



***Summary Action Minutes***  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

**Tuesday, November 21, 2017**

**(Minutes Subject to Approval at December 6, 2017 Meeting)**

The Civil Service Commission will meet **Wednesday, December 6, 2017** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

Commissioners: **All Present**

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

Chief Assistant

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF NOVEMBER 8, 2017 AS MAILED. 5-0**

**III. PUBLIC COMMENTS:**

**Chief Probation Officer Wendy Still spoke in support of Agenda Item VII.-1.**

**IV. APPROVED CONSENT MATTERS - Pages 2 – 5 As amended Item IV-E.-1. 5-0**

**V. COMMUNICATION(S) No Actions**

**VI. APPEALS (Non-Disciplinary Matters) No Actions**

**VII. CLOSED SESSION – Held for Items VII.-1 and VII.-2.**

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2017-04– OAH No. 2017070270 (Probation). 5-0
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: job code 1571, Eligibility Services Technician II, Social Services Agency. 5-0
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Four cases)
4. **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 VII.-1. the Commission by a unanimous vote of 5-0 adopted the Report and Recommendation of the Administration Law Judge and upheld the imposed discipline.

For Closed Session Item VII.-2. the Commission voted 5-0 to deny the request for an appeal hearing.

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

Commissioner Booth commented on the importance of management always reviewing prior records and endorses the idea of progressive discipline.

**X. ADJOURNMENT 5-0**

#### IV. CONSENT MATTERS - APPROVED

##### A. Reinstatement Request(s)

1. Lester Chen, Information Systems Specialist, Project, Health Care Services Agency
2. Michael Cid, Sheriff's Technician, Sheriff's Office
3. Daniel Mora, Deputy Probation Officer I, Probation Office

##### B. Examination Actions – for CSC Meeting of November 21, 2017

Ordered on 10/31/17 promotional-assembled examination:

1. Division Commander, LDF 11/27/17

Ordered on 11/8/17 promotional-assembled examination:

2. Departmental Human Resources Officer Trainee, LDF 12/4/17

Ordered on 10/11/17 open-assembled examination:

3. Application Systems Engineer III, LDF 11/6/17
4. Infrastructure Services Engineer, LDF 11/6/17

Ordered on 11/1/17 open-assembled examination:

5. Departmental Human Resources Officer, LDF 11/27/17

Ordered on 11/3/17 open-assembled examination:

6. Economic Development Analyst I, LDF 12/1/17

Ordered on 11/9/17 open-assembled examination:

7. Critical Care Manager, Behavioral Health Care Services, LDF 12/5/17
8. Chief Financial Manager, LDF 12/4/17

Reopened on 11/8/17 continuous examination:

9. Registered Environmental Health Specialist, LDF 12/4/17

Reopened on 11/10/17 continuous examination:

10. Registered Nurse II (Public Health Option), LDF 1/10/18

Extended eligible list:

11. Program Specialist (Dental Option), #15-0305-05, terminate on 4/4/18

Miscellaneous:

12. Changed the Registered Environmental Health Specialist, exam #17-5665-01, from an assembled exam to a continuous exam effective 6/7/17.
13. Extended the last day for filing for Civil Legal Secretary, exam #17-1242-02, from 11/13/17 to 12/1/17.
14. Extended the last day for filing for Chief of Policy Standards Compliance, exam #17-6049-08, from 11/14/17 to 12/8/17.

**IV. CONSENT MATTERS - APPROVED**

**C. Eligible Lists**

Created, approved and ordered promulgated:

1. Behavioral Health Clinician II, #17-6510-01
2. Fire Engineer (Promotional) #17-8143-01
3. Nutrition Assistant I, #17-5798-01
4. Secretary II, #17-1220-01
5. Specialist Clerk I, #17-1128-01
6. Unit Supervisor, Probation, #17-6122-01
7. Water Plant Operator II, Zone 7, #17-4943-01

**D. Classification Recommendations - Approved**

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Reallocate one position of 1705, Supply Clerk I to 1128, Specialist Clerk I (17-29606).</li> <li>2. Allocate two additional positions of 6706, Family Support Care Coordinator (18-30229).</li> <li>3. Allocate one additional position of 0305, Program Specialist (18-30230).</li> <li>4. Allocate one additional position of 1142, Administrative Assistant (18-30261).</li> <li>5. Allocate four additional positions of 6701, Community Outreach Worker II (18-30262).</li> <li>6. Reallocate one position of 6320, Senior Clinical Psychologist to 0308, Supervising Program Specialist (18-30349).</li> <li>7. Reallocate one position of 1142, Administrative Assistant to 0214, Financial Services Specialist II (18-30353).</li> </ol>
Information Technology	<ol style="list-style-type: none"> <li>8. Reallocate one position of 0416, Information Systems Specialist to 1828 Infrastructure Services Technician (18-30350).</li> <li>9. Reallocate one position of 0424, Information Systems Director to 1868, Application Systems Engineer III (18-30352).</li> <li>10. Reallocate one position of 1836, Infrastructure Services Engineer to 1832, Senior Infrastructure Services Analyst (18-30409).</li> </ol>

**IV. CONSENT MATTERS - APPROVED**

**D. Classification Recommendations - continued - Approved**

<b>Department:</b>	<b>Re:</b>
Social Services Agency	11. Allocate seven additional positions of 1573, Eligibility Services Technician IV (17-29722). 12. Reallocate one position of 0214, Financial Services Specialist II to 0215, Senior Financial Services Specialist (18-30019).
Zone 7	13. Allocate one additional position of 4960, Retired Annuitant, Zone 7 (18-30188).

**E. Specialty Designations - Approved**

<b>Department:</b>	<b>Re:</b>
Community Development Agency	1. Approve the specialty designation for one position #303230, job code 2953, Assistant Deputy Director, Community Development Agency, (Homeless Programs & Policies Specialty), effective 12/3/17. 2. Approve the specialty designation for one position #303251, job code 2960, Housing and Community Development Manager, (Housing Development Project Coordinator Specialty), effective 12/3/17.
Health Care Services Agency	3. Remove the specialty designation for one position #401728, job code 0207, Senior Management Analyst, (Medi-Cal Policy and Data Analysis Specialty), effective 12/3/17. 4. Approve the specialty designation for two positions #311245, #401833, job code 5655, Senior Hazardous Materials Specialist, (Certified Unified Program Agencies Specialty), effective 12/3/17.

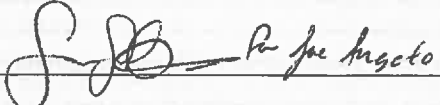
**IV. CONSENT MATTERS - APPROVED**

**F. Classification Specifications - Approved**

1. Revise and retitle 5783, Director of Community Assessment, Planning and Education (Public Health) to 5783 Director of Community Assessment, Planning and Evaluation and adopt the classification specification.
2. Adopt the revised classification specification 1371, Retirement Accountant III.
3. Recommend that the Board of Supervisor establish the classification of 1360, Retirement Budget Analyst, Alameda County Employees Retirement Association and adopt the classification specification.
4. Adopt the revised classification specification 6641, Senior Rehabilitation Counselor.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

  
\_\_\_\_\_

Joe Angelo, Secretary to Civil Service Commission