

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

Human Resource Services

November 2, 2012

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 October 31, 2012.

DISCUSSION/FINDINGS:


Submitted are the classification actions taken by the Civil Service Commission for Community Development Agency, Human Resources Services, Public Works Agency on October 31, 2012.

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

<b>F. <u>Classification Recommendations</u> - Approved</b>	
<b>Department:</b>	<b>Re:</b>
Community Development Agency	<ol style="list-style-type: none"><li>1. Reallocate one position of 1120, Clerk II to 1091, Retired Annuitant II (13-00686).</li><li>2. Reallocate one position of 2960, Housing &amp; Community Development Manager to 1091, Retired Annuitant II (13-00710).</li><li>3. Reallocate one position of 2973, Housing &amp; Community Development Technician II to 1090, Retired Annuitant I (13-00711).</li></ol>
Human Resource Services	<ol style="list-style-type: none"><li>4. Reallocate one position of 1220, Secretary II to 1091, Retired Annuitant II (13-00704).</li><li>5. Reallocate one position of 1120, Clerk II to 1091, Retired Annuitant II (13-00705).</li><li>6. Reallocate one position of 0477, Conference Center Business Specialist to 1091, Retired Annuitant II (13-00737).</li></ol>
Public Works Agency	<ol style="list-style-type: none"><li>7. Reallocate one position of 2112, Engineering Staff Assistant II to 2510, Assistant Right of Way Agent (13-00673).</li></ol>

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 13-00686

COMMUNITY DEVELOPMENT AGENCY

IMPLEMENTATION DATE: 11/11/12

CSC AGENDA DATE: 10/31/12

TYPE: RECLASS

STATUS: PENDING APPROVAL

*MID-YEAR REQUEST*						BENEFIT --- 12 / 13 F Y ---					BENEFIT --- 13 / 14 F Y ---					
ACT	HR	DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	260900	1120			66.20	-1	0	00	66.25	-1	0	00	66.25	-1	0	00
Clerk II																
TO	260900	1091			58.25	1	0	00	58.33	1	0	00	58.33	1	0	00
Retired Annuitant 11																
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 DEPT REQUEST TO REALLOCATE THE VACANT POSITION OF CLERK II TO RETIRED ANNUITANT II.

INCUMBENT NAME	HR DEPT	JOB	CODE	CURRENT STATUS	METHOD OF APPT
----------------	---------	-----	------	----------------	----------------

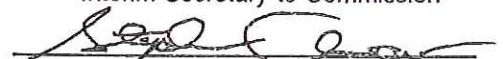
NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: DROBINS PERSONNEL ANALYST: DEBRA ROBINSON-HARRIS 10/19/12

Recommendation Approved  
Alameda County Civil Service Commission  
Meeting of

OCT 31 2012

Interim Secretary to Commission

  
Stephen Amano, Deputy Director  
Human Resource Services



POSITION / PAY UNIT CHANGE SYSTEM  
POSITION / PAY UNIT REQUEST DETAIL  
COMMUNITY DEVELOPMENT AGENCY

CONTROL #: 13-00710

IMPLEMENTATION DATE: 11/11/12

CSC AGENDA DATE: 10/31/12

TYPE: RECLASS

STATUS: PENDING APPROVAL

*MID-YEAR REQUEST*	BENEFIT	---	12 / 13	F Y	---	BENEFIT	---	13 / 14	F Y	---
ACT HR DEPT JOB CD	PCT	POS	PU	COST/SAVE		PCT	POS	PU	COST/SAVE	
FR 260600 2960	48.40	-1	0	00		48.46	-1	0	00	
Housing & Community Development Manager										
TO 260600 1091	58.25	1	0	00		58.33	1	0	00	
Retired Annuitant II										
=====										
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 HOUSING AND COMMUNITY DEVELOPMENT MANAGER TO RETIRED ANNUITANT II.

METHOD OF APPT

INCUMBENT NAME

HR DEPT

JOB CODE

CURRENT STATUS

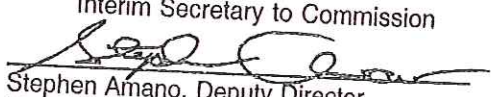
NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: DROBINS PERSONNEL ANALYST: 10/19/12 DEBRA ROBINSON-HARRIS

Recommendation Approved  
Alameda County Civil Service Commission  
Meeting of

OCT 31 2012

Interim Secretary to Commission

  
Stephen Amano, Deputy Director  
Human Resource Services

2

CONTROL #: 13-00711 COMMUNITY DEVELOPMENT AGENCY

IMPLEMENTATION DATE: 11/11/12

CSC AGENDA DATE: 10/31/12

TYPE: RECLASS

STATUS: PENDING APPROVAL

*MID-YEAR REQUEST*		BENEFIT --- 12 / 13 F Y ---				BENEFIT --- 13 / 14 F Y ---				
ACT HR	DEPT	JOB CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR 260600	2973		56.77	-1	0	00	56.83	-1	0	00
Housing & Comm Dev Tech <u>II</u>										
TO 260600	1090		51.40	1	0	00	51.46	1	0	00
Retired Annuitant I										
TOTALS:			0	0	0	00	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 HOUSING AND COMMUNITY DEVELOPMENT TECHNICIAN II TO RETIRED ANNUITANT I.

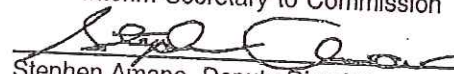
INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
----------------	---------	----------	----------------	----------------

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: DROBINS PERSONNEL ANALYST: DEBRA ROBINSON-HARRIS 10/19/12

Recommendation Approved  
Alameda County Civil Service Commission  
Meeting of

OCT 31 2012

Interim Secretary to Commission  
  
Stephen Amano, Deputy Director  
Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 13-00704

HUMAN RESOURCE SERVICES

IMPLEMENTATION DATE: 10/28/12

CSC AGENDA DATE: 10/31/12

TYPE: RECLASS

STATUS: PENDING APPROVAL

*MID-YEAR REQUEST*				BENEFIT --- 12 / 13 F Y ---				BENEFIT --- 13 / 14 F Y ---			
ACT	HR DEPT	JOB CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE	
FR	180200	1220	63.24	-1	0	00	63.31	-1	0	00	
	Secretary II										
TO	180200	1091	39.90	1	0	00	39.96	1	0	00	
	Retired Annuitant ll										
TOTALS:				0	0	00	0	0	0	00	

\*\*\* FUNDING SOURCE COMMENTS \*\*\*

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

\*\*\* NARRATIVE \*\*\*

THIS IS A DEPARTMENT INITIATED RECLASSIFICATION REQUEST. DUTIES ARE CONSISTENT WITH THE RETIRED ANNUITANT II JOB SPECIFICATION.

INCUMBENT NAME

HR DEPT

JOB CODE

CURRENT STATUS

METHOD OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: RESPARZA PERSONNEL ANALYST: RUDY ESPARZA

Recommendation Approved  
Alameda County Civil Service Commission  
Meeting of

OCT 31 2012

Interim Secretary to Commission

  
Stephen Amano, Deputy Director  
Human Resource Services



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

CONTROL #: 13-00705 HUMAN RESOURCE SERVICES

IMPLEMENTATION DATE: 10/28/12

CSC AGENDA DATE: 10/31/12

TYPE: RECLASS

STATUS: PENDING APPROVAL

*MID-YEAR REQUEST*					BENEFIT --- 12 / 13 F Y ---					BENEFIT --- 13 / 14 F Y ---						
ACT	HR	DEPT	JOB	CD	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR	180100	1120			70.87	-1	0	00	70.93	-1	0	00	70.93	-1	0	00
Clerk II																
TO	180100	1091			39.90	1	0	00	39.96	1	0	00	39.96	1	0	00
Retired Annuitant 11																
					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 RECLASSIFICATION REQUEST. DUTIES ARE CONSISTENT WITH THE RETIRED ANNUITANT II JOB SPECIFICATION.

INCUMBENT NAME	HR DEPT	JOB CODE	CURRENT STATUS	METHOD OF APPT
----------------	---------	----------	----------------	----------------

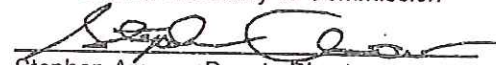
NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: RESPARZA PERSONNEL ANALYST: RUDY ESPARZA

Recommendation Approved  
Alameda County Civil Service Commission  
Meeting of

OCT 31 2012

Interim Secretary to Commission

  
Stephen Amano, Deputy Director  
Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 13-00737 HUMAN RESOURCES ANALYST SERVICES

IMPLEMENTATION DATE: 10/28/12

CSC AGENDA DATE: 10/31/12

TYPE: RECLASS

STATUS: PENDING APPROVAL

*MID-YEAR REQUEST*		BENEFIT --- 12 / 13 F Y ---				BENEFIT --- 13 / 14 F Y ---				
ACT HR	DEPT	JOB CD	PCT	POS.	PU	COST/SAVE	PCT	POS	PU	COST/SAVE
FR 180300	0477		64.67	-1	0	00	64.73	-1	0	00
Conf Ctr Business Specialist										
TO 180300	1091		39.90	1	0	00	39.96	1	0	00
Retired Annuitant 11										
TOTALS:			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 RECLASSIFICATION REQUEST. DUTIES ARE CONSISTENT WITH RETIRED ANNUITANT II JOB SPECIFICATION.

INCUMBENT NAME

HR DEPT

JOB CODE

CURRENT STATUS

METHOD OF APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: RESPARZA PERSONNEL ANALYST: RUDY ESPARZA

Recommendation Approved  
Alameda County Civil Service Commission  
Meeting of

OCT 31 2012

Interim Secretary to Commission  
*[Signature]*  
Stephen Amano, Deputy Director  
Human Resource Services



