



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

**Wednesday, February 15, 2017**

**(Minutes Subject to Approval at March 1, 2017 Meeting)**

The Civil Service Commission will meet **Wednesday, March 1, 2017** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

Commissioners: **S. Booth, D. Chang, A. Lum, B. Luna**  
(Absent: B. Tate)

Secretary: **K. Mount**

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF FEBRUARY 1, 2017 AS MAILED. 4-0**

**III. PUBLIC COMMENTS: None**

**IV. APPROVED CONSENT MATTERS - Pages 3 - 7 4-0**

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

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

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

1. Public Employment pursuant to Government Code §54957:  
job code 6215, Juvenile Institutional Officer II, Probation Department 6 4-0
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(Three cases)
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 voted 4-0 to grant the Department's  
request.

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

**Kathy Mount asked the Commissioners if they would be interested in a refresher training on Classification Appeals. The training will be scheduled for the Meeting of March 15, 2017.**

**X. ADJOURNMENT**

### III. CONSENT MATTERS - APPROVED

#### A. Reinstatement Request(s)

1. Chatchai Anekayuwat, Information Systems Specialist, Alameda County Sheriff Office
2. Gizelle Huynh, Departmental Personnel Officer I, General Services Agency
3. Shelisa Jackson, Departmental Personnel Officer I, Health Care Services Agency
4. Dolores Jimenez, Administrative Assistant, Health Care Services Agency
5. Laura Kitsch, Administrative Specialist II, Community Development Agency
6. Kere Ninekaayana Gonzales, Administrative Specialist II, Health Care Services Agency

#### B. Voluntary Demotion(s)

1. Jenni-Mimi Hui, Retirement Assistant Benefits Manager to Disability Program Case Manager, Human Resource Services Department

#### C. Examination Actions – for CSC Meeting of February 15, 2017

Ordered on 1/25/17 promotional-assembled examinations:

1. Senior Registered Environmental Health Specialist, LDF 2/21/17

Ordered on 1/26/17 promotional-assembled examinations:

2. Division Commander, LDF 2/21/17

Ordered on 1/27/17 promotional-assembled examinations:

3. Production Manager, Zone 7, LDF 2/21/17

Ordered on 1/30/17 promotional-assembled examinations:

4. Lieutenant, LDF 2/24/17

Ordered on 2/6/17 promotional-assembled examinations:

5. Assistant Controller, LDF 3/6/17

Ordered on 1/13/17 open-assembled examination:

6. Fire Information Systems Manager, LDF 2/7/17

Ordered on 1/23/17 open-assembled examination:

7. Social Worker III, LDF 2/17/17

Ordered on 1/27/17 open-assembled examination:

8. Identification Supervisor, LDF 2/22/17
9. Bonds and Finance Technician I, LDF 2/21/17

Ordered on 1/30/17 open-assembled examination:

10. Deputy Fire Marshal, LDF 2/24/17

Ordered on 1/31/17 open-assembled examination:

11. Deputy Director, General Services Agency (Building Maintenance Department), LDF 3/3/17

**III. CONSENT MATTERS - APPROVED**

**C. Examination Actions – for CSC Meeting of February 15, 2017 - continued**

Ordered on 2/1/17 open-assembled examination:

- 12. Program Specialist (Maternal Child-Adolescent Health Option), LDF 2/27/17

Ordered on 2/8/17 open-assembled examination:

- 13. Fingerprint Examiner, LDF 3/6/17

Ordered on 1/26/17 open-assembled examination:

- 14. Adult Protective Services Worker, LDF 2/21/17

Reopened on 2/3/17 continuous examination:

- 15. Microbiologist

Reinstated eligible lists:

- 16. Information Systems Specialist, #15-0416-01, terminate on 4/25/17
- 17. Patient Services Supervisor, #15-1498-01, terminate on 8/1/17

Extended eligible lists:

- 18. Court Appointed Special Advocates (CASA) Volunteer Program Assistant, #15-6186-01, terminate on 7/20/17
- 19. Janitor, Floor Specialist, #15-7411-01, terminate on 3/10/17

**D. Eligible Lists**

Created, approved and ordered promulgated:

- 1. Accounting and Finance Manager, Public Works Agency, #16-0182-01
- 2. Career Development Specialist II, #16-6788-01
- 3. Medical Records Manager, #16-1459-01
- 4. Supervising DNA Criminalist, #16-8528-01

**E. Classification Recommendations - Approved**

<b>Department:</b>	<b>Re:</b>
Community Development Agency	1. Reallocate one position of 1215, Secretary I to 1129, Specialist Clerk II (17-29150).
General Services Agency	2. Reallocate one position of 9230, Electrician to 9686, Energy Management Technician (17-29120). 3. Reallocate one position of 9230, Electrician to 9686, Energy Management Technician (17-29121).

**III. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations - Approved**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>4. Reallocate one position of 7879, Health Services Trainee to 6927P, Program Services Coordinator Project (Youth Development Specialty) (17-29102).</li> <li>5. Allocate one additional position of 0305P, Program Specialist Project (Equity and Social Justice Specialty) (17-29115).</li> <li>6. Allocate one additional position of 0307, Senior Program Specialist (Medi-Cal Policy and Data Analyst Specialty) (17-29116).</li> <li>7. Allocate one additional position of 0315, Health Care Program Administrator II (Quality Improvement Specialty) (17-29117).</li> <li>8. Reallocate one position of 0325, Community Relations Coordinator to 6927, Program Services Coordinator (School Health Services Specialty) (17-29138).</li> <li>9. Reallocate one position of 1129P, Specialist Clerk II Project to 1129, Specialist Clerk II (17-29141).</li> <li>10. Reallocate one position of 6720P, Social Worker III Project to 6720, Social Worker III (17-29142).</li> <li>11. Reallocate one position of 6720P, Social Worker III Project to 6720, Social Worker III (17-29143).</li> <li>12. Reallocate one position of 6720P, Social Worker III Project to 6720, Social Worker III (17-29144).</li> <li>13. Reallocate one position of 5139P, Physician III Project to 5139, Physician III (Psychiatric Specialty) (17-29145).</li> <li>14. Reallocate one position of 0314P, Health Care Program Administrator I Project to 0314, Health Care Program Administrator I (Homeless Program Specialty) (17-29146).</li> <li>15. Reallocate one position of 6701P, Community Outreach Worker II Project to 6701, Community Outreach Worker II (17-29147).</li> <li>16. Reallocate one position of 0410, Information Systems Technician I to 0420, Information Systems Manager (17-29148).</li> </ol>

**III. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations - Approved**

Department:	Re:
Public Defender	17. Reallocate two positions of 6715P, Social Worker II Project to 6720, Social Worker III (Realignment Specialty) (17-29131). 18. Reallocate two positions of 6715P, Social Worker II Project to 6720, Social Worker III (Realignment Specialty) (17-29153). 19. Reallocate three positions of 8579, Public Defender Investigator III to 8576, Public Defender Investigator I (17-29154).
Registrar of Voters	20. Reallocate one position of 1138, Supervising Clerk I to 1279, Supervising Elections Technician (17-29135). 21. Reallocate one position of 1138, Supervising Clerk I to 1279, Supervising Elections Technician (17-29136). 22. Reallocate one position of 1138, Supervising Clerk I to 1279, Supervising Elections Tech (17-29137).
Retirement	23. Reallocate one position of 1353, Retirement Specialist III to 1090, Retired Annuitant I (17-28619). 24. Reallocate one position of 1354, Administrative Support Specialist, ACERA to 0219, Administrative Specialist II (17-29082).
Sheriff's Office	25. Reallocate one position of 0278, Human Resources Technician to 1129, Specialist Clerk II (17-29119). 26. Reallocate one position of 1093, Retired Annuitant - Safety II to 1091, Retired Annuitant II (17-29151).

**F. Classification Specifications - Approved**

	1. Adopt the revised classification specification for 1835, Information Technology Manager. 2. Recommend that the Board of Supervisors establish the classification of 0464, Disability Program Technician and adopt the classification specification.
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**III. CONSENT MATTERS - APPROVED**

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

A handwritten signature in cursive script, appearing to read "Kathy Mount", is written over a horizontal line.

Kathy Mount, Secretary to Civil Service Commission