



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, December 4, 2019

(Minutes Subject to Approval at December 18, 2019 Meeting)

The Civil Service Commission will meet **Wednesday, December 18, 2019** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **K. Pacheco for A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF NOVEMBER 20, 2019 AS MAILED. 4-0

III. PUBLIC COMMENTS: None

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

V. COMMUNICATION(S)

From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2020.

STAFF RECOMMENDATION: Approved and Post 4-0

VI. APPEALS (Non-Disciplinary Matters)

1. From the Human Resource Services Staff in response to Sharon Loveseth appeal to upgrade from a Program Specialist classification to a Senior Program Specialist classification.

STAFF RECOMMENDATION: Denied Appeal 4-0

VII. CLOSED SESSION - Held for Item VII.-1.

1. Public Employment pursuant to Government Code §54957:
job code 0464, Disability Program Technician, Human Resource Services 4-0
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
3. **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 Item VII.-1. the Commission unanimously voted to deny the request for an appeal. 4-0

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

In response to the number of recent appeals, the Commissioners suggested all employees be provided with the County's definition of supervisory responsibilities.

Commissioners also raised concern over the high volume of temporary positions. The HR Director will explore and report back.

Joe Angelo notified the Commissioners of the requirement to complete Sexual Harassment Prevention Training.

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

1. Correspondence from the Appellant requesting an appeal hearing for Case No. 2019-11. Set for hearing.

B. Reinstatement Request(s)

1. Leticia Diaz, Departmental Human Resources Officer, General Services Agency
2. Michelle D. Hernandez, Child Welfare Worker II, Social Services Agency
3. Stephanie Torres, Department Human Resource Officer Trainee, Health Care Services Agency

C. Voluntary Demotion(s)

1. Kara Anderson, Department Human Resource Office Trainee to Administrative Specialist I, Health Care Services Agency

D. Examination Actions – for CSC Meeting of December 4, 2019

Ordered on 11/21/19 promotional-assembled examination:

1. Park Maintenance Worker, Hayward Area Park & Recreation District, LDF 12/16/19

Ordered on 11/13/19 open-assembled examination:

2. Investigator, Probation Department, LDF 12/9/19

Ordered on 11/22/19 open-assembled examination:

3. Financial Analyst, Zone 7, LDF 12/27/19

Ordered on 11/25/19 open-assembled examination:

4. Maintenance and Construction Worker, LDF 11/25/19

Extended the eligible list:

5. Program Specialist (Early Care and Education), #18-0305-03, terminate on 3/31/20

6. Designated the Registered Nurse II Public Health Nurse, #18-5305-01 as an alternate list for Registered Nurse II.

Miscellaneous:

7. Extended the last day for filing for the Stationary Engineer, Public Works Agency, exam #19-9671-01, from 11/18/19 to 12/2/19.

IV. CONSENT MATTERS - APPROVED

E. Eligible Lists

Created, approved and ordered promulgated:

1. Auditor-Appraiser III, #19-2715-01
2. Carpenter, #19-9220-01
3. Departmental Human Resources Officer, #19-0460-01
4. Division Director, #19-6126-01
5. Environmental Project Manager, #19-9697-01
6. Probation Contracts and Grants Administrative Manager, #19-6076-01
7. Psychiatric Mental Health Nurse Practitioner, #18-5384-01
8. Supervising Financial Services Specialist, #19-0216-01

F. Classification Recommendations - Approved

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 1126, Medical Clerk to 5982, Medical Assistant (19-32980). 2. Reallocate one position of 0219, Administrative Specialist II to 0305, Program Specialist (Consumer/Family Specialty) (19-33048). 3. Reallocate one position of 5770, Public Health Investigator to 5785, Epidemiologist II (20-33895).
Probation	<ol style="list-style-type: none"> 4. Reallocate one position of 1128P, Specialist Clerk I Project to 0416P, Information Systems Specialist Project (20-34098). 5. Reallocate one position of 1128P, Specialist Clerk I Project to 6122P, Unit Supervisor, Probation Project (20-34099). 6. Reallocate one position of 1128P, Specialist Clerk I Project to 6122, Unit Supervisor, Probation Project (20-34100). 7. Reallocate one position of 0306, Program/Financial Specialist to 6118, Probation Specialist (20-34214).
Public Defender	<ol style="list-style-type: none"> 8. Reallocate one position of 3110P, Associate Deputy Public Defender Project to 3110, Associate Deputy Public Defender (Immigration Specialty) (20-33631). 9. Reallocate one position of 3110P, Associate Deputy Public Defender Project to 3110, Associate Deputy Public Defender (Immigration) (20-33632).

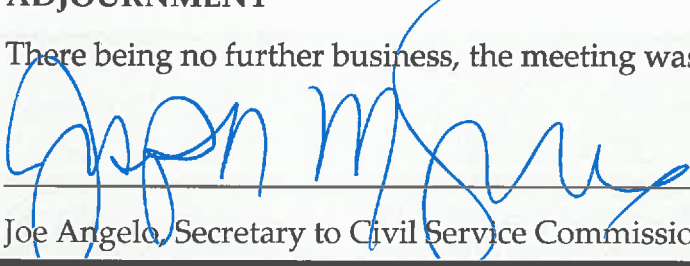
IV. CONSENT MATTERS - APPROVED

F. Classification Recommendations - Approved

Department:	Re:
Public Defender	10. Reallocate one position of 3110P, Associate Deputy Public Defender Project to 3110, Associate Deputy Public Defender (Immigration Specialty) (20-33633). 11. Reallocate one position of 1240P, Legal Secretary Project to 1240, Legal Secretary (Immigration Specialty) (20-33634).
Public Works Agency	12. Reallocate one position of 2068, Assistant Environmental Compliance Specialist to 2069, Associate Environmental Compliance Specialist (20-33820).
Sheriff's Office	13. Reallocate one position of 1090, Retired Annuitant I to 1091, Retired Annuitant II (20-34160).
Social Services Agency	14. Reallocate one position of 1314, Accounting Specialist I to 1316, Accounting Specialist II (20-34212). 15. Reallocate one position of 6752, Social Services Ombudsperson to 8509, Assistant Public Guardian-Conservator (20-34217).
Treasurer-Tax Collector	16. Reallocate one position of 0219, Administrative Specialist II to 0460, Departmental Human Resources Officer (20-34143).

G. Specialty Designations - Approved

Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #401477, job code 0305, Program Specialist, (Child Clinical Specialty), effective 12/15/19.
Social Service Agency	2. Approve the specialty designation for one position #306947, job code 6045, Social Services Program Manager, (Welfare Fraud Investigations Specialty), effective 12/15/19.

IV. CONSENT MATTERS - APPROVED	
H. <u>Classification Specifications</u> - Approved	
Unrepresented - Fire Management	1. Adopt the revised classification specification 8130, Fire Department Division Chief.
Unrepresented - Management	2. Revise and retitle 0471, Workforce Planning and Development Manger to 0471, Training and Education Center Organizational Development Manager and adopt the classification specification.
ADJOURNMENT	
There being no further business, the meeting was adjourned.	
	
Joe Angelo, Secretary to Civil Service Commission	