



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, July 5, 2017

(Minutes Subject to Approval at July 19, 2017 Meeting)

The Civil Service Commission will meet **Wednesday, July 19, 2017** 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 JUNE 21, 2017 AS MAILED. 5-0

III. PUBLIC COMMENTS: None

IV. APPROVED CONSENT MATTERS - Pages 2 - 4 5-0

V. COMMUNICATION(S)

Excerpt from the 2016-2017 Alameda County Grand Jury Final Report (County Counsel; for information only). **Received and filed.**

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 welcomed the new Secretary to the Civil Service Commission and Director of Human Resource Services, Joe Angelo.

X. ADJOURNMENT 5-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

Ericka Franklin, Administrative Assistant (Project), Health Care Services Agency

B. Voluntary Demotion(s)

Nicole Radford, Adult Protective Services Supervisor to Adult Protective Services Worker II, Social Services Agency

C. Examination Actions – for CSC Meeting of July 5, 2017

Ordered on 6/19/17 promotional-assembled examination:

1. Maintenance and Construction Tech II, HARD, LDF 7/17/17

Ordered on 6/23/17 promotional-assembled examination:

2. Senior Vector Control Biologist, LDF 7/18/17

Ordered on 6/6/17 open-assembled examination:

3. Procurement and Contracts Supervisor, LDF 7/5/17

Ordered on 6/13/17 open-assembled examination:

4. Stationary Engineer, General Services Agency, LDF 7/10/17

Ordered on 6/16/17 open-assembled examination:

5. Deputy Probation Officer III, LDF 7/11/17

6. Registered Dental Assistant, LDF 7/12/17

Ordered on 6/21/17 open-assembled examination:

7. Chief of Policy and Standards Compliance, LDF 7/17/17

8. Assistant Chief of Policy and Standards Compliance, LDF 7/17/17

9. Procurement & Contracts Specialist I, LDF 7/17/17

Ordered on 6/22/17 open-assembled examination:

10. Behavioral Health Clinical Manager, LDF 7/17/17

Ordered on 6/23/17 open-assembled examination:

11. Chief Deputy Librarian, LDF 7/23/17

12. Program Services Coordinator (Skilled Medical Professional), LDF 7/18/17

Reopened on 6/23/17 continuous examinations:

13. Administrative Assistant, LDF 7/19/17

14. Criminalist II, LDF 7/19/17

Reinstated eligible list:

15. Assistant Deputy Director, Community Development Agency (Planning Option) (Promotional), #16-2953-01, terminate on 9/19/17

Extended eligible list:

16. Senior Program Specialist, #15-0307-02, terminate on 11/3/17

17. Veterans Service Representative, #16-1476-01, terminate on 1/20/18

IV. CONSENT MATTERS - APPROVED

C. Examination Actions – for CSC Meeting of July 5, 2017 – continued.

Miscellaneous:

18. Changed Administrative Assistant, exam #16-1142-01, from an assembled exam to a continuous exam effective 8/8/16.
19. Extended the last day for filing for Physician III (Psychiatric Specialty), exam #17-5139-01, from 6/26/17 to 7/10/17.

D. Eligible Lists

Created, approved and ordered promulgated:

1. Administrative Assistant, Zone 7, #17-4918-01
2. Associate Program Specialist, #16-0301-01
3. Deputy Director, Behavioral Health Care Services, #17-5078-01
4. Environmental Health Technician, #17-5649-01
5. Field Maintenance Superintendent #17-9527-01
6. Housing & Community Development Specialist III, #16-2966-02
7. Public Health Investigator, #16-5770-01
8. Maternal Paternal Child and Adolescent Administrator, #16-5086-01
9. Supervising Clerk II, #17-1139-01

E. Classification Recommendations - Approved

Department:	Re:
Alameda County Fire Department	1. Reallocate one position of 8154, Fire Department Secretary II to 8159, Fire Department Specialist Clerk (17-29799).
Health Care Services Agency	2. Allocate two additional positions of 0419P, Information Systems Analyst (Project) (17-29652). 3. Allocate one additional position of 0420P, Information Systems Manager (Project) (17-29718).
Social Services Agency	4. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-28950). 5. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-28951). 6. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-28952). 7. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-28953).

IV. CONSENT MATTERS - APPROVED

E. Classification Recommendations - continued - Approved

Department:	Re:
Social Services Agency	8. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (17-29423). 9. Allocate one additional position of 0304, Senior Program Systems Coordinator (17-29559).
Treasurer-Tax Collector	10. Reallocate one position of 0132, Accountant to 0159, Investment Specialist (17-28197).

F. Specialty Designations - Approved

Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310386, job code #5770, Public Health Investigator, (Vietnamese Speaking Specialty), effective 7/16/17.

G. Classification Specifications - Approved

	1. Recommend that the Board of Supervisors establish the classification of 0358, Countywide Initiatives Program Coordinator and adopt the classification specification. 2. Revise and retitle 1735, Manager, Property and Salvage Division to 1735, Property and Salvage Supervisor.
--	---

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission