



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, January 29, 2020

(Minutes Subject to Approval at February 26, 2020 Meeting)

The Civil Service Commission will meet **Wednesday, February 26, 2020** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

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

Secretary: **S. Gee for J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JANUARY 15, 2020 AS MAILED. 3-0

III. PUBLIC COMMENTS: None

IV. APPROVED CONSENT MATTERS - Pages 2 – 5, As amended IV, D.8 pulled, 3-0

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 3-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

1. Correspondence from Deputy County Counsel, Tivonna Stern, in this matter that both parties have reached a settlement agreement for Case No. 2019-05; OAH No. 2019070347. Removed from hearing calendar.

B. Reinstatement Request(s)

1. Shanna Connor, Deputy County Counsel, County Counsel
2. Marquita McElroy, Janitor, General Services Agency
3. Betty Pena, Specialist Clerk I, Community Development Agency

C. Voluntary Demotion(s)

1. Nai Saephan, Supervising Clerk II to Specialist Clerk II, Social Services Agency
2. Carlos Sanchez, Assistant Agency Director to Program Integrity Division Director, Social Services Agency

D. Examination Actions – for CSC Meeting of January 29, 2020

Ordered on 1/9/20 open-assembled examination:

1. Financial Services Director, Health Care Services Agency, LDF 2/3/20

Ordered on 1/10/20 open-assembled examination:

2. Administrative Assistant, LDF 2/4/20

Ordered on 1/15/20 open-assembled examination:

3. Senior Land Surveyor, LDF 2/10/20

Ordered on 1/16/20 open-assembled examination:

4. Administrative Secretary, LDF 2/10/20

Ordered on 1/17/20 open-assembled examination:

5. Human Resource Technician, LDF 2/11/20

Extended the eligible list:

6. Customer Service Representative, Department of Child Support Services, #18-1154-01, terminated on 2/15/21
7. Water Facilities Supervisor, Zone 7, #18-4990-01, terminated on 6/30/20

IV. CONSENT MATTERS - APPROVED

D. Examination Actions – for CSC Meeting of January 29, 2020 - continued

Miscellaneous:

8. Extended the last day for filing for Information Systems Analyst, exam #19-0419-01 from 1/6/20 to 1/13/20.
9. Extended the last day for filing for Chief Forensic Pathologist, exam #18-5149-01, from 1/10/20 to 1/24/20.
10. Undesignated Departmental Human Resources Officer, exam #19-0460-01, as an alternate list for Labor Relations Analyst I.
11. Cancelled the Fire Departmental Division Chief, exam #19-8130-0, effective 12/20/19.

E. Eligible Lists

Created, approved and ordered promulgated:

1. Accounting Specialist I, #18-1314-01
2. Deputy Probation Officer III, #19-6115-01
3. Deputy Sheriff I – Post Academy Graduate, #19-8602-01
4. Housing and Community Development Specialist I, #19-2964-03
5. Staff Development Specialist, #19-6796-01

F. Classification Recommendations - Approved

Department:	Re:
Community Development Agency	1. Reallocate one position of 2996P, Healthy Homes Community Development Specialist III Project to 2957, Healthy Housing Rehabilitation Specialist III (20-34542).
Health Care Services Agency	2. Reallocate one position of 1310, Account Clerk II to 1314, Accounting Specialist I (19-33247). 3. Reallocate one position of 6525, Behavioral Health Clinical Supervisor to 6514, Behavioral Health Crisis Intervention Specialist Supervisor (20-34142). 4. Reallocate one position of 1215, Secretary I to 5620, Director of Public Health Laboratory Services (20-34566).

IV. CONSENT MATTERS - APPROVED	
F. <u>Classification Recommendations - continued Approved</u>	
Department:	Re:
Human Resource Services	5. Reallocate one position of 0275N, Human Resources Intern Services-As-Needed to 0280, Human Resources Analyst II (20-34573). 6. Reallocate one position of 0278, Human Resources Technician to 0219, Administrative Specialist II (20-34607).
Information Technology	7. Reallocate one position of 1220, Secretary II to 1316, Accounting Specialist II (20-34151). 8. Reallocate one position of 1832, Senior Infrastructure Services Analyst to 1830, Infrastructure Services Analyst (20-34359). 9. Reallocate one position of 1836, Infrastructure Services Engineer to 1830, Infrastructure Services Analyst (20-34360).
Public Defender	10. Allocate one additional position of 3110P, Associate Deputy Public Defender Project (Immigration Specialty) (20-34558).
Sheriff's Office	11. Allocate one additional position of 0217, Financial Services Officer (20-33932).
Social Services Agency	12. Reallocate one position of 6720, Social Worker III to 0305, Program Specialist (20-34356). 13. Reallocate one position of 1091, Retired Annuitant II to 0209, Financial Analyst, Social Services Agency (20-34564). 14. Reallocate one position of 1091, Retired Annuitant II to 0209, Financial Analyst, Social Services Agency (20-34565).

IV. CONSENT MATTERS - APPROVED

G. Specialty Designations Approved

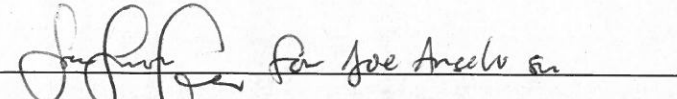
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none">1. Remove the specialty designation for one position, #401708, job code 0307, Senior Program Specialist, (Quality Improvement Specialty), effective 2/3/20.2. Remove the specialty designation for one position #310782, job code 1128, Specialist Clerk I, (Spanish-Speaking Specialty), effective 2/9/20.
Social Services Agency	<ol style="list-style-type: none">3. Remove the specialty designation for one position, #308729, job code 0219, Administrative Specialist II, (Public Authority Specialty), effective 2/9/20.4. Remove the specialty designation for one position, #402505, job code 1139, Supervising Clerk II, (Public Authority Specialty), effective 2/9/20.

H. Classification Specifications - Approved

ACMEA General Government Unit	<ol style="list-style-type: none">1. Retitle and revise 0279, Human Resources Analyst I to 0279, Human Resources Analyst Trainee and adopt the classification specification.2. Retitle and revise 0291, Human Resources Analyst III to 0291, Human Resources Analyst and adopt the revised classification specification
Unrepresented - Management	<ol style="list-style-type: none">3. Retitle and revise 0293, Personnel Services Manager to 0293, Personnel Services Program Manager and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission