



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

Human Resource Services

November 27, 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 Health Care Services Agency, Probation Department and Social Services Agency on November 26, 2013.

DISCUSSION/FINDINGS:



Submitted are the classification actions taken by the Civil Service Commission for Health Care Services Agency, Probation Department and Social Services Agency on November 26, 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,


 Mary Welch, Interim Director
Human Resource Services

SA:po

F. <u>Classification Recommendations - Approved</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none">1. Reallocate one position of 6510, Behavioral Clinician II to 0307, Senior Program Specialist (Skilled Medical Professional Specialty) (14-00405).2. Reallocate one position of 1126, Medical Clerk to 5773, Senior Public Health Investigator (14-00668).3. Reallocate one position of 1131, Data Input Clerk to 0305, Program Specialist (14-00704).
Probation Department	<ol style="list-style-type: none">4. Reallocate one position of 0306, Program/Financial Specialist to 0215, Senior Financial Services Specialist (14-00733).
Social Services Agency	<ol style="list-style-type: none">5. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (14-00739).6. Reallocate one position of 0299N, Administrative Intern (Services-As-Needed) to 1227, Administrative Secretary (14-00731).

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00405 HEALTH CARE SERVICE AGENCY

IMPLEMENTATION DATE: 12/08/13

CSC AGENDA DATE: 11/26/13

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	350500	6510			50.72	-1	-12	-114,022	50.71	-1	-12	-114,055
Behavioral Clinician II												
TO	350500	0307			57.25	1	12	143,725	57.24	1	12	143,765
Senior Program Specialis												
TOTALS:						0	0	29,703	0	0	29,710	

*** FUNDING SOURCE COMMENTS ***

TO BE DETERMINED BY FINANCE.

*** NARRATIVE ***

AFTER A JOB AUDIT STUDY WHICH INCLUDED ANALYSIS OF THE PDQ, VARIOUS CLASS SPEC'S AND MEETINGS WITH THE INCUMBENT AND THE IMMEDIATE SUPERVISOR, THIS EMPLOYEE INITIATED RECLASSIFICATION APPEARS WARRANTED AS THE JOB HAS CHANGED AND IS NOW FOCUSED ON PROGRAM DEVELOPMENT, IMPLEMENTATION, ADMINISTRATION AND EVALUATION IN ADDITION TO THE SUPERVISION OF SERVICE DELIVERY AND SUPPORT STAFF.

SPECIALTY DESIGNATION: Skilled Medical Professional

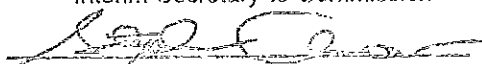
INCUMBENT NAME	HR DEPT	JOB	CODE	CURRENT STATUS	METHOD OF APPT
Johri,Vassilisa Kuku	350500	6510		TENU/FULL	NCQ

LOGON: RAYOUNG PERSONNEL ANALYST: YOUNG (X26393)

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

NOV 26 2013

Interim Secretary to Commission


Stephen Amario, Deputy Director
Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00668 HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 12/08/13

CSC AGENDA DATE: 11/26/13

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	350261	1126	65.83	-1	-12	-72,977	66.18	-1	-12	-73,151
Medical Clerk										
TO	350261	5773	0.00	1	12	00	0.00	1	12	00
Senior Public Hlth Inves										
<i>Sr. Public Health Investigator</i>										
TOTALS:			0	0	-72,977		0	0	-73,151	

*** FUNDING SOURCE COMMENTS ***

GENERAL FUNDING FROM RN 2 POSITION

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED REQUEST TO REALLOCATE THE VACANT POSITION OF MEDICAL CLERK TO SR. PUBLIC HEALTH INVESTIGATION. DUTIES CONSISTS OF DESIGNATED (CDPH) PERINATAL HEPATITIS B PREVENTION PROGRAM COORDINATOR AND RESPONSIBLE FOR ALL PROGRAM AND REPORTING REQUIREMENTS.

INCUMBENT
NAME

HR DEPT

JOB CODE CURRENT STATUS

METHOD
OF
APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

NOV 26 2013

Interim Secretary to Commission

[Signature]
Stephen Amato, Deputy Director
Human Resource Services

2

CONTROL #: 14-00704 HEALTH CARE SERVICES AGENCY

IMPLEMENTATION DATE: 12/08/13

CSC AGENDA DATE: 11/26/13

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	350271	1131			65.83	-1	0	00	66.18	-1	0	00
Data Input Clerk												
TO	350271	0305			55.43	1	0	00	55.79	1	0	00
Program Specialist												
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 REQUEST TO REALLOCATE THE VACANT POSITION DATA INPUT CLERK TO PROGRAM SPECIALIST. DUTIES CONSISTS WITH COLLABORATE WITH REGIONAL HEALTH EDUCATORS, EXTERNAL GOVERNMENT AGENCIES AND OTHER PARTNERS ON STD/HIV AWARENESS AND PREVENTION ACTIVITIES TARGETED TO PRIORITY AT-RISK POPULATIONS.

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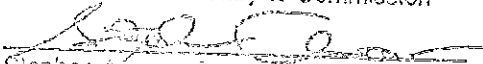
NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

NOV 26 2013

Interim Secretary to Commission


Stephen Amador, Deputy Director
Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00733 PROBATION DEPARTMENT

IMPLEMENTATION DATE: 12/08/13

CSC AGENDA DATE: 11/26/13

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	250905	0306			47.57	-1	0	00	47.95	-1	0	00
Program/Financial Specialist												
TO	250905	0215			58.45	1	0	00	58.81	1	0	00
Senior Financial Svcs Specialist												
Service												
TOTALS:						0	0	00		0	0	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED REQUEST TO REALLOCATE THE VACANT POSITION OF PROGRAM/ FINANCIAL SPECIALIST TO SR. FINANCIAL SERVICES SPECIALIST. DUTIES CONSISTS OF PLANS, ASSIGNS, DIRECTS AND EVALUATES THE WORK OF PROCUREMENT STAFF; SUPERVISES THE IMPLEMENTATION AND CONTROL OF APPROPRIATE PERFORMANCE STANDARDS; SCHEDULES AND COORDINATES WORK ASSIGNMENTS ESTABLISHING PRIORITIES.

INCUMBENT
NAME

HR DEPT

JOB CODE

CURRENT STATUS

METHOD
OF
APPT

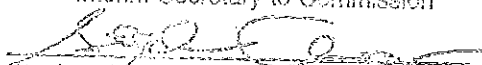
NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: HMORALES PERSONNEL ANALYST: HERLINDA M. CHACON

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

NOV 26 2013

Interim Secretary to Commission


Stephen Amano, Deputy Director
Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM
POSITION / PAY UNIT REQUEST DETAIL
SOCIAL SERVICES AGENCY

CONTROL #: 14-00739

IMPLEMENTATION DATE: 12/08/13

CSC AGENDA DATE: 11/26/13

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	320130	1120			69.03	-1	0	00	69.37	-1	0	00
Clerk II												
TO	320130	1132			66.73	1	0	00	67.08	1	0	00
Eligibility Support Clerk												
TOTALS:						0	0	00	0	0	00	00

*** FUNDING SOURCE COMMENTS ***

NO FUNDING SOURCE COMMENTS FOUND FOR THIS REQUEST

*** NARRATIVE ***

THE SOCIAL SERVICES AGENCY HAS REQUESTED RECLASSIFICATION OF THIS POSITION TO PERFORM DUTIES CONSISTANT WITH THOSE OF A ELIGIBILITY SUPPORT CLERK. IT IS RECOMMENDED THAT THIS RECLASSIFICATION BE APPROVED.

INCUMBENT
NAME

HR DEPT

JOB CODE

CURRENT STATUS

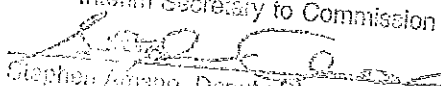
METHOD
OF
APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: IDICKSON PERSONNEL ANALYST: I. BELL 26456

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

NOV 26 2013

Interim Secretary to Commission

Stephen Arango, Deputy Director
Human Resource Services

POSITION / PAY UNIT CHANGE SYSTEM

POSITION / PAY UNIT REQUEST DETAIL

CONTROL #: 14-00731 SOCIAL SERVICES AGENCY

IMPLEMENTATION DATE: 12/08/13

CSC AGENDA DATE: 11/26/13

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	320130	0299N			80.07	-1	-39	-1,141	80.40	-1	-39	-1,143
Admin Intern SAN												
TO	320130	1227			59.61	1	0	00	59.96	1	0	00
Admin Secretary												
TOTALS:						0	-39	-1,141	0	-39	-1,143	

*** FUNDING SOURCE COMMENTS ***

TO BE DETERMINED LATER

*** NARRATIVE ***

THIS IS A DEPARTMENT INITIATED RECLASSIFICATION.
THIS POSITION IS AN ADMIN SECRETARY REPORTING
TO THE DIRECTOR. THIS POSITION WILL ALLOW THE
DEPARTMENT TO REPLACE RETIRING ADMIN SEC PRIOR
TO INCUMBENT LEAVING THE DEPARTMENT AND EXCHANGE
POSITION KNOWLEDGE.

INCUMBENT
NAME

HR DEPT

JOB CODE

CURRENT STATUS

METHOD
OF
APPT

NO INCUMBENTS FOUND FOR THIS REQUEST

LOGON: IDICKSON PERSONNEL ANALYST:

Recommendation Approved
Alameda County Civil Service Commission
Meeting of

NOV 26 2013

Interim Secretary to Commission

Stephen Ahlano, Deputy Director
Human Resources Services