



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, May 9, 2018

(Minutes Subject to Approval at May 23, 2018 Meeting)

The Civil Service Commission will meet **Wednesday, May 23, 2018** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **D. Chang, A. Lum, R. Peterson**
(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 APRIL 25, 2018 AS MAILED. 5-0

III. PUBLIC COMMENTS: None

IV. APPROVED CONSENT MATTERS - Pages 2 - 4 5-0

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

1. **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:

Director, Joe Angelo and Commissioner Lum announced they will not be attending the next Civil Service Meeting on May 23, 2018.

X. ADJOURNMENT 5-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Huong Cao, Management Analyst, Health Care Services Agency
2. Rodney Cornist Dhati, Rehabilitation Counselor II, Health Care Services Agency

B. Voluntary Demotion(s)

1. Lee Lewis, Human Resources Trainee to Departmental Human Resources Officer Trainee, Human Resource Services Department

C. Examination Actions – for CSC Meeting of May 9, 2018

Ordered on 4/9/18 open assembled examination:

1. Associate Program Specialist, LDF 5/4/18

Ordered on 4/30/18 open assembled examinations:

2. Program Specialist (Emergency Preparedness Professional), LDF 5/24/18
3. Labor Relations Manager, LDF 6/4/18

Reopened on 4/30/18 continuous examination:

4. Heavy Equipment Mechanic, LDF 5/24/18

Miscellaneous:

5. Extended the last day for filing for Finance and Contracts Director, Probation Department, exam #18-6073-01 from 4/16/18 to 5/14/18.
6. Changed the Heavy Equipment Mechanic, exam #17-9465-01, from an assembled exam to a continuous exam effective 4/26/17.

D. Eligible Lists

Created, approved and ordered promulgated:

1. Administrative Analyst, #18-0245-01
2. Clinical Case Manager, Center for Healthy Schools & Communities, #17-6643-01
3. Deputy Probation Officer III, #18-6115-01
4. Division Director, #18-6126-01
5. Specialist Clerk II, #17-1129-01
6. Treasurer-Tax Collector's Specialist I, #17-1601-01

E. Classification Recommendations - Approved

Department:	Re:
County Counsel	1. Reallocate one position of 1220, Secretary II to 1226, Administrative Legal Secretary (18-31005).
General Services Agency	2. Reallocate one position of 1125, Payroll Records Clerk to 0219, Administrative Specialist II (18-30921).

IV. CONSENT MATTERS - APPROVED

E. Classification Recommendations - continued - Approved

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 3. Allocate three additional positions of 0423P, Information Systems Coordinator (Project) (18-30554). 4. Allocate three additional positions of 0206P, Management Analyst (Project) (18-30555). 5. Allocate one additional position of 0305P, Program Specialist (Project) (Quality Improvement Specialty) (18-30556). 6. Allocate one additional position of 0207P, Senior Management Analyst (Project) (18-30558). 7. Allocate one additional position of 0215P, Senior Financial Services Specialist (Project) (18-30794). 8. Reallocate one position of 0416P, Information Systems Specialist (Project) to 0416, Information Systems Specialist (18-30873). 9. Reallocate one position of 0206P, Management Analyst (Project) to 5785P, Epidemiologist II (Project) (18-31007). 10. Reallocate one position of 0305, Program Specialist to 0206, Management Analyst (18-31009). 11. Reallocate one position of 0305, Program Specialist to 0206, Management Analyst (18-31010). 12. Reallocate one position of 0206P, Management Analyst (Project) to 0206, Management Analyst (18-31012).
Social Services Agency	<ol style="list-style-type: none"> 13. Reallocate one position of 1705, Supply Clerk I to 1710, Supply Clerk II (18-30018). 14. Reallocate one position of 0303, Program Systems Coordinator to 0219, Administrative Specialist II (18-30866). 15. Reallocate one position of 6720, Social Worker III to 6770, Adult Protective Services Supervisor (18-31088).

IV. CONSENT MATTERS - APPROVED

F. Specialty Designations - Approved

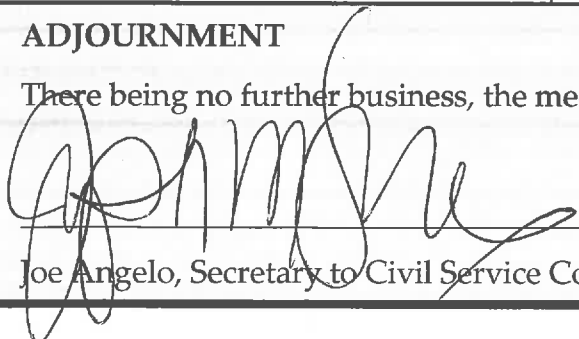
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310639, job code 1128, Specialist Clerk I, (Spanish-Speaking Specialty), effective 5/20/18.

G. Classification Specifications - Approved

	<ol style="list-style-type: none">1. Revise and retitle the classification series 2506/2507, Assessor's Technician I/II, to 2507 Assessor's Technician and adopt the revised classification specification.2. Revised and retitle 2508, Assessor's Technician III to 2508, Senior Assessor's Technician and adopt the revised classification specification.3. Recommend the Board of Supervisor establish the classification of 0496, Chief of Staff, Board of Supervisors and adopt the classification specification.4. Recommend the Board of Supervisor establish the classification of 6033, Probation Community Re-Entry and Outreach Director and adopt the classification specification.5. Adopt the revised classification specification 6831, Recreation Assistant.
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ADJOURNMENT

There being no further business, the meeting was adjourned.



Joe Angelo, Secretary to Civil Service Commission