



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, October 10, 2018

(Minutes Subject to Approval at October 24, 2018 Meeting)

The Civil Service Commission will meet **Wednesday, October 24, 2018** 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 SEPTEMBER 26, 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)

1. From the Human Resource Services Staff regarding Yanna Chen's appeal of Minimum Qualification Determination for Financial Services Specialist II Examination.

STAFF RECOMMENDATION: Appeal denied. 5-0

2. From the Human Resource Services Staff regarding Anica Masand's appeal of Minimum Qualification Determination for Supervising Librarian II Examination.

STAFF RECOMMENDATION: Appeal denied 4-1

(Ayes: Chang, Lum, Luna, Peterson Noes: Handis)

VII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Three cases)

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: No Actions

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

X. ADJOURNMENT 5-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Lori Caliva, Specialist Clerk I, Public Defender's Office
2. Kim Anderson Daniels, Specialist Clerk I, Public Defender's Office
3. Latonya Wynette Hendrix, Eligibility Support Clerk, Social Services Agency

B. Voluntary Demotion(s)

1. Kristi Lynn Roy, Senior Assessor's Technician to Accounting Specialist I, Assessor's Office

C. Examination Actions – for CSC Meeting of October 10, 2018

Ordered on 10/3/18 promotional-assembled examination:

1. Benefits Administration Supervisor, LDF 10/29/18

Ordered on 9/10/18 open-assembled examination:

2. Information Systems Technician II, LDF 10/4/18

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

3. Project Manager, General Services Agency, LDF 10/12/18

Ordered on 9/21/18 open-assembled examination:

4. Billing Technician II, LDF 10/17/18

Ordered on 9/28/18 open-assembled examinations:

5. Assistant Deputy Director, Community Development Agency (Homeless Program Specialty), LDF 10/22/18
6. Probation Contracts and Grants Administrative Manager, LDF 10/22/18
7. Program Specialist (Early Care and Education), LDF 10/22/18

Ordered on 10/2/18 open-assembled examination:

8. Behavioral Health Clinical Manager, LDF 10/29/18

Extended eligible lists:

9. Procurement & Contracts Specialist I, #17-0172-01, terminate on 1/11/19
10. Procurement & Contracts Specialist II, #17-0173-01, terminate on 1/11/19
11. Designated the Departmental Human Resources Manager, #17-0462-01, as an alternate for Human Resources Officer I, Zone 7.

IV. CONSENT MATTERS - APPROVED

C. Examination Actions – for CSC Meeting of October 10, 2018

Miscellaneous:

12. Extended the last day for filing for Chief Human Resources Administrator, exam #18-0465-01, from 9/24/18 to 10/19/18.
13. Extended the last day for filing for Human Resource Officer I, Zone 7, exam #18-4908-01, from 9/21/18 to 10/5/18.
14. Extended the last day for filing for Assistant Superintendent, Probation, exam #18-6230-01, from 9/24/18 to 10/8/18.

D. Eligible Lists

Created, approved and ordered promulgated:

1. Administrative Legal Secretary, #18-1226-01
2. Assistant Public Defender, #18-3126-01
3. Fire Department Personal Protective Equipment Specialist, #18-8169-01
4. Maintenance and Construction Supervisor, Hayward Area Recreation and Park District, #18-1118h-01

E. Classification Recommendations - Approved

Department:	Re:
Alameda County Fire Department	<ol style="list-style-type: none"> 1. Allocate one additional position of 8209, Fire Dispatcher Trainee (19-31681). 2. Allocate one additional position of 8220, Fire Dispatcher (19-31682).
General Services Agency	<ol style="list-style-type: none"> 3. Reallocate one position of 0130, Accountant-Auditor to 0217, Financial Services Officer (19-31831).
Human Resource Services Department	<ol style="list-style-type: none"> 4. Allocate 173 additional positions of 1293N, Administrative Support I, Temporary Assignment Pool (TAP) (19-31835). 5. Allocate 100 additional positions of 1294N, Administrative Support II, Temporary Assignment Pool (TAP) (19-31836). 6. Allocate 100 additional positions of 0610N, Professional Technical Specialist I, Temporary Assignment Pool (TAP) (19-31837). 7. Allocate 100 additional positions of 0611N, Professional Technical Specialist II, Temporary Assignment Pool (TAP) (19-31838).

IV. CONSENT MATTERS - APPROVED

E. Classification Recommendations - continued - Approved

Department:	Re:
Retirement	8. Reallocate one position of 1371, Retirement Accountant III to 1360, Retirement Budget Analyst, ACERA (18-31169). 9. Allocate six additional positions of 1361, Retirement Benefits Specialist (19-31734). 10. Allocate one additional position of 1361, Retirement Benefits Specialist (19-31786).
Sheriff's Office	11. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (18-31318). 12. Reallocate three positions of 1128, Specialist Clerk I to 8755, Sheriff's Technician (19-31775). 13. Reallocate one position of 1139, Supervising Clerk II to 8167, Animal Control Supervisor (19-31834).

F. Specialty Designations - Approved

Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #311106, job code 6701, Nutrition Assistant II, (Spanish Speaking Specialty), effective 10/21/18. 2. Remove the specialty designation for one position #401006, job code 6927, Program Services Coordinator, (Skilled Medical/Mental Health Professional Specialty), effective 10/21/18.

G. Classification Specifications - Approved

	1. Adopt the revised classification specification for 5069, Child/Young Adult System of Care Director Behavioral Health Care Services. 2. Adopt the revised classification specification for 0160, Division Chief, Auditor. 3. Recommend the Board of Supervisors establish the classification of 4929, Financial Analyst, Zone 7 and adopt the classification specification.
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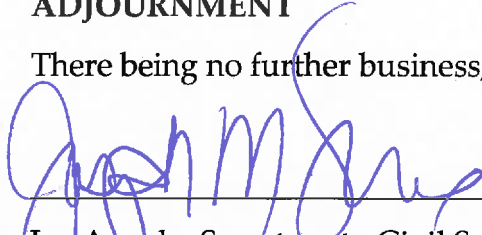
IV. CONSENT MATTERS - APPROVED

G. Classification Specifications –continued - Approved

4. Adopt the revised classification specification for 6638, Rehabilitation Counselor I.
5. Adopt the revised classification specification for 6640, Rehabilitation Counselor II.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission