



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, April 11, 2018

(Minutes Subject to Approval at April 25, 2018 Meeting)

The Civil Service Commission will meet **Wednesday, April 25, 2018** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**
Remote Locations: B. Luna and S. Booth

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF MARCH 28, 2018 AS MAILED. 5-0

III. PUBLIC COMMENTS: None

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

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
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: None

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

X. ADJOURNMENT 5-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

Correspondence from the Law Offices of Attorney Gregory Slatoff, requesting an appeal hearing for Case No. 2018-04. Set for hearing.

B. Reinstatement Request(s)

Gloria Carroll, Child Welfare Supervisor, Social Services Agency

C. Examination Actions – for CSC Meeting of April 11, 2018

Ordered on 4/25/18 promotional-assembled examination:

1. Fire Battalion Chief, LDF 5/25/18

Ordered on 3/14/18 open-assembled examination:

2. Probation Specialist, LDF 4/9/18

Ordered on 3/21/18 open-assembled examination:

3. Social Worker I, LDF 4/16/18

Ordered on 3/22/18 open-assembled examination:

4. Accounting Supervisor (Hayward Area Recreation & Park District), LDF 4/16/18

Ordered on 3/23/18 open-assembled examination:

5. Finance and Contracts Director, Probation, LDF 4/16/18

6. Supervising Criminalist, LDF 4/16/18

Ordered on 3/30/18 open-assembled examination:

7. Accountant, LDF 4/23/18

Ordered on 4/6//18 open-assembled examination:

8. Fire Dispatcher Trainee, LDF 5/2/18

Ordered on 4/23/18 open-assembled examination:

9. Fire Department Plan Checker, LDF 5/17/18

Reopened on 3/26/18 continuous examination:

10. Payroll Records Clerk, LDF 4/16/18

Reinstated eligible list:

11. Elections Technician, #16-1282-01, terminate on 6/13/18

Miscellaneous:

12. Extended the last day for filing for Strategic Facilities Capital Planning Manager, exam #18-2220-01, from 3/23/18 to 4/13/18.

13. Extended the last day for filing for Epidemiology Research Scientist, exam #18-5782-01, from 3/26/18 to 4/17/18.

14. Extended the last day for filing for Senior Clinical Case Manager, Center for Healthy Schools and Communities, exam #17-6646-01 from 3/26/18 to 4/9/18.

IV. CONSENT MATTERS - APPROVED

C. Examination Actions – for CSC Meeting of April 11, 2018 - continued

Miscellaneous:

15. Changed the Payroll Records Clerk, exam #17-1125-01 from an assembled exam to a continuous exam effective 2/9/18.
16. Changed Dental Health Administrator, exam #17-5525-01, from an assembled exam to continuous exam effective 2/9/18 and extend the last day to file from 4/2/18 to continuous.

D. Eligible Lists

Created, approved and ordered promulgated:

1. Assistant Director, Children System of Care, Behavioral Health Care Services, #17-5068-01
2. Chief Departmental Human Resources Administrator, #17-0465-01
3. Departmental Human Resources Manager (Promotional), #17-0462-01
4. Emergency Services Dispatch Supervisor (Promotional), #17-1887-01
5. Personnel Services Manager (Personnel Services Division) (Promotional), #18-0293-01
6. Senior Nutritionist, #17-5794-01
7. Senior Program Specialist (Promotional), #17-0307-01
8. Supervising Auditor-Appraiser II, #18-2720-01
9. Supervising Hazardous Materials Specialist (Household Hazardous Waste Specialty), #17-5656-02
10. Temporary Assignment Pool (TAP) Program Manager, #18-0296-01

E. Classification Recommendations - Approved

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 7879, Health Services Trainee to 1120, Clerk II (18-30591). 2. Reallocate one position of 7879, Health Services Trainee to 5510P, Dental Assistant (Project) (18-30689). 3. Reallocate one position of 6706, Family Support Care Coordinator to 6701P, Community Outreach Worker II (Project) (18-30867). 4. Reallocate one position of 6706, Family Support Care Coordinator to 6701P, Community Outreach Worker II (Project) (18-30868).

IV. CONSENT MATTERS - APPROVED

E. Classification Recommendations continued - Approved

Department:	Re:
Health Care Services Agency	5. Reallocate one position of 0411, Information Systems Technician II to 0418, Technical Support Analyst (18-30870).
Information Technology	6. Reallocate one position of 0420, Info Systems Manager to 1832, Senior Infrastructure Services Analyst (18-30912).
Registrar of Voters	7. Reallocate one position of 1296N, Clerk Intermittent I Services-As-Needed to 1297N, Clerk Intermittent II Services-As-Needed (18-30917).
Retirement	8. Reallocate one position of 1354, Administrative Support Specialist, ACERA to 0219, Administrative Specialist II (18-30451). 9. Reallocate one position of 1142, Administrative Assistant to 0219, Administrative Specialist II (18-30739).
Social Services Agency	10. Reallocate one position of 1139, Supervising Clerk II to 1138, Supervising Clerk I (18-30901).

F. Specialty Designations - Approved

Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #309936, job code 6701, Community Outreach Worker II, (Web Developer Specialty), effective 4/22/18. 2. Remove the specialty designation for one position #401478, job code 0305, Program Specialist, (Skilled Medical Professional/Mental Health Specialty), effective 4/22/18. 3. Approve the specialty designation for one position #310190, job code 6701P, Community Outreach Worker II Project, (Tongan Speaking Specialty), effective 4/22/18. 4. Approve the specialty designation for one position #311265, job code 5656, Supervising Hazardous Materials Specialist (Household Waste Specialty), effective 4/22/18.

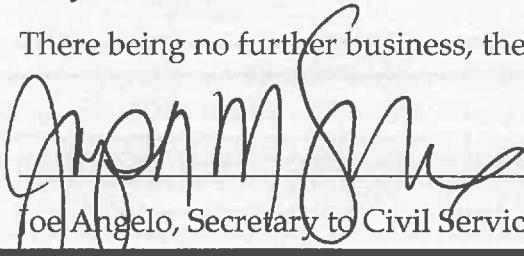
IV. CONSENT MATTERS - APPROVED

G. Classification Specifications - Approved

1. Adopt the revised classification specification for 6124, Deputy Chief Probation Officer.
2. Adopt the revised classification specification for 6070, Financial Services Deputy Director, Social Services Agency.
3. Adopt the revised classification specification for 8150, Fire Battalion Chief.
4. Adopt the revised classification specification for 8131, Fire Department Plan Checker.
5. Revise and retitle 9689, Landscape Supervisor to 9689, Landscape and Grounds Supervisor and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission