



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, March 14, 2018

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

The Civil Service Commission will meet **Wednesday, March 28, 2018 at 4:00 p.m.**
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **S. Booth, D. Chang, A. Lum, B. Luna**
(Absent: R. Peterson)

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF FEBRUARY 28, 2018 AS MAILED. 4-0

III. PUBLIC COMMENTS: None

IV. APPROVE CONSENT MATTERS - Pages 2 - 5 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: **4-0**
job code 7410, Janitor, General Services Agency

2. **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 unanimously voted 4-0 to deny the request for a hearing. (Absent: R. Peterson).

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

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Miya C, Gardere, Eligibility Support Clerk, Social Services Agency
2. Sze Lok Lam, Nutritionist I, Health Care Services Agency
3. Yoseph, Megdelawit, Agricultural and Standards Aide Services-As-Needed, Community Development Agency

B. Examination Actions – for CSC Meeting of March 14, 2018

Ordered on 2/23/18 promotional-assembled examination:

1. Personnel Services Manager (Personnel Services Division), LDF 3/19/18

Ordered on 2/28/18 promotional-assembled examination:

2. Fire Captain, LDF 3/30/18

Ordered on 2/9/18 open-assembled examination:

3. Financial Services Officer, LDF 3/7/18

Ordered on 2/16/18 open-assembled examination:

4. Library Page, LDF 3/13/18

Ordered on 2/22/18 open-assembled examination:

5. Training Officer Behavioral Health Care Services, LDF 3/20/18

Ordered on 2/23/18 open-assembled examination:

6. Epidemiology Research Scientist, LDF 3/19/18

Ordered on 2/26/18 open-assembled examinations:

7. Deputy County Counsel, LDF 3/23/18
8. Strategic Facilities Capital Planning Manager, LDF 3/23/18

Ordered on 3/5/18 open-assembled examination:

9. Fire Code Compliance Officer, LDF 3/29/18

Ordered on 3/7/18 open-assembled examination:

10. Division Director, LDF 4/2/18

Reopened on 2/22/18 continuous examination:

11. Registered Environmental Health Specialist, LDF 3/5/18

Reopened on 2/23/18 continuous examination:

12. Assistant Director, Children System of Care, Behavioral Health Care Services, LDF 3/16/18

Extended eligible lists:

13. Emergency Services Dispatcher I, #16-1882-01, terminate on 6/12/18
14. Fire Department Financial Services Analyst, #16-8175-01, terminate on 3/15/19

IV. CONSENT MATTERS - APPROVED

B. Examination Actions – for CSC Meeting of March 14, 2018 - continued

Miscellaneous:

15. Changed the Assistant Director, Children System of Care, Behavioral Health Care Services, exam #17-5068-01 from an assembled exam to continuous exam effective 1/13/18.
16. Extended the last day for filing for Deputy Probation Officer III, exam #18-6115-01 from 2/16/18 to 3/2/18.
17. Extended the last day for filing for Registered Nurse II (Public Health Nurse Option), exam #17-5305-01 from 2/28/18 to 3/30/18.
18. Extended the last day for filing for Librarian II, exam #17-4140-02 from 2/26/18 to 3/12/18.
19. Extended the last day for filing for Dental Health Administrator, exam #17-5525-01 from 3/5/18 to 3/19/18.

C. Eligible Lists

Created, approved and ordered promulgated:

1. Administrative Support Manager, #17-1145-01
2. Agricultural and Standards Aide (Services-As-Needed), #17-8202N-02
3. Associate Deputy Public Defender, #17-3110-01
4. Behavioral Health Clinician II (Forensic Specialty), #17-6510-02
5. Chief of Policy and Standards Compliance, #17-6049-08
6. Fire Department Mechanic II, #17-8158-01
7. Janitor, Floor Specialist, #17-7411-01
8. Junior Engineer/Geologist, Zone 7, #17-4963-01
9. Stationary Engineer, Public Works Agency, #17-9671-01
10. Supervising Financial Services Specialist (Promotional), #17-0216-01

D. Classification Recommendations - Approved

Department:	Re:
General Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 1142, Administrative Assistant to 0219, Administrative Specialist II (18-30721). 2. Reallocate one position of 2219, Medical Facilities Development Manager to 2220, Strategic Facilities Capital Planning Manager (18-30753).
Information Technology	<ol style="list-style-type: none"> 3. Reallocate one position of 1310, Account Clerk II to 1305, Account Clerk I (18-30750).
Probation Department	<ol style="list-style-type: none"> 4. Reallocate one position of 6927, Program Services Coordinator to 6118, Probation Specialist (17-29152).

IV. CONSENT MATTERS - APPROVED	
D. <u>Classification Recommendations</u> - continued - Approved	
Department:	Re:
Probation Department	<ol style="list-style-type: none"> 5. Reallocate one position of 0229, Administrative/Financial Services Manager to 6074, Assistant Director, Finance and Contracts, Probation (18-29851). 6. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6073, Finance and Contracts Director, Probation (18-30757). 7. Reallocate one position of 6990N, Transportation Worker Services-As-Needed to 1142, Administrative Assistant (18-30782).
E. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #310910, job code 0305, Program Specialist, (Substance Use Disorder/Criminal Justice Specialty), effective 3/25/18. 2. Remove the specialty designation for one position #401040, job code 6492, Mental Health Specialist III, (Spanish-Speaking Specialty), effective 3/25/18. 3. Approve the specialty designation for one position #310514, job code 6510, Behavioral Health Clinician II, (Forensic Specialty), effective 3/25/18. 4. Approve the specialty designation for one position #401040, job code 6492, Mental Health Specialist III, (Forensic/Spanish-Speaking Specialty), effective 3/25/18. 5. Approve the specialty designation for one position #310082, job code 0305, Program Specialist, (Quality Improvement Specialty), effective 3/25/18.
Social Services Agency	<ol style="list-style-type: none"> 6. Approve the specialty designation for one position #308175, job code 1132, Eligibility Support Clerk, (Spanish-Speaking Specialty), effective 3/25/18.

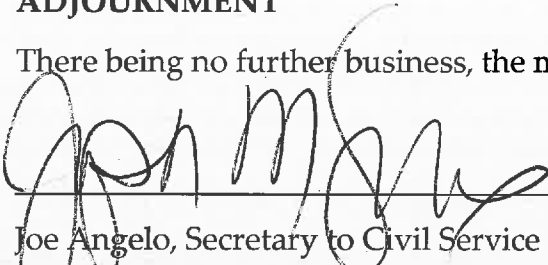
IV. CONSENT MATTERS - APPROVED

F. Classification Specifications - Approved

1. Adopt the revised classification specification for 6770, Adult Protective Services Supervisor.
2. Adopt the revised classification specification for 1866, Application Systems Engineer I.
3. Adopt the revised classification specification for 6730, Social Work Supervisor.
4. Adopt the revised classification specification for 1371, Retirement Accountant III.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission