



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

**Wednesday, June 21, 2017**

**(Minutes Subject to Approval at July 5, 2017 Meeting)**

The Civil Service Commission will meet **Wednesday, July 5, 2017** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

Commissioners: **All Present - (Booth from Remote location)**

Secretary: **K. Mount**

Chief Assistant

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF JUNE 7, 2017 AS MAILED. 5-0**

**APPROVED THE MINUTES OF SPECIAL MEETING OF JUNE 7, 2017 AS MAILED. 5-0**

**III. PUBLIC COMMENTS: None**

**IV. APPROVED CONSENT MATTERS - Pages 3 -8 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:  
(One case)
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 Report**

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

**Interim HRS Director, Kathy Mount, introduced two new staff to the HRS Department, Human Resource Services Analysts, Leticia Diaz and Jordan Grow .**

**Kathy Mount announced her last Civil Service Commission meeting and she has enjoyed working with the Commissioners and is inspired by their dedication. Commissioner Lum thanked Kathy and said she will be missed.**

**X. ADJOURNMENT 5-0**

#### IV. CONSENT MATTERS - APPROVED

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

1. Amarachi Akomah, Program Systems Coordinator, Social Services Agency
2. Jimmy Ath, Eligibility Services Technician II, Social Services Agency
3. Tyhessa Flemings, Sheriff's Technician, Sheriff's Office
4. Jennifer Marie Jacowitz, Specialist Clerk I, Social Services Agency

##### B. Voluntary Demotion(s)

1. Karl Enzmann, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office
2. Marta Lutsky, Program Services Coordinator to Management Analyst Project, Health Care Services Agency

##### C. Examination Actions – for CSC Meeting of June 21, 2017

Ordered on 5/12/17 Promotional-assembled examination:

1. Juvenile Institutional Officer, LDF 6/6/17

Ordered on 5/29/17 open-assembled examination:

2. Superintendent, Probation, LDF 7/24/17

Ordered on 6/5/17 open-assembled examination:

3. Medical Transcriptionist, LDF 7/3/17

Ordered on 6/6/17 open-assembled examination:

4. Supervising Program Specialist, LDF 7/5/17

Ordered on 6/7/17 open-assembled examination:

5. Hazardous Materials Specialist (Local Oversight Program), LDF 7/5/17

Ordered on 6/9/17 open-assembled examination:

6. Supply Clerk II, LDF 7/5/17

Ordered on 6/12/17 open-assembled examination:

7. Sheriff's Technician, LDF 7/7/17

Ordered on 6/19/17 open-assembled examination:

8. Supervising Civil Engineer (Facilities Inspection Option), LDF 7/25/17

Ordered on 6/7/17 open-continuous examination:

9. Registered Environmental Health Specialist, LDF 7/5/17

Ordered on 6/9/17 open-continuous examination:

10. Nutritionist I, LDF 7/5/17

Reopened on 6/5/17 continuous examination:

11. Auditor Appraiser III, LDF 6/16/17

Reopened on 6/12/17 continuous examination:

12. Chief Deputy of Operations, General Services Agency, LDF 7/5/17

#### IV. CONSENT MATTERS - APPROVED

##### C. Examination Actions – for CSC Meeting of June 21, 2017 - continued

Terminated eligible list:

13. Senior Vector Control Biologist, #16-5691-02, effective 6/5/17

Reinstated eligible lists:

14. Management Analyst, #15-0206-02, terminate on 9/1/17
15. Supervising Hazardous Material Specialist (Certified Unified Program Agency Option), #15-5656-01

Miscellaneous:

16. Changed the Auditor Appraiser III, exam #17-27115-01, from an assembled exam to a continuous exam effective 4/14/17.
17. Extended the last day for filing for the Superintendent, Probation exam #16-6235-01, from 6/23/17 to 7/24/17.
18. Changed the Chief Deputy of Operations, General Services Agency, exam #17-0195-01, from an assembled exam to a continuous exam effective 4/24/17.
19. Cancelled the Civil Legal Secretary, exam #17-1242-01.

##### D. Eligible Lists

Created, approved and ordered promulgated:

1. Administrative Support Specialist, ACERA, #17-1354-01
2. Building Official, #17-8345-01
3. Chief Deputy, Administration, General Services Agency, #17-0193-01
4. Community Outreach Worker II, #16-6701-01
5. Director of Operations & Management Services, Community Development Agency, (Promotional) #17-2954-01
6. Executive Program Coordinator, #17-0232-01
7. Family Support Care Coordinator, #16-6706-01
9. Fire Department Specialist Clerk, #17-8159-01
10. Library Clerk I (Promotional), #17-1103-01
11. Library Clerk II (Promotional), #17-1104-01
12. Principal Engineer/Geologist, Zone 7, (Promotional), #17-4970-01
13. Program Specialist (Supported Employment Specialty), #17-0305-01

IV. CONSENT MATTERS - APPROVED	
E. <u>Classification Recommendations</u> -Approved	
Department:	Re:
County Administrator	1. Reallocate one position of 0219, Administrative Specialist II to 0220, Supervising Administrative Specialist (17-29240).
Health Care Services Agency	2. Reallocate one position of 0305P, Program Specialist (Project) to 0206P, Management Analyst (Project) (17-29680). 3. Reallocate one position of 1215, Secretary I to 1142, Administrative Assistant (17-29681). 4. Reallocate one position of 1316, Accounting Specialist II to 0214, Financial Services Specialist II (17-29725). 5. Reallocate one position of 1128, Specialist Clerk I to 1129, Specialist Clerk II (17-29726). 6. Reallocate one position of 0325P, Community Relations Coordinator (Project) to 6701P, Community Outreach Worker II (Project) (17-29748).
Information Technology	7. Reallocate four positions of 1843, Senior Software Analyst to 1836, Infrastructure Services Engineer (17-29768). 8. Reallocate one position of 1826, Senior Systems Analyst to 1836, Infrastructure Services Engineer (17-29769). 9. Reallocate five positions of 1843, Senior Software Analyst to 1836, Infrastructure Services Engineer (17-29770). 10. Reallocate seven positions of 1843, Senior Software Analyst to 1836, Infrastructure Services Engineer (17-29772). 11. Reallocate one position of 1826, Senior Systems Analyst to 1836, Infrastructure Services Engineer (17-29794).
Library	12. Reallocate one position of 1215, Secretary I to 1129, Specialist Clerk II (17-29732).

**IV. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations- continued - Approved**

Department:	Re:
Social Services Agency	13. Allocate one additional position of 0278, Human Resources Technician (17-29550). 14. Allocate one additional position of 1129, Specialist Clerk II (17-29551). 15. Allocate five additional positions of 6738, Appeals Officer (17-29552). 16. Allocate ten additional positions of 0303, Program Systems Coordinator (17-29557). 17. Allocate nine additional positions of 1466, Quality Assurance Technician (17-29558). 18. Allocate one additional position of 6739, Supervising Appeals Officer (17-29562). 19. Allocate one additional position of 1139, Supervising Clerk II (17-29563). 20. Allocate three additional positions of 1473, Supervising Eligibility Tech (17-29564). 21. Allocate one additional position of 6778, Supervising Welfare Investigator (17-29565). 22. Allocate seven additional positions of 6776, Welfare Investigator II (17-29566). 23. Allocate two additional positions of 6796, Staff Development Specialist (17-29569). 24. Allocate one additional position of 1314, Accounting Specialist I (17-29570). 25. Allocate four additional positions of 6765, Adult Protective Services Worker II (17-29571). 26. Allocate one additional position of 8509, Assistant Public Guardian-Conservator (17-29572). 27. Allocate one additional position of 8500, Estate Investigator (17-29573). 28. Allocate thirty-three additional positions of 1128, Specialist Clerk I (17-29576). 29. Allocate one additional position of 1138, Supervising Clerk I (17-29578). 30. Allocate two additional positions of 1139, Supervising Clerk II (17-29579). 31. Allocate one additional position of 1139, Supervising Clerk II (17-29584).

**IV. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations - continued - Approved**

Department:	Re:
Social Services Agency	32. Allocate two additional positions of 6720, Social Worker III (17-29586). 33. Allocate three additional positions of 6787, Career Development Specialist I (17-29625). 34. Allocate one additional position of 1573, Eligibility Services Technician IV (17-29723).

**F. Specialty Designations - Approved**

Department:	Re:
General Services Agency	1. Approve the specialty designation for two position #401872 and #401873, job code 7410, Janitor, (Detention Facility Security Clearance Specialty), effective 7/2/17. 2. Approve the specialty designation for one position #401875, job code 7415, Lead Janitor, (Detention Facility Security Clearance Specialty), effective 7/2/17.
Health Care Services Agency	3. Remove the specialty designation for one position #310061, job code 0314P, Health Care Program Administrator I (Project), (Public Health Nurse (Specialty)), effective 7/2/17. 4. Remove the specialty designation for one position #310187, job code 6706, Family Support Care Coordinator, (Chinese Speaking Specialty), effective 7/2/17. 5. Remove the specialty designation for one position #310347, job code 6706P, Family Support Care Coordinator (Project), (Medical Assistant Certificate and Spanish Speaking Specialty), effective 7/2/17. 6. Remove the specialty designation for one position #311075, job code 5795, Nutritionist II, (Circulation Services Specialty), effective 7/2/17.

**IV. CONSENT MATTERS - APPROVED**

**F. Specialty Designations – continued - Approved**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"><li>7. Remove the specialty designation for one position #400172, job code 6701, Community Outreach Worker II, (Spanish Speaking Specialty), effective 7/2/17.</li><li>8. Approve the specialty designation for one position #401474, job code 5795, Nutritionist II, (Chinese Speaking Specialty), effective 7/2/17.</li></ol>
Public Defender's Office	<ol style="list-style-type: none"><li>9. Approve the specialty designation for one position #301586, job code 3125, Deputy Public Defender, (Clean Slate/Civil Remedies Specialty), effective 7/2/17.</li></ol>

**G. Classification Specifications - Approved**

	<ol style="list-style-type: none"><li>1. Recommend that the Board of Supervisors establish the new classification, 8507 Deputy Public Guardian-Conservator/Investigator and adopt the classification specification.</li><li>2. Adopt the revised classification specification for 0234, Management Analyst Assistant.</li><li>3. Adopt the revised classification specification for 5798, Nutrition Assistant I.</li><li>4. Adopt the revised classification specification for 5799, Nutrition Assistant II.</li></ol>
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**ADJOURNMENT**

There being no further business, the meeting was adjourned.



Kathy Mount, Secretary to Civil Service Commission