



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, September 27, 2017

(Minutes Subject to Approval at October 11, 2017 Meeting)

The Civil Service Commission will meet Wednesday, October 11, 2017 at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

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

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF SEPTEMBER 13, 2017 AS MAILED. 4-0

III. PUBLIC COMMENTS: None

IV. APPROVED CONSENT MATTERS - Pages 3 - 6 4-0

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff in response to Rona Rothenberg's appeal of the Consent Matter action taken August 30, 2017, to designate the Chief Deputy of Operations, General Services Agency eligible list as an alternate list for the Deputy Director, GSA Capital Programs.

The Commission voted 3-1 to deny the appeal and reactivate the eligible list for Deputy Director, GSA Capital Programs, #16-0194-01 for a period of 7 additional months for future vacancies allowing continuance of the certification process. It is the intent of the Commission that the General Services Agency will be allowed to continue to use the Chief Deputy of Operations, GSA (#17-0195-01) as an alternate list for one hiring selection to fill the position of Deputy Director, GSA Capital Programs.

(Ayes: Booth, Lum, Tate Noes: Chang.)

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: None

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

Joyce Wei, Financial Services Specialist I, Health Care Services Agency

B. Voluntary Demotion(s)

Yvette Ybarra, Administrative Specialist II to Department Human Resources
Officer Trainee, Sheriff's Office

C. Examination Actions – for CSC Meeting of September 27, 2017

Ordered on 9/12/17 open-assembled examinations:

1. Laborer, LDF 10/9/17

Ordered on 9/13/17 open-assembled examinations:

2. Financial Services Specialist II, LDF 10/9/17

Ordered on 9/14/17 open-assembled examination:

3. Building Equipment Maintenance Worker, LDF 10/9/17

Ordered on 9/15/17 open-assembled examination:

4. Director of Professional Standards, Probation, LDF 10/10/17

Ordered on 9/18/17 open-assembled examination:

5. Health Care Claims Examiner I, LDF 10/13/17

Ordered on 9/22/17 open-assembled examination:

6. Supervisor of Professional Standards, Probation, LDF 10/17/17

Reopened on 9/8/17 continuous examination:

7. Staff Development Specialist, LDF 9/25/17

Reinstated eligible list:

8. Captain (Promotional), #14-8625-01, terminate on 12/6/17

Extended eligible lists:

9. Fire Department Account Clerk, #16-8160-01, terminate on 11/9/18

10. Fire Emergency Medical Dispatch Quality Assurance
Coordinator, #16-8173-01, terminate on 12/26/18.

11. Designated the Assistant Public Guardian-Conservator, exam #16-8509-01 as an alternate list for Deputy Assistant Public Guardian-Conservator/Investigator.

Miscellaneous:

12. Extended the last day for filing for Supervising Hazardous Materials Specialist (CUPA Specialty), exam #17-5656-01 from 9/6/17 to 9/27/17.

13. Extended the last day for filing for Water Plant Operator II, Zone 7, exam #17-4943-01 from 9/11/17 to 9/25/17.

14. Changed the Staff Development Specialist, exam #17-6796-01, from an assembled exam to continuous exam effective 4/25/17.

IV. CONSENT MATTERS - APPROVED

D. Eligible Lists

Created, approved and ordered promulgated:

1. Behavioral Health Clinical Manager, #17-6527-01
2. Deputy Director, Public Works Agency, #17-2047-01
3. Eligibility Services Technician I, #17-1570-01
4. Janitor, #17-7410-10
5. Procurement & Contracts Specialist I, #17-0172-01
6. Property and Salvage Supervisor (Promotional), #17-1735-01
7. Senior Vector Control Biologist (Promotional), #17-5691-01
8. Stationary Engineer, General Services Agency, #17-9670-01
9. Street Sweeper Operator, #16-9317-01
10. Supervising Civil Engineer (Facilities Inspection Option), #17-2025-01
11. Training and Education Center Director, #17-0473-01

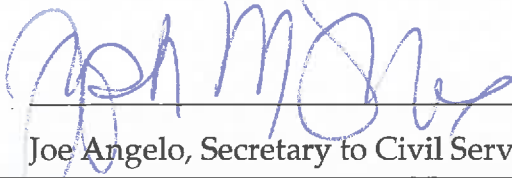
E. Classification Recommendations - Approved

Department:	Re:
General Services Agency	1. Reallocate one position of 0173, Procurement & Contracts Specialist II to 0175, Procurement & Contracts Supervisor (18-30107).
Health Care Services Agency	2. Allocate two additional positions of 0214, Financial Services Specialist II (18-29853). 3. Allocate one additional position of 0214, Financial Services Specialist II (18-29854). 4. Allocate one additional position of 0215, Senior Financial Services Specialist (18-29855). 5. Allocate one additional position of 1142, Administrative Assistant (18-29856). 6. Allocate one additional position of 0307P, Senior Program Specialist Project (Homeless Program Specialty) (18-29932). 7. Reallocate one position of 6510, Behavioral Clinician II to 6525, Behavioral Health Clinician Supervisor (18-30069). 8. Reallocate one position of 1131, Data Input Clerk to 1126, Medical Clerk (18-30072).
Human Resource Services Department	9. Reallocate one position of 0263, Employee Benefits Specialist to 0282, Benefits Analyst (18-30186).

IV. CONSENT MATTERS - APPROVED	
E. <u>Classification Recommendations</u> - continued - Approved	
Department:	Re:
Sheriff's Office	<ul style="list-style-type: none"> 10. Reallocate two positions of 6501, Youth and Family Services Therapist I to 0307, Senior Program Specialist (18-30119). 11. Reallocate one position of 8604, Deputy Sheriff II to 1128, Specialist Clerk I (18-30152).
Social Services Agency	<ul style="list-style-type: none"> 12. Allocate six additional positions of 1573, Eligibility Services Technician IV (17-29720).
F. <u>Specialty Designations</u> - Approved	
Department:	Re:
Health Care Services Agency	<ul style="list-style-type: none"> 1. Remove the specialty designation for one position #401113, job code 6527, Behavioral Health Clinical Manager, (Criminal Justice Specialty), effective 10/8/17. 2. Approve the specialty designation for one position #400549, job code 6510, Behavioral Health Clinical II, (Early Childhood/Spanish Speaking Specialty), effective 10/8/17.
Social Services Agency	<ul style="list-style-type: none"> 3. Approve the specialty designation for one position #402582, job code 6045, Program Manager, (Adult and Aging Specialty), effective 10/8/17.
G. <u>Classification Specifications</u> - Approved	
	<ul style="list-style-type: none"> 1. Adopt the revised classification specification for 6750, Child Welfare Supervisor. 2. Adopt the revised classification specification for 5083, Deputy Division Director, Public Health. 3. Recommend that the Board of Supervisors establish the classification of 4960, Retired Annuitant, Zone 7 and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

A handwritten signature in blue ink, appearing to read "Joe Angelo", is written over a horizontal line.

Joe Angelo, Secretary to Civil Service Commission