



Alameda County

Human Resource Services

Lakeside Plaza Building 1405 Lakeside Drive Oakland, CA 94612-4305

July 6, 2009

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 on July 1, 2009.

DISCUSSION/FINDINGS:

Submitted are the classification actions taken by the Civil Service Commission for Health Care Services Agency and Probation Department on July 1, 2009.

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,

Kay Winer, Chief Assistant Director
Human Resource Services

SA:po



D. <u>Classification Recommendations</u> - Approved	
Department:	Re:
Health Care Services Agency	1. Reallocate one position of 0307, Senior Program Specialist to 0315, Health Care Program Administrator II (Specialty Designation: AIDS Specialty Option) (09-01887).
Probation Department	2. Reallocate one position of 1131, Data Input Clerk to 1129, Specialist Clerk II (09-01217). 3. Reallocate one position of 1131, Data Input Clerk to 1129, Specialist Clerk II (09-01218). 4. Reallocate one position of 1131, Data Input Clerk to 1129, Specialist Clerk II (09-01219).

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 09-01887

HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 07/12/09

CSC AGENDA DATE: 07/01/09

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST					BENEFIT --- 08 / 09		F Y ---		BENEFIT --- 09 / 10		F Y ---	
ACT	HR	DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	350261	0307			44.40	-1	-12	-119,606	45.00	-1	-12	-120,094
					Senior Program Specialist†							
TO	350261	0315			45.52	1	12	150,649	46.21	1	12	151,355
					Health Care Program Administrator II							
TOTALS:					0	0	0	31,043	0	0	0	31,261

*** FUNDING SOURCE COMMENTS ***

FINANCE WILL IDENTIFY WHEN NEEDED BREAK DOWN ATTACH

*** NARRATIVE ***

THIS IS A VACANT RECLASSIFIED SUBMITTED BY THE HEALTH CARE SERVICES AGENCY, THIS POSITION WILL HAVE OVERSIGHT AND PROGRAMMATIC RESPONSIBILITIES FOR THE HIV/AIDS PROGRAM, WHICH INCLUDES MANAGEMENT OF PROFESSIONAL AND PARAPROFESSIONAL PROGRAM STAFF, RESPONSIBLE FOR FUNDING SOURCE DEVELOPMENT, STRATEGIC PLANNING AND ADVOCACY ACTIVITIES. SPEC. DESIGNATION TO AIDS PROGRAM IS ESSENTIAL GIVEN THE COMPLEXITY OF THE PROGRAM. RECOMMENDED RE-ALLOCATION TO THE HCPA II LEVEL. SUPERVISES HCPA I.

SPECIALTY DESIGNATION: AIDS Specialty/Opt

SPECIALTY DESIGNATION: AIDS SPECIALTY OPT

INCUMBENT NAME

HR DEPT

JOB CODE

CURRENT STATUS

METHOD OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: SCGEE PERSONNEL ANALYST: SGEE X29492

Recommendation Approved
 Alameda County Civil Service Commission
 Meeting of

JUL 1 - 2009

Secretary to Commission
Kay Winer
 Kay Winer, Chief Assistant Director
 Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 09-01217 PROBATION DEPARTMENT

IMPLEMENTATION DATE: 07/12/09

CSC AGENDA DATE: 07/01/09

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST		BENEFIT --- 08 / 09 F Y ---				BENEFIT --- 09 / 10 F Y ---					
ACT HR	DEPT	JOB CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE	
FR	250401	1131	51.42	-1	-12	-69,805	51.97	-1	-12	-71,831	
Data Input Clerk											
TO	250401	1129	49.81	1	12	74,012	50.32	1	12	76,152	
Specialist Clerk II											
TOTALS:		0				0				4,207	
		0				0				4,321	

*** FUNDING SOURCE COMMENTS ***

N/A

*** NARRATIVE ***

THIS IS AN EMPLOYEE INITIATED RECLASSIFICATION. THE INCUMBENT WORKS IN THE JUVENILE INFORMATION SERVICES SECTION OF THE JUVENILE JUSTICE CENTER. THIS SECTION PROVIDES TIMELY SENSITIVE CLERICAL INPUT AND PROCESSING NECESSARY TO SUPPORT JUVENILE BOOKING, WARRANTS AND COURT DOCUMENTATION.

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
Saluja, Ved Prakash	250401	1131	TENU/FULL	NCQ

LOGON: IDICKSON PERSONNEL ANALYST: I.BELL 26456

Recommendation Approved
 Alameda County Civil Service Commission
 Meeting of

JUL 1 - 2009

Secretary to Commission

Kay Winer
 Kay Winer, Chief Assistant Director
 Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 09-01218

PROBATION DEPARTMENT

IMPLEMENTATION DATE: 07/12/09

CSC AGENDA DATE: 07/01/09

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST		BENEFIT --- 08 / 09 F Y ---				BENEFIT --- 09 / 10 F Y ---				
ACT HR	DEPT	JOB CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	250401	1131	51.42	-1	-12	-69,805	51.97	-1	-12	-71,831
Data Input Clerk										
TO	250401	1129	49.81	1	12	74,012	50.32	1	12	76,152
Specialist Clerk II										
TOTALS:				0	0	4,207		0	0	4,321

*** FUNDING SOURCE COMMENTS ***

N/A

*** NARRATIVE ***

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INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
Perez, Maria Belen	250401	1131	TENU/FULL	NCQ

LOGON: IDICKSON PERSONNEL ANALYST: I.BELL 26456

Recommendation Approved
 Alameda County Civil Service Commission
 Meeting of

JUL 1 - 2009

Secretary to Commission
Kay Winer
 Kay Winer, Chief Assistant Director
 Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 09-01219 PROBATION DEPARTMENT

IMPLEMENTATION DATE: 07/14/09

CSC AGENDA DATE: 07/01/09

TYPE: RECLASS

STATUS: PENDING APPROVAL

MID-YEAR REQUEST					BENEFIT					BENEFIT				
ACT	HR	DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	F Y	PCT	POS	PU	COST/SAVE	F Y
FR	250401	1131			51.42	-1	-12	-69,805	08 / 09	51.97	-1	-12	-71,831	09 / 10
Data Input Clerk														
TO	250401	1129			49.81	1	12	74,012		50.32	1	12	76,152	
Specialist Clerk II														
TOTALS:					0	0	4,207		0	0	4,321			

*** FUNDING SOURCE COMMENTS ***

N/A

*** NARRATIVE ***

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INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
Wong, Fredlina	250401	1131	TENU/FULL	NCQ

LOGON: IDICKSON PERSONNEL ANALYST: I.BELL 26456

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

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Secretary to Commission

Kay Winer
Kay Winer, Chief Assistant Director
Human Resource Services