



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

**Wednesday, February 28, 2018**

**(Minutes Subject to Approval at March 14, 2018 Meeting)**

The Civil Service Commission will meet **Wednesday, March 14, 2018** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

Commissioners: **All Present**  
**(Remote Locations: B. Luna and S. Booth)**

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF FEBRUARY 14, 2018 AS MAILED. 5-0**

**III. PUBLIC COMMENTS:**

**Comments from Social Services Agency employee, Maurica Epperson.**

**IV. APPROVED CONSENT MATTERS - Pages 2 - 5 5-0**

**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:  
(Two 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. Ramon Herce, Financial Services Specialist II, Public Defender's Office
2. Trina Peterson, Specialist Clerk II, General Services Agency
3. DeAnna Shene Young, Specialist Clerk I, Social Services Agency

##### **B. Examination Actions – for CSC Meeting of February 28, 2018**

Ordered on 2/9/18 promotional-assembled examination:

1. Human Resources Division Manager-Personnel Services Division, LDF 3/5/18

Ordered on 2/5/18 open-assembled examination:

2. Public Works Technical Assistant I, LDF 3/1/18
3. Social Worker III, LDF 3/1/18

Ordered on 2/7/18 open-assembled examination:

4. Criminalist I, LDF 3/5/18
5. Social Worker II, LDF 3/5/18

Ordered on 2/9/18 open-assembled examination:

6. Dental Health Administrator, LDF 3/5/18

Ordered on 2/13/18 open-assembled examination:

7. Youth and Family Services Supervisor, LDF 3/9/18

Ordered on 2/14/18 open-assembled examination:

8. Supervising Hazardous Materials Specialist (Household Hazardous Waste Specialty), LDF 3/13/18

Ordered on 2/16/18 open-assembled examination:

9. Temporary Assignment Pool (TAP) Program Manager, LDF 3/12/18
10. Clinical Case Manager, Center for Healthy Schools and Communities (CHSC), LDF 3/12/18

Ordered on 2/20/18 open-assembled examination:

11. Staff Development Specialist, LDF 3/16/18

Ordered on 2/21/18 open-assembled examination:

12. Senior Clinical Case Manager, Center for Healthy Schools and Communities (CHSC), LDF 3/19/18

Ordered on 2/23/18 open-assembled examination:

13. Juvenile Institutional Officer Associate, LDF 2/19/18

Ordered on 3/1/18 open-assembled examination:

14. Firefighter Recruit, LDF 4/16/18

Reinstated eligible lists:

15. Appeals Officer, #16-6738-01, terminate on 5/1/18
16. Vector Control Biologist Supervisor (Promotional), #15-5692-01, terminate on 3/15/18

**IV. CONSENT MATTERS - APPROVED**

**B. Examination Actions – for CSC Meeting of February 28, 2018 - continued**

Extended eligible lists:

17. Behavioral Health Clinical Supervisor, #16-6525-01, terminate on 6/9/18
18. Career Development Specialist II, #16-6788-01, terminate on 8/15/18

**C. Eligible Lists**

Created, approved and ordered promulgated:

1. Economic and Civic Development Specialist I, #17-2980-01
2. Fire Department Division Chief, #17-8130-01
3. Division Director, Behavioral Health Care Services (Promotional), #17-5094-01
4. Infrastructure Services Engineer, #17-1836-01
5. Procurement & Contracts Assistant, #17-1480-01
6. Program Specialist (Injury Prevention), #17-0305-04
7. Senior Rehabilitation Counselor, #17-6641-01
8. Senior Therapist, #17-5865-01
9. Technical Support Analyst, #17-0418-01

**D. Classification Recommendations - Approved**

Department:	Re:
Community Development Agency	1. Reallocate one position of 2957, Healthy Housing Rehabilitation Specialist III to 2957P, Healthy Housing Rehabilitation Specialist III (Project) (18-30741).
General Services Agency	2. Reallocate one position of 2201, Architectural Trainee to 9701, Senior Project Manager, General Services Agency (18-30653). 3. Reallocate one position of 7710, Laundry Service Worker to 0481, Contract Compliance Officer (18-30655).
Health Care Services Agency	4. Reallocate one position of 1142, Administrative Assistant to 0219, Administrative Specialist II (18-30294). 5. Reallocate one position of 0305, Program Specialist to 0305P, Program Specialist (Project) (18-30701). 6. Reallocate one position of 7879, Health Services Trainee to 6701P, Community Outreach Worker II (Project) (18-30703). 7. Reallocate one position of 5795P, Nutritionist II (Project) to 6701P, Community Outreach Worker II (Project) (18-30704).

**IV. CONSENT MATTERS - APPROVED**

**D. Classification Recommendations - Approved**

Department:	Re:
Public Works Agency	8. Reallocate one position of 1108, Supervising Pedestrian Crossing Guard to 0460, Departmental Human Resources Officer (18-30700).
Sheriff's Office	9. Reallocate one position of 0219, Administrative Specialist II to 0460, Departmental Human Resources Officer (18-30709).

**E. Specialty Designations - Approved**

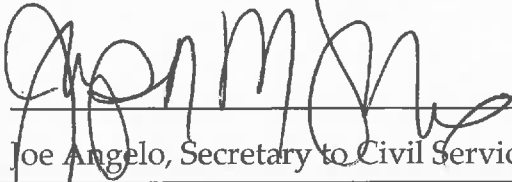
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Remove the specialty designation for one position #310035, job code 5799, Nutrition Assistant II, (Certified Breastfeeding Counselor Specialty), effective 3/10/18.</li> <li>2. Remove the specialty designation for one position #311090, job code 5799, Nutrition Assistant II, (Chinese Speaking Specialty), effective 3/10/18.</li> <li>3. Approve the specialty designation for one position #310035, job code 5799, Nutrition Assistant II, (Certified Breastfeeding Counselor and Spanish Speaking Specialty), effective 3/11/18.</li> <li>4. Approve the specialty designation for one position #311090, job code 5799, Nutrition Assistant II, (Certified Breastfeeding Counselor Specialty), effective 3/11/18.</li> <li>5. Approve the specialty designation for one position #311106, job code 5799, Nutrition Assistant II, (Spanish Speaking Specialty), effective 3/11/18.</li> </ol>

**F. Classification Specifications - Approved**

	<ol style="list-style-type: none"> <li>1. Adopt the revised classification specification series for 0279, Human Resources Analyst I and 0280, Human Resources Analyst II.</li> <li>2. Adopt the revised classification specification for 0291, Human Resources Analyst III.</li> </ol>
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**ADJOURNMENT**

There being no further business, the meeting was adjourned.

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

Joe Angelo, Secretary to Civil Service Commission