31/18 open assembled examination:

4. Librarian II, LDF 2/26/18

Ordered on 2/2/18 open assembled examination:

5. Deputy Probation Officer III, LDF 2/26/18
6. Director, Risk Management, LDF 2/26/18

Ordered on 2/5/18 open assembled examination:

7. Supervising Auditor-Appraiser II, LDF 3/1/18
8. Deputy Public Guardian-Conservator/Investigator, LDF 3/12/18

Reopened on 2/2/18 continuous examination:

9. Accounting Specialist II, LDF 2/16/18

Reinstated eligible lists:

10. Supervising Financial Services Specialist, #16-0216-01, terminate on 3/31/18
11. Lieutenant (Promotional), #16-8620-02, terminate on 7/12/18

Extended eligible list:

12. Designated the Training and Education Center Director, #17-0473-01 as an alternate list for Human Resources Division Manager

Miscellaneous:

13. Cancelled examination for Land Surveyor #17-2148-01

IV. CONSENT MATTERS - APPROVED

D. Examination Actions – for CSC Meeting of February 14, 2018

14. Changed Accounting Specialist II, exam #17-1316-01 from open-assembled to open-continuous effective 4/14/17.
15. Extended the last day for filing for Registered Nurse II (PHN Option), exam #17-5305-01, from 1/31/2018 to 2/28/18
16. Extended the last day for filing for Deputy Probation Officer I, exam #18-6108-01 from 2/13/18 to 2/28/18
17. Extended the last day for filing for Senior Nutritionist, exam #17-5794-01, from 2/5/18 to 2/15/18

E. Eligible Lists

Create, approved and ordered promulgated:

- Application Systems Engineer III, #17-1868-01
- Building Maintenance Laborer, #17-9125-01
- Civil Legal Secretary, #17-1242-02
- Departmental Human Resources Officer, #17-0460-01
- Departmental Human Resources Officer Trainee (Promotional), #17-0459-01
- Fire Department Deputy Chief (Promotional), #17-8155-01
- Latent Fingerprint Examiner, #17-8522-01
- Program/Financial Specialist, #17-0306-01
- Personal Computer & Network Systems Analyst, Alameda County
- Employees' Retirement Association, #17-1366-01

F. Classification Recommendations - Approved

Department:	Re:
General Services Agency	1. Reallocate one position of 0204, Management Associate II to 0219, Admin Specialist (18-30632).
Health Care Services Agency	2. Reallocate one position of 0305, Program Specialists to 0206, Management Analyst (18-30338). 3. Reallocate one position of 0307, Senior Program Specialist to 0206, Management Analyst (18-30339). 4. Reallocate one position of 1315, Accounting Technician to 0306, Program/Financial Specialist (18-30633). 5. Reallocate one position of 0307, Senior Program Specialist to 0307 P, Senior Program Specialist (Project) (18-30634). 6. Reallocate one position of 1128, Specialist Clerk I to 1128 P, Specialist Clerk I (Project) (18-30647).

IV. CONSENT MATTERS - APPROVED

G. Specialty Designations - Approved

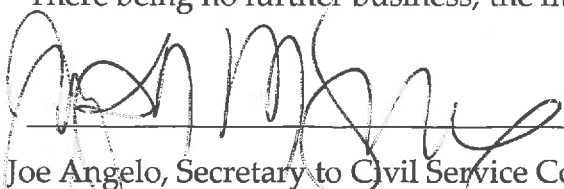
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none">1. Remove the specialty designation for one position #310709, job code 1129, Specialist Clerk II, (Consumer/Family Specialty), effective 2/25/18.2. Remove the specialty designation for one position #310035, job code 5799P, Nutrition Assistant II (Project), Certified Breastfeeding Counselor Specialty), effective 2/24/18.3. Approve the specialty designation for one position #310035, job code 5799P, Nutrition Assistant II (Project), Certified Breastfeeding Counselor/Spanish Speaking Specialty), effective 2/25/18.

H. Classification Specifications - Approved

	<ol style="list-style-type: none">1. Recommend the Board of Supervisors establish the classification of 6074, Assistant Director, Finance and Contracts, Probation Department2. Adopt the revised classification specification series for 9140, Building Maintenance Worker I and 9141, Building Maintenance Worker II.3. Adopt the revised classification specification for 9220, Carpenter.4. Adopt the revised classification specification for 0475, Director, Risk Management.5. Adopt the revised classification specification for 9240, Painter.6. Adopt the revised classification specification for 5656, Supervising Hazardous Materials Specialist.
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ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission