

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

March 21, 2014

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 Health Care Services Agency, Probation Department, Sheriff's Office and Zone 7 on March 19, 2014.

DISCUSSION/FINDINGS:

Submitted are the classification actions taken by the Civil Service Commission for Health Care Services Agency, Probation Department, Sheriff's Office and Zone 7 on March 19, 2014.

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,

Mary Welch, Interim Director Human Resource Services

SA:po

III.	CON	ISENT MATTERS - APPROVED)	
,	F.	Classification Recommendation	<u>ns</u>	Approved
		Department:	Re:	
		Health Care Services Agency	1.	Allocate two additional positions of 1485, Health Insurance Technician (14-01115).
			2.	Allocate one additional position of 0207, Senior Management Analyst (14-01117).
			3.	Reallocate one position of 5656, Supervising Hazardous Materials Specialist to 5657, Chief, Environmental Health (14-00878).
			4.	Reallocate one position of 0423, Information Systems Coordinator to 0420, Information Systems Manager (14-00899).
			5.	Reallocate one position of 6510P, Behavioral Clinician II (Project) to 6316P, Clinical Psychologist (Project) (14-01274).
			6.	Reallocate one position of 5315P, Registered Nurse III (Project) to 0308P, Supervising Program Specialist (Project) (Homeless Program Specialty Designation) (14-01299).
		Probation Department	7.	Reallocate one position of 1212N, Transcriptionist Services-As-Needed to 1142, Administrative Assistant (14-01198).
		Sheriff's Office	8.	Reallocate one position of 1220, Secretary II to 0214, Financial Services Specialist II (14-00810).
			9,	Reallocate one position of 0219, Administrative Specialist II to 0214, Financial Services Specialist II (14-01239).
			10.	Reallocate one position of 1125, Payroll Records Clerk to 0214, Financial Services Specialist II (14- 01223).
			11.	Reallocate one position of 1124, Lead Clerk to 1120, Clerk II (14-01272).
		Zone 7	12.	Allocate one additional position of 4964, Assistant Engineer/Geologist, Zone 7 (14-01199).
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COUNTY OF ALAMEDA

03/07/14

PAGE

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

CONTROL #: 14-01115

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: ADD

STATUS: PENDING APPROVAL

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y ---BENEFIT --- 14 / 15 F Y ---PU COST/SAVE ACT HR DEPT JOBCD POS PU COST/SAVE PCTPOS PCT198,310 54.64 2 24 201,026 24 TO 350101 1485 54.11

Health Insurance Technic

2 201,026 2 198,310 TOTALS: 24

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

PER BOS MINUTE ORDER APPROVAL OF FILE 29188 R-2014-41F, THIS REQUEST IS TO ADD POSITIONS TO DETERMINE POTENTIAL CLIENT ELIGIBILITY FOR FEDERAL, STATE OR COUNTY HEALTH INSURANCE PROGRAMS AND APPEARS WARRANTED BASED ON REVIEW OF THE PDQ.

METHOD

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS

OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: RAYOUNG PERSONNEL ANALYST: YOUNG (X26393)

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 7 2014

Interim Sacretary to Commission

Stephon Air 200, Deputy Lirector Human Resource Services

TYPE: ADD

COUNTY OF ALAMEDA

03/07/14 PAGE

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

CONTROL #: 14-01117 HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

STATUS: PENDING APPROVAL

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y --- BENEFIT --- 14 / 15 F Y ---ACT HR DEPT JOBCD PCT POS PU COST/SAVE PCT POS PU COST/SAVE TO 350101 0207 53.10 1 12 142,282 53.19 1 12 146,878

Senior Management Analys

1 12 142,282 TOTALS:

1 12 146,878

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

PER BOS MINUTE ORDER APPROVAL OF FILE 29188 R-2014-41F, THIS REQUEST IS TO ADD A POSITION TO PLAN, DIRECT AND REVIEW THE WORK OF A SMALL PROFESSIONAL STAFF UNIT; WILL PLAN AND ORGANIZE ANALYTICAL STUDIES FOR THE DECISION SUPPORT UNIT, AND APPEARS TO BE WARRANTED BASED ON A REVIEW OF THE PDO.

> METHOD OF

INCUMBENT

NAME

HR DEPT JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: RAYOUNG PERSONNEL ANALYST: YOUNG (X26393)

Recommendation Approved Alameda County Civil Service Commission Meeting of .

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

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

CONTROL #: 14-00878

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

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MID-YEAR REQUEST	BENEFIT	13	/ 14	F Y	BENEFIT	1	4 / 15	F Y
מסקות שמשמ מט אסיים	DOM	ጀስር	וום	COCT/CAUE	PCT	POS	PU	COST/SAVE
FR 351100 5656 Suprvsing Haz	53.01	-1,	-12,	· -149,967	53.35	-1	-12	-150,355
Suprvsing Haz	ardous Ma	aterials	s brown	1 M				
		4	12	167,490	50.74	1	12	167,930
Chief, Environ	mental H	ealth						
	=	_	=====	=======			======	========
1	TOTALS:	0	0	17,523	•	0	0	17,575

*** FUNDING SOURCE COMMENTS ***

TO BE DETERMINED BY FINANCE.

*** NARRATIVE ***

AFTER REVIEW OF MS. HUGO'S JOB DUTIES WE CONCUR THAT SHE SHOULD BE RECLASSED FROM SUPERVISING HAZARDOUS MATERIALS SPECIALIST TO CHIEF, ENVIRONMENTAL HEALTH.

INCUMBENT

OF

NAME

HR DEPT

JOBCODE CURRENT STATUS

APPT

Hugo, Susan L.

351100

5656

TENU/FULL

NCQ

LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 19 2014

Interim Sacretary to Commission

Stephen Amane, Caputy Director Hurnan Resource Services

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COUNTY OF ALAMEDA

03/11/14

PAGE

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

CONTROL #: 14-00899

HEALTH CARE SERICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

				~~				
*MID-YEAR REQUEST ACT HR DEPT JOBCI FR 350500 0423	PCT 51.92	POS -1	PU	F Y COST/SAVE -145,398	BENEFIT PCT 52.56	1 POS -1		F Y COST/SAVE -146,060
Info Systems TO 350500 0420 Info Systems	52.09	tor 1	12	168,360	52.75	1	12	169,122
	TOTALS:	0	0	22,962	:	0	0	23,062

*** FUNDING SOURCE COMMENTS ***

TO BE DETERMINED BY FINANCE.

*** NARRATIVE ***

AFTER REVIEW OF MS. BIBLIN'S JOB DUTIES, WE CONCUR THAT SHE SHOULD BE RECLASSED FROM AN INFORMATION SYSTEMS COORDINATOR TO INFORMATION SYSTEMS MANAGER.

METHOD INCUMBENT OF NAME HR DEPT JOBCODE CURRENT STATUS APPT Biblin, Janet 350500 0423 TENU/FULL NCO LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

> Recommendation Approved Alameda County Civil Service Commission Meeting of

> > MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

PAGE

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

CONTROL #: 14-01274

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

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MID-YEAR REQUEST	BENEFIT	13			BENEFIT	1		F Y
ACT HR DEPT JOBCD	PCT	POS		COST/SAVE	PCT	POS		COST/SAVE
FR 350251 6510 P	53.68	-1	-12	-116,533	54.22	-1	-12	-118,144
Behavioral Cl:		II						
то 350251 6316 Р			12	126,702	51.95	1	12	128,435
Clinical Psych	nologist	Project						
	=	= ==== ==	====	========	;			=======
ŗ	POTALS:	0	0	10,169		0	0	10,291

*** FUNDING SOURCE COMMENTS ***

TRUST CLINIC

*** NARRATIVE ***

THIS IS A RECLASS OF A VACANT POSITION TO REALLOCATE BASED ON UNIT NEEDS

SPECIALTY DESIGNATION:

INCUMBENT

HR DEPT

METHOD OF

NAME

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: ASANDOVA PERSONNEL ANALYST: 03/10/14, ANNETTE SANDOVAL, X26434

> Recommendation Approved Alameda County Civil Service Commission Meeting of

> > MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA PO-RC12 POSITION / PAY UNIT CHANGE SYSTEM HEALTH CARE SERVICES AGENCY CONTROL #: 14-01299 _______ IMPLEMENTATION DATE: 03/30/14 TYPE: RECLASS ACT HR DEPT JOBCD PCT POS FR 350251 5315 P 49.23 -1 Registered Nurse III Project TO 350251 0308 P 58.72 *** FUNDING SOURCE COMMENTS *** TRUST CLINIC SPECIAL FUNDING _______ *** NARRATIVE *** THIS IS A VACANT RECLASS BEING REALLOCATED TO MEET UNIT NEEDS - TRUST CLINIC

03/11/14

PAGE

POSITION / PAY UNIT REQUEST DETAIL

CSC AGENDA DATE: 03/19/14

STATUS: PENDING APPROVAL

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y --- BENEFIT --- 14 / 15 F Y ---PU COST/SAVE PCTPOS PU COST/SAVE -12 -150,06249.73 -1 -12 -152,10112 151,565 58.76 1 12 156,427 ----- **----**1,503

SPECIALTY DESIGNATION: Homeless Program Specialty

METHOD OF

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: ASANDOVA PERSONNEL ANALYST: 03/10/14, ANNETTE SANDOVAL X26434

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

02/26/14

PAGE 1

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

PROBATION DEPARTMENT CONTROL #: 14-01198

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

STATUS: PENDING APPROVAL TYPE: RECLASS

=====	=== == ========	======	======			======	 _	======	
MID-	YEAR REQUEST	BENEFIT	13		F Y	BENEFIT	· 1	1 / 15	F Y
ACT	HR DEPT JOBCD	PCT	POS	PU	COST/SAVE	PCT	POS	\mathbf{PU}	COST/SAVE
	250100 1212N	69.46	-1	0	00	70.16	-1	0	00
	Transcription	ist SAN							
\mathbf{TO}	250100 1142		1	0	00	60.95	1	0	00
	Admin Assistan	nt							
	Administration	il:	===== =		=======			=====	
	Administration ASSISTANT	POTALS:	0	0	00		0	0	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED RECLASSIFICATION REQUEST TO RECLASSIFY ONE TRANSCRIPTIONIST POSITION TO ADMINISTRATIVE ASSISTANT. ADMIN. ASSISTANTS, UNDER GENERAL SUPERVISION, PROVIDE PARAPROFESSIONAL LEVEL ADMINISTRATIVE OPERATIONAL AND PROCEDURAL SUPPORT TO COUNTY DEPARTMENTS AND AGENCIES TO ASSIST WITH THE IMPLMENTATION OF A VARIETY OF PROGRAMS AND PROJECTS AND TO DO REVIEWS A VARIETY OF RELATED WORK AS REQUIRED. DOCUMENTS RELATED TO THE OPERATIONS OF THE UNIT.

METHOD

INCUMBENT

NAME ·

HR DEPT

JOBCODE CURRENT STATUS

OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MOHILL PERSONNEL ANALYST: MONIQUE HILL (X24841)

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

PAGE

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

CONTROL #: 14-00810

TYPE: RECLASS

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

STATUS: PENDING APPROVAL

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MID-YEAR REQUEST	BENEFIT	13	/ 14	F Y	BENEFIT	1	4 / 15	F Y
ACT HR DEPT JOBCD	PCT	POS	PU	COST/SAVE	PCT	POS	PU ·	COST/SAVE
FR 290641 1220	65.40	-1	-12	-120,704	65.66	-1	-12	-123,515
Secretary II								
TO 290641 0214	66.38	, ,1,	12	131,391	(66.35)	1	12	135,548
TO 290641 0214 Financial Svc	s Special	lis (Fina	ncial	gernces spo	cialist II)			
	=	=====	====	========	;	===== =		
	TOTALS:	0	0	10,687		0	0	12,033

*** FUNDING SOURCE COMMENTS ***

N/A

*** NARRATIVE ***

THIS IS AN EMPLOYEE INITIATED RECLASSIFICATION REQUEST FOR DARLENE HORNSBY FROM A SECRETARY II TO A FINANCIAL SERVICES SPECIALIST II. AFTER COMPLETION OF THE JOB AUDIT & SUPERVISOR INTVW IT HAS BEEN WARRANTED THAT THE EE SHOULD BE RECLASSED TO THE FSS II CLASSIFICATION. DUTIES REFLECT AN FSS II INCLUDING HANDLING FINANCIAL DOCS FOR THE CONTRACT SVCS UNIT; BUDGET DEVELOPMENT PROCESS; LIAISON BETWEEN COUNTY & CBO'S AND CONTRACTORS; & OTHER RELATED DUTIES AS REQUIRED.

INCUMBENT
NAME

HORNSby, Darlene K.

METHOD
OF
OF
THR DEPT
JOBCODE CURRENT STATUS APPT

1220

TENU/FULL
NCQ

LOGON: MIYOSHII PERSONNEL ANALYST: 01/13/2014 MICHI YOSHII

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

Stephen Ameno, Deputy Director Human Resource Services

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COUNTY OF ALAMEDA

03/06/14

PAGE 1

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

CONTROL #: 14-01239

SHERIFF'S OFFICE

TMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

		=======				=====	======	
MID-YEAR REQUEST	BENEFIT	13	/ 14	F Y	BENEFIT	1		F Y
ACT HR DEPT JOBCD	PCT	POS	PU	COST/SAV	e pct	POS	PU	COST/SAVE
FR 290101 0219		-1	0	0		-1	0	00
Admin Speciali	st II (Admini	Stratt	ive specio	(エゼル			
TO 290101 0214	60.00	1	U	U	0 60.02	, 1	0	00
Financial Svcs	Special	is (fi)	ana	al servic	es Special 17	it II)		
	=	===== ==		=======	= ",	====	=====	
ŋ	TOTALS:	0	0	0	0	0	0	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT POSITION OF ADMINISTRATIVE SPECIALIST II TO A FINANCIAL SERVICES SPECIALIST II. THE DUTIES ARE IN LINE WITH THE JOB SPEC; MAKES REVENUE & EXPEN PROJECTS FOR ONE OR MULTIPLE BUDGETS; PREPARES & REVIEWS CLAIMS FOR REIMBURSEMENT & COSTS; ACTS AS FISCAL LIAISON BTWN THE DEPT & THE COUNTY W/DIRECT SVC PROVIDERS & CBO'S; PREPARES GRANT REQ & IMPLEMENTATION DOCS AFTER AWARD; AND OTHER REL DUTIES AS NEEDED.

METHOD OF

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

TOCOM. MIVOCUIT DEDCONNET ANALYCE. MICHT VOCATI V26/63

LOGON: MIYOSHII PERSONNEL ANALYST: MICHI YOSHII X26463

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

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

CONTROL #: 14-01223

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

					===	====	======	=====	======	
	YEAR REQUEST*	BENEFIT	13	/ 14	F Y		BENEFIT	1	4 / 15	·F Y
	HR DEPT JOBCD	PCT	POS	PU	COST/	SAVE	PCT	POS	PU	COST/SAVE
	290101 1125	71.06	-1	0		00	71.77	-1	0	00
	Payroll Record	ls Clerk							_	• •
TO 2	290101 0214	60.00	1	0		0.0	60.02	1	0	0.0
1	Financial Svcs	Special	Lis (th)	maial	Servic	ec Cor	fitting.	***	v	
			======	=====	201110	C2 G/~ (والمرادة المالك			
							7		=====	
	1	OTALS:	0	0		00	•	0	0	0.0

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT FUNDED POSITION OF PAYROLL RECORDS CLERK TO FINANCIAL SERVICES SPECIALIST II. THE JOB DUTIES LISTED ARE REFLECTIVE OF THE JOB SPEC; MAKES REVENUE & EXPENDITURE PROJECTIONS FOR ONE OR MULTIPLE BUDGETS; PREPARES & REVIEWS CLAIMS FOR REIMB & COST REPORTS; ACTS AS FISCAL LIAISON BTW THE DEPT & THE COUNTY W/ DIRECT SVC PROVIDERS & CBO'S; PREPARES GRANT REQUESTS & IMPLEMENTATION; AND OTHER RELATED DUTIES AS NEEDED.

METHOD

INCUMBENT NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

OF

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MIYOSHII PERSONNEL ANALYST: MICHI YOSHII X26463

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 19 2014

Interim Ex to Larv to Commission

Slophen Alhanu, Dignaly Discour Human Resource Services

COUNTY OF ALAMEDA

03/06/14

PAGE

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

CONTROL #: 14-01272

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

=====	============	=======							
ACT	-YEAR REQUEST* HR DEPT JOBCD 290511 1124 Lead Clerk		13 POS -1	/ 14 PU -12	F Y COST/SAVE -83,062	BENEFIT PCT 69.61	1 POS -1	4 / 15 PU -12	F Y COST/SAVE -84,237
TO	290511 1120 Clerk II	70.89	1	12	79,484	71.66	1	12	80,620
		TOTALS:	0	0	-3,578	=	==== : 0	0	-3,617

*** FUNDING SOURCE COMMENTS ***

290511-50400 SALARY SAVINGS

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT POSITION OF LEAD CLERK TO CLERK II. THE JOB DUTIES ARE REPRESENTATIVE OF THE JOB SPEC; ACTS AS RECEPTIONIST, GREETING & ASSISTING VISITORS & CALLERS; ORGANIZES, CLASSIFIES & FILES DOCS; ENTER DATA & INFO FROM AN ESTABLISHED GROUP OF SOURCE DOCS; TYPES A VARIETY OF CORRESPONDENCE, FORMS, LEGAL DOCS, REPORTS, ARTICLES, LABELS, ETC; MAINTAINS CONTROL RECORDS OR LOGS; AND OTHER RELATED DUTIES AS ASSIGNED.

INCUMBENT

METHOD OF

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MIYOSHII PERSONNEL ANALYST: MICHI YOSHII X26463

Recommendation Approved Alameda County Civil Service Commission

MAR 1 9 2014

Interim Secretary to Commission

PQ_RC12

COUNTY OF ALAMEDA

02/28/14

PAGE

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

CONTROL #: 14-01199

ZONE 7 WATER AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: ADD

STATUS: PENDING APPROVAL

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y ---BENEFIT --- 14 / 15 F Y ---ACT HR DEPT JOBCD PCT POS PU COST/SAVE PCT POS PUCOST/SAVE TO 270721 4964 50.10 1 0 00 50.23 00 Asst Engineer, Zone7

00

00

METHOD

OF

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITATED REQUEST TO ADD ONE POSITION, ASSISTANT ENGINEER/GEOLOGIST, ZONE 7. THIS POSITION, UNDER GENERAL SUPERVISION, PERFORMS A VARIETY OF PROFESSIONAL ENGINEERING WORK RELATED TO WATER RESOURCES, FLOOD CONTROL, WATER SUPPLY, AND WATER TREATMENT AND DISTRIBUTION FACILITIES AND SYSTEMS AND PERFORMS RELATED WORK AS REQUIRED. ANALYZES DESIGN OR ASSISTS IN THE DESIGN OF A VARIETY OF ENGINEERING/GEOGRAPHICA ACTS AS A RESIDENT ENGINEER/GEOLOGIST.

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MOHILL PERSONNEL ANALYST: MONIQUE HILL (X24841)

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

III.	CON	ISENT MATTERS - APPROVED)	
,	F,	Classification Recommendation	<u>ns</u>	Approved
		Department:	Re:	
		Health Care Services Agency	1.	Allocate two additional positions of 1485, Health Insurance Technician (14-01115).
			2.	Allocate one additional position of 0207, Senior Management Analyst (14-01117).
			3.	Reallocate one position of 5656, Supervising Hazardous Materials Specialist to 5657, Chief, Environmental Health (14-00878).
			4,	Reallocate one position of 0423, Information Systems Coordinator to 0420, Information Systems Manager (14-00899).
			5.	Reallocate one position of 6510P, Behavioral Clinician II (Project) to 6316P, Clinical Psychologist (Project) (14-01274).
			6.	Reallocate one position of 5315P, Registered Nurse III (Project) to 0308P, Supervising Program Specialist (Project) (Homeless Program Specialty Designation) (14-01299).
		Probation Department	7.	Reallocate one position of 1212N, Transcriptionist Services-As-Needed to 1142, Administrative Assistant (14-01198).
		Sheriff's Office	8.	Reallocate one position of 1220, Secretary II to 0214, Financial Services Specialist II (14-00810).
			9.	Reallocate one position of 0219, Administrative Specialist II to 0214, Financial Services Specialist II (14-01239).
			10.	Reallocate one position of 1125, Payroll Records Clerk to 0214, Financial Services Specialist II (14- 01223).
			11.	Reallocate one position of 1124, Lead Clerk to 1120, Clerk II (14-01272).
		Zone 7	12.	Allocate one additional position of 4964, Assistant Engineer/Geologist, Zone 7 (14-01199).

COUNTY OF ALAMEDA

03/07/14

PAGE 1

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

CONTROL #: 14-01115 HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: ADD

STATUS: PENDING APPROVAL

MID-YEAR REQUEST* BENEFIT --- 13 / 14 F Y --- BENEFIT --- 14 / 15 F Y --- ACT HR DEPT JOBCD PCT POS PU COST/SAVE PCT POS PU COST/SAVE TO 350101 1485 54.11 2 24 198,310 54.64 2 24 201,026 *MID-YEAR REQUEST* BENEFIT --- 13 / 14 F Y ---

Health Insurance Technic

TOTALS: 2 24 198,310

2 24 201.026

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

PER BOS MINUTE ORDER APPROVAL OF FILE 29188 R-2014-41F, THIS REQUEST IS TO ADD POSITIONS TO DETERMINE POTENTIAL CLIENT ELIGIBILITY FOR FEDERAL, STATE OR COUNTY HEALTH INSURANCE PROGRAMS AND APPEARS WARRANTED BASED ON REVIEW OF THE PDO.

METHOD INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: RAYOUNG PERSONNEL ANALYST: YOUNG (X26393)

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 19 mil

Interim Sacretary to Commission

Stephon Air and, Deputy Targetor

Human Resource Services

COUNTY OF ALAMEDA

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

CONTROL #: 14-01117

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: ADD

STATUS: PENDING APPROVAL

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y --- BENEFIT --- 14 / 15 F Y ---POS PU COST/SAVE PCT POS 1 12 142,282 53.19 1 PU COST/SAVE ACT HR DEPT JOBCD PCT TO 350101 0207 53.10 1 12 146,878

Senior Management Analys

TOTALS:

1 12 142,282

12 146,878

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

PER BOS MINUTE ORDER APPROVAL OF FILE 29188 R-2014-41F, THIS REQUEST IS TO ADD A POSITION TO PLAN, DIRECT AND REVIEW THE WORK OF A SMALL PROFESSIONAL STAFF UNIT; WILL PLAN AND ORGANIZE ANALYTICAL STUDIES FOR THE DECISION SUPPORT UNIT, AND APPEARS TO BE WARRANTED BASED ON A REVIEW OF THE PDO.

INCUMBENT

NAME

HR DEPT JOBCODE CURRENT STATUS APPT

METHOD

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: RAYOUNG PERSONNEL ANALYST: YOUNG (X26393)

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

PAGE 1

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

CONTROL #: 14-00878

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

		= == ====		4 **** 				
MID-YEAR REQUEST	BENEFIT	13	/ 14	F Y	BENEFIT	1	4 / 15	F Y
ACT HR DEPT JOBCD	PCT	POS	PU	COST/SAVE	PCT	POS		COST/SAVE
FR 351100 5656 Suprysing Haze	53.01	-1,	-12,	-149,967	53.35	-1	-12	-150,355
Suprvsing Haza	ardous Ma	aterials =	precar	i M.				
то 351100 5657	50.39	.1	12	167,490	50.74	1	12	167,930
Chief, Environr	mental He	ealth						
	=	=== =================================	====	=======================================		=====	=====	========
Ţ	COTALS:	0	0	17,523	,	0	0	17,575

*** FUNDING SOURCE COMMENTS ***

TO BE DETERMINED BY FINANCE.

*** NARRATIVE ***

AFTER REVIEW OF MS. HUGO'S JOB DUTIES WE CONCUR THAT SHE SHOULD BE RECLASSED FROM SUPERVISING HAZARDOUS MATERIALS SPECIALIST TO CHIEF, ENVIRONMENTAL HEALTH.

METHOD

INCUMBENT

OF

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

Hugo, Susan L.

351100

5656

TENU/FULL

NCO

LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 8 2014

Interim Secretary to Commission

Stephen Afrance, Capuly Director Human Resource Survices

COUNTY OF ALAMEDA

03/11/14

PAGE

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

CONTROL #: 14-00899

HEALTH CARE SERICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

	=========		===== =	=====		== ====	=====		
*MID-	YEAR REQUEST	BENEFIT	13	/ 14	F Y	BENEFIT	! 1	4 / 15	F Y
ACT	HR DEPT JOBCI	PCT	POS		COST/SAVE	PCT	POS	PU	COST/SAVE
FR	350500 0423	51.92	-1	-12	-145,398	52.56	-1	-12	-146,060
	Info Systems	Coordina	tor						
TO	350500 0420	52.09	1	12	168,360	52.75	1	12	169,122
	Info Systems	Manager							
				=====	=======		====	=====	
		TOTALS:	0	0	22,962		0	0	23,062
					,				•

*** FUNDING SOURCE COMMENTS ***

TO BE DETERMINED BY FINANCE.

*** NARRATIVE ***

AFTER REVIEW OF MS. BIBLIN'S JOB DUTIES, WE CONCUR THAT SHE SHOULD BE RECLASSED FROM AN INFORMATION SYSTEMS COORDINATOR TO INFORMATION SYSTEMS MANAGER.

METHOD INCUMBENT OF NAME HR DEPT **JOBCODE** CURRENT STATUS APPT Biblin, Janet 350500 0423. TENU/FULL NCQ

LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

PAGE

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

CONTROL #: 14-01274

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

TILE: WEGHTED								
	=======							
MID-YEAR REQUEST E	BENEFIT	13		F Y	BENEFIT	1		
ACT HR DEPT JOBCD	PCT	POS	_	COST/SAVE	PCT	POS		COST/SAVE
FR 350251 6510 P	53.68	-1	-12	-116,533	54.22	-1	-12	-118,144
Behavioral Clir	nician I	II						
TO 350251 6316 P		1 .	12	126,702	51.95	1	12	128,435
Clinical Psycho	ologist	Project						
	=	• = === ==		=======	=	=====	=====	========
TC	TALS:	0	0	10,169		0	0	10,291

*** FUNDING SOURCE COMMENTS ***

TRUST CLINIC

*** NARRATIVE ***

THIS IS A RECLASS OF A VACANT POSITION TO REALLOCATE BASED ON UNIT NEEDS

SPECIALTY DESIGNATION:

METHOD

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS

OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: ASANDOVA PERSONNEL ANALYST: 03/10/14, ANNETTE SANDOVAL, X26434

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

PAGE 1

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

CONTROL #: 14-01299 HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

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MID-YEAR REQUE	ST BENEFI	r 13	/ 14	F Y	BENEFIT	1	4 / 15	F Y
ACT HR DEPT JO	BCD PCT	POS	PÜ	COST/SAVE	PCT	POS	PU	COST/SAVE
FR 350251 531	5 P 49.23	, -1	-12	-150,062	49.73	-1	-12	-152,101
Registered	Nurse III	Project						
TO 350251 030	8 P 58.72	. 1	12	151,565	58.76	1	12	156,427
Supervising Program	Program Sp	ecia (
Supervising Prograi	a specialist	POWET =	====	=======		=	=====	=======
, ,	TOTALS:	0	0	1,503		0	0	4,326
				•				•

*** FUNDING SOURCE COMMENTS ***

TRUST CLINIC SPECIAL FUNDING

THIS IS A VACANT RECLASS BEING REALLOCATED

TO MEET UNIT NEEDS - TRUST CLINIC

SPECIALTY DESIGNATION: Homeless Program Specialty

*** NARRATIVE ***

INCUMBENT

METHOD OF

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: ASANDOVA PERSONNEL ANALYST: 03/10/14, ANNETTE SANDOVAL X26434

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

02/26/14 PAGE

1

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

CONTROL #: 14-01198

PROBATION DEPARTMENT

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

					<u> </u>				
====	-============			=====		.======			
MID-	YEAR REQUEST	BENEFIT	13	/ 14	F Y	BENEFIT			
ACT	HR DEPT JOBCD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	250100 1212N	69.46	-1	0	00	70.16	-1	0	00
	Transcription	ist SAN							
TO	250100 1142		1	0	00	60.95	1	0	00
	Admin Assistan	nt							
	Administration	ul :	-:		========	;	=======================================	==	
	Administration ASSISTANT	TOTALS:	0	0	00		0	0	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED RECLASSIFICATION REQUEST TO RECLASSIFY ONE TRANSCRIPTIONIST POSITION TO ADMINISTRATIVE ASSISTANT. ADMIN. ASSISTANTS, UNDER GENERAL SUPERVISION, PROVIDE PARAPROFESSIONAL LEVEL ADMINISTRATIVE OPERATIONAL AND PROCEDURAL SUPPORT TO COUNTY DEPARTMENTS AND AGENCIES TO ASSIST WITH THE IMPLMENTATION OF A VARIETY OF PROGRAMS AND PROJECTS AND TO DO RELATED WORK AS REQUIRED. REVIEWS A VARIETY OF DOCUMENTS RELATED TO THE OPERATIONS OF THE UNIT.

METHOD

OF

INCUMBENT NAME -

HR DEPT

CURRENT STATUS JOBCODE

APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MOHILL PERSONNEL ANALYST: MONIQUE HILL (X24841)

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

PAGE 1

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

CONTROL #: 14-00810

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y ---BENEFIT --- 14 / 15 F Y ---ACT HR DEPT JOBCD PCT POS PU COST/SAVE PCT POS PU COST/SAVE FR 290641 1220 65.40 -1-12-120,70465.66 -1 -12-123,515Secretary II TO 290641 0214 66.38 1 12 131,391 66.35 12 135,548 Financial Svcs Specialis (Financial Gervices Specialist II) TOTALS: 0 10,687 0

*** FUNDING SOURCE COMMENTS ***

N/A

*** NARRATIVE ***

THIS IS AN EMPLOYEE INITIATED RECLASSIFICATION REQUEST FOR DARLENE HORNSBY FROM A SECRETARY II TO A FINANCIAL SERVICES SPECIALIST II. AFTER COMPLETION OF THE JOB AUDIT & SUPERVISOR INTVW IT HAS BEEN WARRANTED THAT THE EE SHOULD BE RECLASSED TO THE FSS II CLASSIFICATION. DUTIES REFLECT AN FSS II INCLUDING HANDLING FINANCIAL DOCS FOR THE CONTRACT SVCS UNIT; BUDGET DEVELOPMENT PROCESS; LIAISON BETWEEN COUNTY & CBO'S AND CONTRACTORS; & OTHER RELATED DUTIES AS REQUIRED.

METHOD

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS

OF APPT

Hornsby, Darlene K.

290641

1220

TENU/FULL

NCO

LOGON: MIYOSHII PERSONNEL ANALYST: 01/13/2014 MICHI YOSHII

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

Stephen Amano, Deputy Director Human Resource Services

8

COUNTY OF ALAMEDA

03/06/14

PAGE 1

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

CONTROL #: 14-01239

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

					======	======		==	
MID-YEAR REQUEST	BENEFIT	13	/ 14	F Y		BENEFIT	1	4 / 15	F Y
ACT HR DEPT JOBCD		POS			SAVE	PCT	POS	PU	COST/SAVE
	61.64	-1	0		00	61.66	-1	0	00
Admin Special:	ist II 🕻	Admini	Strat	ive sp	eciali?	(上は			
то 290101 0214	60.00	1	0	- •	00	60.02	1	0	00
Financial Svc	s Special	lis (f)	anc	ial se	2.QSAJr	Specialis	(11)		
	=		=====		====	7,000	= == ==	=====	
	TOTALS:	0	0		00		0	0	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT POSITION OF ADMINISTRATIVE SPECIALIST II TO A FINANCIAL SERVICES SPECIALIST II. THE DUTIES ARE IN LINE WITH THE JOB SPEC; MAKES REVENUE & EXPEN PROJECTS FOR ONE OR MULTIPLE BUDGETS; PREPARES & REVIEWS CLAIMS FOR REIMBURSEMENT & COSTS; ACTS AS FISCAL LIAISON BTWN THE DEPT & THE COUNTY W/ DIRECT SVC PROVIDERS & CBO'S; PREPARES GRANT REQ & IMPLEMENTATION DOCS AFTER AWARD; AND OTHER REL DUTIES AS NEEDED.

> METHOD OF

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MIYOSHII PERSONNEL ANALYST: MICHI YOSHII X26463

Recommendation Approved Alameda County Civil Service Commission

MAR 1 9 2014

Interim Secretary to Commission

Stephen Arrigho, Deputy Director Human Hescurce Services.

COUNTY OF ALAMEDA

03/06/14 PAGE

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

CONTROL #: 14-01223

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

====:	===== === ==	_=======	=====	=====		~~~~ ~~~			
MID	-YEAR REQUEST	BENEFIT	13	/ 14	F Y	BENEFIT	 14	1 / 15	·F Y
	HR DEPT JOBCD	PCT	POS	PU	COST/SAVE	PCT	POS		COST/SAVE
FR	·	71.06	-1	0	00	71.77	- 1	0	00
	Payroll Record		_						
TO	290101 0214	60.00	1	0	00	60.02	1	0	00
	Financial Svcs	s Special	lis (Find	ancial	services Spa	cialistil			
		. ==	==== =:	=====	=======	•	===== =	=====	========
		TOTALS:	0	0	00		0	0	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT FUNDED POSITION OF PAYROLL RECORDS CLERK TO FINANCIAL SERVICES SPECIALIST II. THE JOB DUTIES LISTED ARE REFLECTIVE OF THE JOB SPEC; MAKES REVENUE & EXPENDITURE PROJECTIONS FOR ONE OR MULTIPLE BUDGETS; PREPARES & REVIEWS CLAIMS FOR REIMB & COST REPORTS; ACTS AS FISCAL LIAISON BTW THE DEPT & THE COUNTY W/ DIRECT SVC PROVIDERS & CBO'S; PREPARES GRANT REQUESTS & IMPLEMENTATION; AND OTHER RELATED DUTIES AS NEEDED.

METHOD

OF

INCUMBENT . NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MIYOSHII PERSONNEL ANALYST: MICHI YOSHII X26463

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 19 2014

Interim Se to Lary to Commission

Stophen Amaro, Dread to accur Human Resource Servicus

COUNTY OF ALAMEDA

03/06/14

PAGE 1

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

CONTROL #: 14-01272

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

======		========		=====					12 1 10 1 1 1
ACT	-YEAR REQUEST* HR DEPT JOBCD 290511 1124 Lead Clerk		13 POS -1	/ 14 PU -12	F Y COST/SAVE -83,062	BENEFIT PCT 69.61	1 POS -1	.4 / 15 PU -12	F Y COST/SAVE -84,237
	290511 1120 Clerk II	70.89	1	12	79,484	71.66	1	12	80,620
	ŗ	TOTALS:	0	0	-3,578	:	0	==== = 0	-3,617

*** FUNDING SOURCE COMMENTS ***

290511-50400 SALARY SAVINGS

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT POSITION OF LEAD CLERK TO CLERK II. THE JOB DUTIES ARE REPRESENTATIVE OF THE JOB SPEC; ACTS AS RECEPTIONIST, GREETING & ASSISTING VISITORS & CALLERS; ORGANIZES, CLASSIFIES & FILES DOCS; ENTER DATA & INFO FROM AN ESTABLISHED GROUP OF SOURCE DOCS; TYPES A VARIETY OF CORRESPONDENCE, FORMS, LEGAL DOCS, REPORTS, ARTICLES, LABELS, ETC; MAINTAINS CONTROL RECORDS OR LOGS; AND OTHER RELATED DUTIES AS ASSIGNED.

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

METHOD OF

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MIYOSHII PERSONNEL ANALYST: MICHI YOSHII X26463

Recommendation Approved Alameda County Civil Sarvice Commission

MAR 19 2014

Interim Secretary to Commission

0.0

PQ-RC12

COUNTY OF ALAMEDA

02/28/14

PAGE

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

CONTROL #: 14-01199

ZONE 7 WATER AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: ADD

STATUS: PENDING APPROVAL

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y ---BENEFIT --- 14 / 15 F Y ---ACT HR DEPT JOBCD PCT POS PU COST/SAVE POS PCTPU COST/SAVE TO 270721 4964 50.10 1 00 50.23 00 Asst Engineer, Zone7 **===== =======** 1,

namentotals:

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITATED REQUEST TO ADD ONE POSITION, ASSISTANT ENGINEER/GEOLOGIST, ZONE 7. THIS POSITION, UNDER GENERAL SUPERVISION, PERFORMS A VARIETY OF PROFESSIONAL ENGINEERING WORK RELATED TO WATER RESOURCES, FLOOD CONTROL, WATER SUPPLY, AND WATER TREATMENT AND DISTRIBUTION FACILITIES AND SYSTEMS AND PERFORMS RELATED WORK AS REQUIRED. ANALYZES DESIGN OR ASSISTS IN THE DESIGN OF A VARIETY OF ENGINEERING/GEOGRAPHICA PROJECTS. ACTS AS A RESIDENT ENGINEER/GEOLOGIST.

INCUMBENT

METHOD

OF

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

PERSONNEL ANALYST: MONIQUE HILL (X24841)

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 19 2014

Interim Secretary to Commission

III. COI	NSENT MATTERS - APPROVEI						
. F.	Classification Recommendation	ions - Approved					
	Department:	Re:					
	Health Care Services Agency	 Allocate two additional positions of 1485, Health Insurance Technician (14-01115). Allocate one additional position of 0207, Senior Management Analyst (14-01117). Reallocate one position of 5656, Supervising Hazardous Materials Specialist to 5657, Chief, Environmental Health (14-00878). Reallocate one position of 0423, Information Systems Coordinator to 0420, Information Systems Manager (14-00899). Reallocate one position of 6510P, Behavioral Clinician II (Project) to 6316P, Clinical Psychologist (Project) (14-01274). Reallocate one position of 5315P, Registered Nurse III (Project) to 0308P, Supervising Program Specialist (Project) (Homeless Program Specialty 					
	Probation Department	Designation) (14-01299). 7. Reallocate one position of 1212N, Transcriptionist Services-As-Needed to 1142, Administrative Assistant (14-01198).					
	Sheriff's Office Zone 7	 Reallocate one position of 1220, Secretary II to 0214, Financial Services Specialist II (14-00810). Reallocate one position of 0219, Administrative Specialist II to 0214, Financial Services Specialist II (14-01239). Reallocate one position of 1125, Payroll Records Clerk to 0214, Financial Services Specialist II (14-01223). Reallocate one position of 1124, Lead Clerk to 1120, Clerk II (14-01272). Allocate one additional position of 4964, Assistant Engineer/Geologist, Zone 7 (14-01199). 					

COUNTY OF ALAMEDA

03/07/14

PAGE

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

CONTROL #: 14-01115

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

STATUS: PENDING APPROVAL TYPE: ADD

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y ---BENEFIT --- 14 / 15 F Y ---PU COST/SAVE PCTPOS PU COST/SAVE ACT HR DEPT JOBCD PCTPOS 54.11 24 198,310 54.64 2 24 201,026 TO 350101 1485 2

Health Insurance Technic

____ ______

2 24 TOTALS: 198,310 201,026 24

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

PER BOS MINUTE ORDER APPROVAL OF FILE 29188 R-2014-41F, THIS REQUEST IS TO ADD POSITIONS TO DETERMINE POTENTIAL CLIENT ELIGIBILITY FOR FEDERAL, STATE OR COUNTY HEALTH INSURANCE PROGRAMS AND APPEARS WARRANTED BASED ON REVIEW OF THE PDQ.

METHOD OF

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: RAYOUNG PERSONNEL ANALYST: YOUNG (X26393) ________

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 7 2914

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/07/14 PAGE 1

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

CONTROL #: 14-01117

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: ADD

STATUS: PENDING APPROVAL

MID-YEAR REOUEST BENEFIT --- 13 / 14 F Y ---POS PU COST/SAVE 1

BENEFIT --- 14 / 15 F Y ---POS PCTPU COST/SAVE

ACT HR DEPT JOBCD PCT TO 350101 0207

53.10

12 142,282 53.19

1

146,878

Senior Management Analys

12

TOTALS:

____ ____ 142,282 1 12

146,878

1 12

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

PER BOS MINUTE ORDER APPROVAL OF FILE 29188 R-2014-41F, THIS REQUEST IS TO ADD A POSITION TO PLAN, DIRECT AND REVIEW THE WORK OF A SMALL PROFESSIONAL STAFF UNIT; WILL PLAN AND ORGANIZE ANALYTICAL STUDIES FOR THE DECISION SUPPORT UNIT, AND APPEARS TO BE WARRANTED BASED ON A REVIEW OF THE PDQ.

METHOD

INCUMBENT NAME

HR DEPT

JOBCODE CURRENT STATUS

OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: RAYOUNG PERSONNEL ANALYST: YOUNG (X26393)

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

PAGE 1

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

CONTROL #: 14-00878 HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

STATUS: PENDING APPROVAL TYPE: RECLASS

MID-YEAR REOUEST BENEFIT --- 13 / 14 F Y --- BENEFIT --- 14 / 15 F Y ---PU COST/SAVE -12, -149,967 POS ACT HR DEPT JOBCD PCT PCTPOS PU COST/SAVE Suprysing Hazardous Materials spicialist 351100 5657 50 20 FR 351100 5656 53.35 -1-12 -150,355TO 351100 5657 50.39 167,490 50.74 1 12 167,930 Chief, Environmental Health

TOTALS: 0 0 17,523 0 0 17,575

*** FUNDING SOURCE COMMENTS ***

TO BE DETERMINED BY FINANCE.

*** NARRATIVE ***

AFTER REVIEW OF MS. HUGO'S JOB DUTIES WE CONCUR THAT SHE SHOULD BE RECLASSED FROM SUPERVISING HAZARDOUS MATERIALS SPECIALIST TO CHIEF, ENVIRONMENTAL HEALTH.

INCUMBENT NAME

HR DEPT

JOBCODE

CURRENT STATUS

APPT

METHOD

OF

Hugo, Susan L.

351100

5656

TENU/FULL

NCO

LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

Recommendation Approved Alameda County Civil Service Commission

MAR 19 7014

Interim Secretary to Commission

Stephen Afranc, Copuly Director Human Resource Services

COUNTY OF ALAMEDA

03/11/14

PAGE 1

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

CONTROL #: 14-00899

HEALTH CARE SERICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

	=======	======						
*MID-YEAR REQUEST ACT HR DEPT JOBC FR 350500 0423	D PCT	POS	PU	F Y COST/SAVE -145,398	BENEFIT PCT 52.56	1 POS -1	PU	F Y COST/SAVE -146,060
Info Systems TO 350500 0420 Info Systems	52.09	tor 1	12	168,360	52.75			169,122
	TOTALS:	0	0	22,962	:	0	0	23,062

*** FUNDING SOURCE COMMENTS ***

TO BE DETERMINED BY FINANCE.

*** NARRATIVE ***

AFTER REVIEW OF MS. BIBLIN'S JOB DUTIES, WE CONCUR THAT SHE SHOULD BE RECLASSED FROM AN INFORMATION SYSTEMS COORDINATOR TO INFORMATION SYSTEMS MANAGER.

METHOD INCUMBENT OF NAME HR DEPT JOBCODE CURRENT STATUS APPT Biblin, Janet 350500 0423 TENU/FULL NCO

_______ LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

> Recommendation Approved Alameda County Civil Service Commission Meeting of

> > MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

PAGE 1

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

CONTROL #: 14-01274

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

_______ *MID-YEAR REQUEST* BENEFIT --- 13 / 14 F Y ---BENEFIT --- 14 / 15 F Y ---POS PU COST/SAVE ACT HR DEPT JOBCD PCT PU COST/SAVE PCTPOS FR 350251 6510 P 53.68 -1 $-12 \quad -116,533$ 54.22 -1 -12 -118,144Behavioral Clinician II TO 350251 6316 P 51.42 126,702 51.95 12 12 1 128,435 Clinical Psychologist Project _____

0 0 0 10,169 0 10,291

*** FUNDING SOURCE COMMENTS ***

TRUST CLINIC

*** NARRATIVE ***

THIS IS A RECLASS OF A VACANT POSITION TO REALLOCATE BASED ON UNIT NEEDS

SPECIALTY DESIGNATION:

METHOD OF

INCUMBENT NAME

HR DEPT

JOBCODE CURRENT STATUS

APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: ASANDOVA PERSONNEL ANALYST: 03/10/14, ANNETTE SANDOVAL, X26434

> Recommendation Approved Alameda County Civil Service Commission Meeting of

> > MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/11/14

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POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-01299

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

=======================================	========	======	=====		=======	======	======	=======
*MID-YEAR REQUEST	* BENEFIT	13	/ 14	F Y	BENEFIT	14	/ 15	F Y
ACT HR DEPT JOBO	D PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR 350251 5315	P 49.23	1	-12	-150,062	49.73	-1	-12	-152,101
Registered N	urse III	Project						•
то 350251 0308	P 58.72	` 1	12	151,565	58.76	1	12	156,427
_ Suprvsing P i	ogram Spe	cia .						
Supervising Program S	pecialist" p	'gyzet ==		========		===== =	=====	=======
. 5	TOTALS:	0	0	1,503		0	0	4,326
				•				•

*** FUNDING SOURCE COMMENTS ***

TRUST CLINIC SPECIAL FUNDING

*** NARRATIVE ***

THIS IS A VACANT RECLASS BEING REALLOCATED TO MEET UNIT NEEDS - TRUST CLINIC

SPECIALTY DESIGNATION: Homeless Program Specialty

METHOD OF

INCUMBENT

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: ASANDOVA PERSONNEL ANALYST: 03/10/14, ANNETTE SANDOVAL X26434

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

02/26/14

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

CONTROL #: 14-01198 _______

PROBATION DEPARTMENT

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

STATUS: PENDING APPROVAL TYPE: RECLASS

									
*MID-	-YEAR REQUEST [,] HR DEPT JOBCI				F Y COST/SAVE	BENEFIT PCT	1		F Y COST/SAVE
FR	250100 1212N	69.46	-1	0	00	70.16	-1	0	00
	Transcription			_				_	0.0
TO	250100 1142		1	0	00	60.95	1	0	00
	Admin Assista								
	Administrati	TOWNER :		_====	0.0	•			
	ASSISTANI	TOTALS:	U	U	00		U	U	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED RECLASSIFICATION REOUEST TO RECLASSIFY ONE TRANSCRIPTIONIST POSITION TO ADMINISTRATIVE ASSISTANT. ADMIN. ASSISTANTS, UNDER GENERAL SUPERVISION, PROVIDE PARAPROFESSIONAL LEVEL ADMINISTRATIVE OPERATIONAL AND PROCEDURAL SUPPORT TO COUNTY DEPARTMENTS AND AGENCIES TO ASSIST WITH THE IMPLMENTATION OF A VARIETY OF PROGRAMS AND PROJECTS AND TO DO RELATED WORK AS REQUIRED. REVIEWS A VARIETY OF DOCUMENTS RELATED TO THE OPERATIONS OF THE UNIT.

_______ METHOD

INCUMBENT NAME

HR DEPT

JOBCODE CURRENT STATUS

OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MOHILL PERSONNEL ANALYST: MONIQUE HILL (X24841)

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 19 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

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

CONTROL #: 14-00810

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

	======	======	=====	========	=======	======		
MID-YEAR REQUEST ACT HR DEPT JOBCD FR 290641 1220	BENEFIT PCT 65.40	POS	PU	F Y COST/SAVE -120,704	PCT	POS	PU-	F Y ÷ COST/SAVE -123,515
Secretary II TO 290641 0214 Financial Svcs	66.38 Special			•			12	135,548
	=	======	====	========	=	===== =	=====	========
T	OTALS:	0	0	10,687		0	Ω	12 033

*** FUNDING SOURCE COMMENTS ***

N/A

*** NARRATIVE ***

THIS IS AN EMPLOYEE INITIATED RECLASSIFICATION REQUEST FOR DARLENE HORNSBY FROM A SECRETARY II TO A FINANCIAL SERVICES SPECIALIST II. AFTER COMPLETION OF THE JOB AUDIT & SUPERVISOR INTVW IT HAS BEEN WARRANTED THAT THE EE SHOULD BE RECLASSED TO THE FSS II CLASSIFICATION. DUTIES REFLECT AN FSS II INCLUDING HANDLING FINANCIAL DOCS FOR THE CONTRACT SVCS UNIT; BUDGET DEVELOPMENT PROCESS; LIAISON BETWEEN COUNTY & CBO'S AND CONTRACTORS; & OTHER RELATED DUTIES AS REQUIRED.

METHOD INCUMBENT OF NAME HR DEPT JOBCODE CURRENT STATUS APPT Hornsby, Darlene K. 290641 1220 TENU/FULL NCQ

LOGON: MIYOSHII PERSONNEL ANALYST: 01/13/2014 MICHI YOSHII

Recommendation Approved Alameda County Civil Service Commission Meeting of

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

03/06/14

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

CONTROL #: 14-01239

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y ---BENEFIT --- 14 / 15 F Y ---PCTPOS PU COST/SAVE ACT HR DEPT JOBCD PCTPOS PU COST/SAVE FR 290101 0219 61.64 -10 00 61.66 -1 (Administrative specialist II) Admin Specialist II TO 290101 0214 60.00 0 00 1 00 60.02 0 Financial Svcs Specialis (Financial Services SpecialistI)

0 0 0 TOTALS: 0

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT POSITION OF ADMINISTRATIVE SPECIALIST II TO A FINANCIAL SERVICES SPECIALIST II. THE DUTIES ARE IN LINE WITH THE JOB SPEC; MAKES REVENUE & EXPEN PROJECTS FOR ONE OR MULTIPLE BUDGETS; PREPARES & REVIEWS CLAIMS FOR REIMBURSEMENT & COSTS; ACTS AS FISCAL LIAISON BTWN THE DEPT & THE COUNTY W/ DIRECT SVC PROVIDERS & CBO'S; PREPARES GRANT REQ & IMPLEMENTATION DOCS AFTER AWARD; AND OTHER REL DUTIES AS NEEDED.

INCUMBENT

METHOD OF

NAME

HR DEPT

JOBCODE CURRENT STATUS

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MIYOSHII PERSONNEL ANALYST: MICHI YOSHII X26463

Recommendation Approved Alameda County Civil Service Commission

MAR 19 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

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

CONTROL #: 14-01223

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS: PENDING APPROVAL

====		=======	======	=====	=======				
	-YEAR REQUEST*	BENEFIT	- 13	/ 14	F Y	BENEFIT	14	 / 15	F Y
	HR DEPT JOBCD	PCT	POS	PU	COST/SAVE	PCT			COST/SAVE
	290101 1125			0	0.0		-1	100	00
	Payroll Record	ds Clerk						•	•
TO	290101 0214	60.00	1	0	0.0	60.02	1	0	0.0
	Financial Svcs	S Special	Lis (tiha	incial	Services Soc	cialistile.		J	
		=	===== ==	====	========	======================================	==== ==	====	====
	r	TOTALS:	0	0	0.0	•	0	n	0.0
					- +		V	U	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT FUNDED POSITION OF PAYROLL RECORDS CLERK TO FINANCIAL SERVICES SPECIALIST II. THE JOB DUTIES LISTED ARE REFLECTIVE OF THE JOB SPEC; MAKES REVENUE & EXPENDITURE PROJECTIONS FOR ONE OR MULTIPLE BUDGETS; PREPARES & REVIEWS CLAIMS FOR REIMB & COST REPORTS; ACTS AS FISCAL LIAISON BTW THE DEPT & THE COUNTY W/ DIRECT SVC PROVIDERS & CBO'S; PREPARES GRANT REQUESTS & IMPLEMENTATION; AND OTHER RELATED DUTIES AS NEEDED.

INCUMBENT

METHOD

NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

OF

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MIYOSHII PERSONNEL ANALYST: MICHI YOSHII X26463

> Recommendation Approved Alameda County Civil Service Commission Meeting of

> > MAR 19 2014

Interim Sales tory to Commission

Stophen Alhano, Organia Gracian Human Resource Services

COUNTY OF ALAMEDA

03/06/14 PAGE 1

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

CONTROL #: 14-01272

SHERIFF'S OFFICE

IMPLEMENTATION DATE: 03/30/14

CSC AGENDA DATE: 03/19/14

TYPE: RECLASS

STATUS. DENDING ADDROUAT

======================================									
ACT	-YEAR REQUEST* HR DEPT JOBCD 290511 1124 Lead Clerk		POS	ΡU	F Y COST/SAVE -83,062	BENEFIT PCT 69.61	1 POS -1	====== 4 / 15 PU -12	COST/SAVE
ТО	290511 1120 Clerk II	70.89	1	12	79,484	71.66	1	12	80,620
	ŗ	TOTALS:	0	0	-3,578	=	0	0	-3,617

*** FUNDING SOURCE COMMENTS ***

290511-50400 SALARY SAVINGS

*** NARRATIVE ***

THIS IS A DEPT REQUEST TO REALLOCATE THE VACANT POSITION OF LEAD CLERK TO CLERK II. THE JOB DUTIES ARE REPRESENTATIVE OF THE JOB SPEC; ACTS AS RECEPTIONIST, GREETING & ASSISTING VISITORS & CALLERS; ORGANIZES, CLASSIFIES & FILES DOCS; ENTER DATA & INFO FROM AN ESTABLISHED GROUP OF SOURCE DOCS; TYPES A VARIETY OF CORRESPONDENCE, FORMS, LEGAL DOCS, REPORTS, ARTICLES, LABELS, ETC; MAINTAINS CONTROL RECORDS OR LOGS; AND OTHER RELATED DUTIES AS ASSIGNED.

METHOD

INCUMBENT NAME

HR DEPT

JOBCODE CURRENT STATUS APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MIYOSHII PERSONNEL ANALYST: MICHI YOSHII X26463

Recommendation Approved Alameda County Civil Sarvice Commission

MAR 1 9 2014

Interim Secretary to Commission

COUNTY OF ALAMEDA

02/28/14

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

CONTROL #: 14-01199

ZONE 7 WATER AGENCY

IMPLEMENTATION DATE: 03/30/14 CSC ACENDA DATE:

CSC AGENDA DATE: 03/19/14

TYPE: ADD

STATUS: PENDING APPROVAL

MID-YEAR REQUEST BENEFIT --- 13 / 14 F Y ---BENEFIT --- 14 / 15 F Y ---ACT HR DEPT JOBCD PCT PU COST/SAVE POS PCTPOS PU COST/SAVE TO 270721 4964 50.10 1 0 50.23 1 0 Asst Engineer, Zone7

Asst Engineer, zone, Assistant QuaireetoTALS:

1 0 00

1 0 00

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITATED REQUEST TO ADD ONE POSITION, ASSISTANT ENGINEER/GEOLOGIST, ZONE 7. THIS POSITION, UNDER GENERAL SUPERVISION, PERFORMS A VARIETY OF PROFESSIONAL ENGINEERING WORK RELATED TO WATER RESOURCES, FLOOD CONTROL, WATER SUPPLY, AND WATER TREATMENT AND DISTRIBUTION FACILITIES AND SYSTEMS AND PERFORMS RELATED WORK AS REQUIRED. ANALYZES DESIGN OR ASSISTS IN THE DESIGN OF A VARIETY OF ENGINEERING/GEOGRAPHICA PROJECTS. ACTS AS A RESIDENT ENGINEER/GEOLOGIST.

INCUMBENT

METHOD OF

NAME

HR DEPT

JOBCODE CURRENT STATUS

APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: MOHILL PERSONNEL ANALYST: MONTOUR HILL (V24041)

Recommendation Approved
Alemeda County Civil Service Commission
Meeting of

MAR 19 2014

Interim Secretary to Commission

Stephen Amano, Deputy Director Human Resource Services

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