



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, June 20, 2018

(Minutes Subject to Approval at July 18, 2018 Meeting)

The Civil Service Commission will meet **Wednesday, July 18, 2018** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

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

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JUNE 6, 2018 AS MAILED. 4-0

III. PUBLIC COMMENTS: None

IV. APPROVED CONSENT MATTERS - Pages 3 - 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:
job code 1129, Specialist Clerk II, Social Services Agency **4-0**
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
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 unanimously voted 4-0 to deny the
request for a hearing.**

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

Director Joe Angelo, acknowledged and thanked Commissioner Stephen Booth for his dedication and years of service at his last meeting with the Civil Service Commission. Commissioner Arlene Lum and fellow commissioners also thanked Stephen Booth for his service.

Commissioner Booth thanked all of the previous HR directors, County Counsel and staff for their support during his term with the CSC.

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Akhil Jain, Financial Services Specialist II, Community Development Agency
2. Elizabeth Celia Roberts, Specialist Clerk I, Social Services Agency

B. Voluntary Demotion(s)

1. Manuel Arce, Specialist Clerk II to Human Resources Assistant I, Human Resource Services Department

C. Examination Actions – for CSC Meeting of June 20, 2018

Ordered on 5/28/18, open-assembled examination:

1. Plant Mechanic, Zone 7, LDF 6/21/18

Ordered on 6/1/18, open-assembled examination:

2. Reserve Firefighter, LDF 7/2/18

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

3. Human Resources Division Manager, LDF 7/2/18
4. Landscape and Grounds Supervisor, LDF 7/2/18

Reinstated eligible list:

5. Deputy Sheriff's Recruit, #16-8601-01, terminate on 9/15/18

Extended eligible list:

6. Administrative Assistant, Zone 7, #17-4918-01, terminate on 1/5/19
7. Designated the Administrative Assistant, Zone 7, exam #17-4918-01 as an alternate list for Administrative Assistant exam.

Miscellaneous:

8. Extended the last day for filing for Housing and Community Development Manager (Housing Project Coordinator), exam #18-2960-01 from 6/4/18 to 6/25/18.

D. Eligible Lists

Created, approved and ordered promulgated:

1. Auditor-Appraiser III, #18-2715-01
2. Financial Services Officer, #17-0217-01
3. Library Page, #17-1109-01
4. Payroll Records Clerk, #17-1125-01
5. Physician IV (Communicable Disease), #17-5141-01
6. Risk/Human Resources Specialist (Hayward Area Parks & Recreation District) #18-1103H-01

IV. CONSENT MATTERS - APPROVED	
E. <u>Classification Recommendations</u> - Approved	
Department:	Re:
Board of Supervisors	1. Reallocate one position of 0495, Supervisor's Assistant to 1091, Retired Annuitant II (18-31436).
General Services Agency	2. Reallocate one position of 9108, Maintenance Aide II to 9700, Project Manager, General Services Agency (18-31313). 3. Reallocate one position of 9405, Auto Service Worker to 9420, Auto Mechanic (18-31314).
Health Care Services Agency	4. Reallocate one position of 0204, Management Associate II to 0307, Senior Program Specialist (18-31227). 5. Reallocate one position of 1091, Retired Annuitant II to 0232, Executive Programs Coordinator (18-31420). 6. Reallocate one position of 1220, Secretary II to 5044, Director, Public Health (18-31437).
Social Services Agency	6. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (Spanish Speaking Specialty) (17-29845). 7. Reallocate one position of 1129, Specialist Clerk II to 0219, Administrative Specialist II (18-31167).
F. <u>Specialty Designations</u> - Approved	
Department:	Re:
Health Care Services Agency	1. Approved the specialty designation for two positions #310039, 311052, job code 6720, Social Worker III, (Homeless Program Specialty), effective 6/24/18.

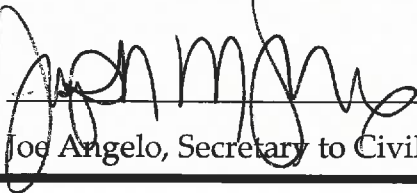
IV. CONSENT MATTERS - Approved

G. Classification Specifications - Approved

1. Adopt the revised classification specification for 0282, Benefits Analyst.
2. Adopt the revised classification specification for 0257, Deputy County Administrator.
3. Recommend the Board of Supervisors establish 6076, Probation Contracts and Grants Administrative Manager and adopt the classification specification.
4. Adopt the revised classification specification for 2925, Planner I.
5. Adopt the revised classification specification for 2930, Planner II.
6. Adopt the revised classification specification for 2935, Planner III.
7. Adopt the revised classification specification for 6500, Youth and Family Services Supervisor.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission