

Lakeside Plaza Building
1405 Lakeside Drive
Oakland, CA 94612-4305
TDD: (510) 272-3703

Human Resource Services

December 12, 2013

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Transmittal of Classification Actions

Dear Board Members:

RECOMMENDATION:

That your Honorable Board approve the classification actions taken by the Civil Service Commission for Community Development Agency, General Services Agency, Health Care Services Agency, Library Department, Public Works Agency and Sheriff's Office on December 11, 2013.

DISCUSSION/FINDINGS:

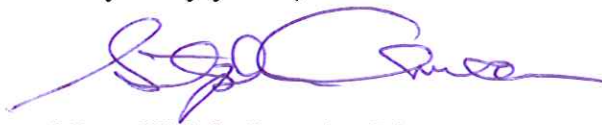
Submitted are the classification actions taken by the Civil Service Commission for Community Development Agency, General Services Agency, Health Care Services Agency, Library Department, Public Works Agency and Sheriff's Office on December 11, 2013.

Also submitted is that section of the Commission agenda which lists the classification actions and which was made available to employee organizations prior to the Commission meeting. No objections to any of the actions were raised prior to or during the meeting.

FINANCING:

Funding for these classification actions is available in the affected departments' Budgets. There is no net increase in County costs.

Very truly yours,


for Mary Welch, Interim Director
Human Resource Services

SA:po

C. <u>Classification Recommendations - Approved</u>	
Department:	Re:
Community Development Agency	1. Reallocate one position of 2081, Supervising Industrial Hygiene Engineer to 2966P, Community Development Specialist III (Project) (14-00805).
General Services Agency	2. Reallocate one position of 9700, Project Manager, General Services Agency to 9696, Energy Project Manager (14-00815).
Health Care Services Agency	3. Reallocate one position of 0305, Program Specialist to 0307, Senior Program Specialist (Epidemiology Specialty Designation) (14-00148). 4. Reallocate one position of 0410, Information Systems Technician I to 0416, Information Systems Specialist (14-00795).
Library Department	5. Reallocate one position of 4140, Librarian II to 4175, Librarian III (14-00700).
Public Works Agency	6. Reallocate one position of 0278, Human Resources Technician to 0219, Administrative Specialist II (14-00331).
Sheriff's Office	7. Reallocate two positions of 8752, Sheriff's Safety Aide to 6501, Youth and Family Services Therapist I (14-00734). 8. Reallocate one position of 8163, Animal Control Aide to 8723, Senior Emergency Services Coordinator (14-00737). 9. Reallocate one position of 8635, Division Commander to 0462, Departmental Personnel Officer II (14-00781). 10. Reallocate one position of 0299N, Administrative Intern (Service-As-Needed) to 0219, Administrative Specialist II (14-00782).

C. <u>Classification Recommendations</u> - Approved	
Department:	Re:
Social Services Agency	11. Reallocate one position of 6284, Supervising Child Care Worker to 6784, Employment Counselor (14-00748).

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00805

COMMUNITY DEVELOPMENT AGENCY

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST		BENEFIT --- 13 / 14 F Y ---				BENEFIT --- 14 / 15 F Y ---					
ACT	HR DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	260200	2081		51.92	-1	-12	-156,674	52.28	-1	-12	-157,088
TO	260200	2966	P	52.57	1	12	129,601	52.92	1	12	129,942
		TOTALS:				0 0 -27,073		0 0 -27,146			

Suprvising ~~Ind Hygiene En~~
 TO 260200 2966 P 52.57 1 12 129,601 52.92 1 12 129,942
 Community Dev Spec III (PROTECT)

INDUSTRIAL HYGIENE ENGINEER

*** FUNDING SOURCE COMMENTS ***

DS&S

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT

INCUMBENT NAME

HR DEPT

JOB CODE

CURRENT STATUS

METHOD OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: DROBINS PERSONNEL ANALYST: 11/26/13 DEBRA ROBINSON-HARRIS

Recommendation Approved
 Alameda County Civil Service Commission
 Meeting of

DEC 11 2013

Interim Secretary to Commission

Stephen J. ... / Director
 Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00815 GENERAL SERVICES AGENCY

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST					BENEFIT --- 13 / 14 F Y ---					BENEFIT --- 14 / 15 F Y ---						
ACT	HR	DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	410161	9700			55.01	-1	-12	-148,993	55.38	-1	-12	-149,339				
Project Manager, GSA																
TO	410161	9696			54.78	1	12	146,030	55.15	1	12	146,375				
Energy Project Manager																
TOTALS:					0	0	0	-2,963	0	0	0	-2,964				

*** FUNDING SOURCE COMMENTS ***

SAVINGS TO DISCRETIONARY FUNDS

*** NARRATIVE ***

THIS IS A DEPARTMENT REQUEST TP REALLOCATE THIS VACANT PROJECT MANAGER, GSA POSITION TO AN ENERGY PROJECT MANAGER. DUTIES ARE CONSISTENT WITH THE CLASS SPEC

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
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NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: ASANDOVA PERSONNEL ANALYST: 12/03/2013 ANNETTE SANDOVAL, X26434

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

DEC 11 2013

Interim Secretary to Commission

[Signature]
Stephen [Name] [Title]
Human Resources [Title]

COUNTY OF ALAMEDA
POSITION / PAY UNIT CHANGE SYSTEM
POSITION / PAY UNIT REQUEST DETAIL
HEALTH CARE SERVICES AGENCY

CONTROL #: 14-00148

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST		BENEFIT --- 13 / 14 F Y ---				BENEFIT --- 14 / 15 F Y ---				
ACT HR	DEPT	JOB CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	350201	0305	53.46	-1	-12	-122,240	53.45	-1	-12	-122,275
Program Specialist										
TO	350201	0307	52.35	1	12	128,608	52.34	1	12	128,644
Senior Program Specialist										
TOTALS:			0	0	0	6,368		0	0	6,369

*** FUNDING SOURCE COMMENTS ***

15% STATE/FED, 85% GEN FUND

*** NARRATIVE ***

AFTER REVIEW OF MS. SHRIMALI'S JOB DUTIES WE CONCUR THAT SHE SHOULD BE RECLASSIFIED FROM A PROGRAM SPECIALIST TO A SENIOR PROGRAM SPECIALIST.

SPECIALTY DESIGNATION: Epidemiology Opt

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
Shrimali, Bina Patel	350201	0305	TENU/FULL	NCQ

LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

DEC 11 2013

Interim Secretary to Commission

[Signature]
Interim Secretary to Commission
Human Resources Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00795 HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST	BENEFIT	---	13 / 14	F Y	---	BENEFIT	---	14 / 15	F Y	---
ACT HR DEPT JOB CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE		
FR 351100 0410	68.88	-1	-12	-75,361	69.22	-1	-12	-75,536		
Info Systems Tech I										
TO 351100 0416	59.99	1	12	112,553	60.33	1	12	112,830		
Info Systems Specialist										
TOTALS:		0	0	37,192		0	0	37,294		

*** FUNDING SOURCE COMMENTS ***

S AND S ACCOUNT 610461

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED REQUEST TO REALLOCATE THE VACANT POSITION OF INFORMATION SYSTEMS TECHNICIAN I TO INFORMATION SYSTEMS SPECIALIST. DUTIES CONSISTS OF, COORDINATES AND PARTICIPATES IN PROVIDING TECHNICAL ASSISTANCE TO COMPUTER USERS REGARDING HARDWARE AND SOFTWARE APPLICATION AND CONNECTIVITY PROBLEMS MAY ACT AS SYSTEMS(S) ADMINISTRATOR.

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
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NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

From: Information Systems Technician I
 To: Information Systems Specialist
 Recommendation Approved
 Alameda County Civil Service Commission
 Meeting of

DEC 11 2013

Interim Secretary to Commission

[Signature]
 Deputy Director
 Health Care Services

POSITION / PAY UNIT CHANGE SYSTEM
POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00700 LIBRARY DEPARTMENT-

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST	BENEFIT	---	13 / 14	F Y	---	BENEFIT	---	14 / 15	F Y	---
ACT HR DEPT JOB CD	PCT	POS	PU	COST/SAVE		PCT	POS	PU	COST/SAVE	
FR 360100 4140 Librarian II	42.24	-1	-12	-87,733		42.48	-1	-12	-87,909	
TO 360100 4175 Librarian III	41.24	1	12	93,371		41.48	1	12	93,559	
TOTALS:		0	0	5,638			0	0	5,650	

*** FUNDING SOURCE COMMENTS ***

DS&S

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO RECLASS THE VACANT POSITION OF LIBRARIAN II TO LIBRARIAN III. DUTIES ARE CONSISTENT WITH THE CLASS SPEC; PRIMARY RESPONSIBILITY FOR SELECTING ADULT MATERIALS; CREATES MONTHLY SYSTEM-WIDE COLLECTION; PARTICIPATES IN SETTING & MONITORING BUDGETS; WORKS W/ COORDINATORS & BRANCH STAFF TO SET GOALS OBJECTIVES AND PLANS; COORDINATES W/ ACQUISITIONS MGR TO ASSIGN COLLECTION DEVELOPMENT-RELATED TASKS AS WELL AS PERFORMING OTHER RELATED DUTIES.

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
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NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MIYOSHII PERSONNEL ANALYST: 12/04/13 MICHI YOSHII

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

DEC 11 2013

Interim Secretary to Commission

[Signature]
Director of Human Resources

POSITION / PAY UNIT CHANGE SYSTEM
POSITION / PAY UNIT REQUEST DETAIL
PUBLIC WORKS AGENCY

CONTROL #: 14-00331

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST		BENEFIT --- 13 / 14 F Y ---				BENEFIT --- 14 / 15 F Y ---				
ACT	HR DEPT	JOB CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	270304	0278	61.21	-1	-12	-102,590	61.20	-1	-12	-102,618
Human Resources Technician										
TO	270304	0219	56.54	1	12	118,805	56.53	1	12	118,838
Admin Specialist II										
TOTALS:		0	0	16,215	0	0	16,220			

*** FUNDING SOURCE COMMENTS ***

SALARY SAVINGS

*** NARRATIVE ***

THE IS AN EMPLOYEE INITIATED RECLASSIFICATION.
THE EMPLOYEE IS PERFORMING MORE ADMIN SPEC
TASKS MORE THAN 50%.

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
Davies, Roberta F.	270304	0278	TENU/FULL	NCQ

LOGON: IDICKSON PERSONNEL ANALYST: I. BELL 26456

Incumbent is being appointed at the AS I level.

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

DEC 11 2013

Interim Secretary to Commission

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00734 SHERIFF'S OFFICE

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST						BENEFIT --- 13 / 14 F Y ---						BENEFIT --- 14 / 15 F Y ---					
ACT	HR	DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE	
FR	290101	8752			75.45	-2	0	00	75.80	-2	0	00	84.91	2	0	00	
Sheriff's Safety Aide																	
TO	290101	6501			84.55	2	0	00	84.91	2	0	00					
Youth and Fam Srvs Therapist I																	
TOTALS:						0	0	00	0	0	0	00	0	0	0	00	

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED REQUEST. THE ACSO HAS RECEIVED AN "OPERATION MY HOME TOWN" GRANT WHICH WILL PROVIDE FOR THE ADDITION OF THE POSITION OF YOUTH AND FAMILY SERVICES THERAPIST I. THE RESPONSIBILITES OF THIS POSITION INCLUDE PROVISING PSYCHOLOGICAL, THERAPEUTIC AND CLINICAL SERVICES TO THE BUREAU'S CLIENTELE, INCLUDING CRISIS INTERVENTION, INDIVIDUAL, CONJOINT AND GROUP THERAPY.

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
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NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: AMONTOYA PERSONNEL ANALYST: ANNA MONTOYA

Recommendation Approved
 Alameda County Civil Service Commission
 Meeting of

DEC 11 2013

Interim Secretary to Commission

[Signature]
 Deborah Adams, Deputy Director

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CONTROL #: 14-00737 SHERIFF'S OFFICE

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST				BENEFIT --- 13 / 14 F Y ---				BENEFIT --- 14 / 15 F Y ---				
ACT	HR	DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	290351	8163			72.07	-1	0	00	72.41	-1	0	00
Animal Control Aide												
TO	290351	8723			58.14	1	0	00	58.50	1	0	00
Senior Emergency Svcs Coordinator												
TOTALS:					0	0	0	00		0	0	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A RECLASS INITIATED BY THE ACSO. THIS CLASSIFICATION OF SENIOR EMERGENCY SERVICES COORDINATOR WILL WORK CLOSELY WITH THE SUPERVISING EMERGENCY SERVICES CORDINATOR TO PLAN DEVELOP, EVALUATE AND TRAIN EMERGENCY MANAGEMENT PERSONNEL THROUGHOUT THE REGION. THE SESC WILL EVALUATE THE EMERGENCY PLANS OF PUBLIC AND PRIVATE ENTITIES AND TRAIN THOSE ENTITIES ON THE SUBJECT OF EMERGENCY PREPARATION.

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
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NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: AMONTOYA PERSONNEL ANALYST: ANNA MONTOYA

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

DEC 11 2013

Interim Secretary to Commission

[Signature]
Stephen A. Amato, Deputy Director
Human Resources Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00781 SHERIFF'S OFFICE

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST				BENEFIT --- 13 / 14 F Y ---				BENEFIT --- 14 / 15 F Y ---				
ACT	HR	DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	290101	8635			78.00	-1	0	00	79.08	-1	0	00
Division Commander												
TO	290101	0462			52.99	1	0	00	53.35	1	0	00
Departmental Personnel Officer II												
TOTALS:					0		0	00		0		00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED REQUEST. THE REQUESTED CLASS OF DPO II IS PART OF AN OVERALL REORGANIZATION IN THE ACSO HUMAN RESOURCES DEPARTMENT. THIS POSITION WILL OVERSEE THE WORK OF TWO DEPARTMENTAL PERSONNEL OFFICERS. THESE TWO DPOS WILL EACH SUPERVISE SUBORDINATE PERSONNEL

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
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NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: AMONTOYA PERSONNEL ANALYST: ANNA MONTOYA

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

DEC 11 2013

Interim Secretary to Commission
[Signature]
Tasha / Deputy Director
Human Resources Services

POSITION / PAY UNIT CHANGE SYSTEM
POSITION / PAY UNIT REQUEST DETAIL
SHERIFF'S OFFICE

CONTROL #: 14-00782

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST		BENEFIT --- 13 / 14 F Y ---			BENEFIT --- 14 / 15 F Y ---					
ACT HR	DEPT	JOB CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR 290101	0299N		56.74	-1	0	00	56.74	-1	0	00
Admin Intern SAN										
TO 290101	0219		65.61	1	0	00	65.96	1	0	00
Admin Specialist II										
TOTALS:				0	0	00		0	0	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED RECLASS. THE ACSO IS IN THE PROCESS OF REORGANIZING THEIR HUMAN RESOURCES DEPARTMENT. THIS NEW POSITION OF ADMINISTRATIVE SPECIALIST WILL PROVIDE SUPPORT TO THE ORGANIZATION IN THE AREAS OF ADMINISTRATION, PERSONNEL AND PURCHASING. THIS POSITION WILL PERFORM SOME OF THE HIGHER LEVEL ADMINISTRATIVE FUNCTIONS THAT DO NOT REQUIRE A PERSONNEL OFFICER BUT ARE TOO COMPLEX TO ASSIGN TO CLERICAL STAFF.

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
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NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: AMONTOYA PERSONNEL ANALYST: ANNA MONTOYA

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

DEC 11 2013

Interim Secretary to Commission
[Signature]
Cecilia Adams, Deputy Director
Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

SOCIAL SERVICES AGENCY

CONTROL #: 14-00748

IMPLEMENTATION DATE: 12/22/13

CSC AGENDA DATE: 12/11/13

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST				BENEFIT --- 13 / 14 F Y ---			BENEFIT --- 14 / 15 F Y ---					
ACT	HR	DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	320132	6284			62.82	-1	-12	-99,261	63.18	-1	-12	-99,477
Suprvsing Child Care Wor												
TO	320132	6784			61.79	1	12	87,531	62.14	1	12	87,746
Employment Counselor												
TOTALS:					0	0	0	-11,730		0	0	-11,731

*** FUNDING SOURCE COMMENTS ***

TO BE DETERMINED LATER

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED RECLASSIFICATION. THE INCUMBENT WILL BE PERFORMING TASKS CONSISTENT WITH THE JOB CLASS OF EMPLOYMENT COUNSELOR.

INCUMBENT NAME

HR DEPT

JOB CODE

CURRENT STATUS

METHOD OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: IDICKSON PERSONNEL ANALYST: I BELL 26456

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

DEC 11 2013

Interim Secretary to Commission

[Signature]
Stephen J. ... Deputy Director
Human Resources Services