



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, January 20, 2016, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

Commissioner Ben Tate, President
Commissioner Arlene Lum, Vice-President
Commissioner Stephen Booth
Commissioner Dan Chang
Commissioner Barbara Luna

Kathy Mount, Secretary to
Civil Service Commission
Andrea Weddle, County Counsel

I. CALL TO ORDER

II. APPROVE THE MINUTES OF JANUARY 6, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 - 5

IV. COMMUNICATION(S)

From the Human Resource Services Staff regarding Policy/Procedure for handling appeals under Administrative Code 3.32.070.

STAFF RECOMMENDATION: Provide direction.

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CLOSED SESSION

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-04– OAH No. 2015050225 (Probation Department).
2. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-10– OAH No. 2015061213 (Public Works Agency).
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Five cases)
4. **Conference with Legal Counsel – Potential Litigation:** Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

VII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:

VIII. PUBLIC COMMENTS:

IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:

X. ADJOURNMENT

III. CONSENT MATTERS

A. Hearing Calendar

Correspondence from Iris LeBlanc Clay, SEIU 1021 Representative, requesting an appeal hearing for Case No.2016-03. Set for hearing.

B. Reinstatement Request(s)

Safwat Said, Accounting Specialist I, Information Technology Department

C. Voluntary Demotion(s)

Endalkachew Getaneh, Program Specialist to Employment Counselor, Social Services Agency

D. Examination Actions – for CSC Meeting of January 20, 2016

Order on 12/9/15 promotional-assembled examination:

1. Youth & Family Services Manager, LDF 1/4/16

Order on 1/5/16 promotional-assembled examination:

2. Fire Department Division Chief, LDF 2/1/16

Order on 12/21/15 open-assembled examinations:

3. Bookmobile Driver Clerk, LDF 1/19/16
4. Criminalist II, LDF 1/15/16

Order on 12/22/15 open-assembled examinations:

5. Identification Supervisor, LDF 1/19/16
6. Library Clerk I, LDF 1/20/16

Order on 1/5/16 open-assembled examinations:

7. Division Director, Social Services Agency, LDF 2/1/16

Order on 1/7/16 open-assembled examinations:

8. Deputy Sheriff Recruit, LDF 2/1/16
9. Management Analyst, LDF 2/1/16
10. Retirement Assistant Benefits Manager, LDF 2/1/16

Order on 1/8/16 open-assembled examinations:

11. Specialist Clerk I, LDF 2/2/16

Order on 1/11/16 open-assembled examinations:

12. Auditor-Appraiser I, LDF 2/5/16

Order on 1/25/16 open-assembled examinations:

13. Deputy Sheriff I, LDF 2/22/16
14. Deputy Sheriff II, LDF 2/22/16

Order on 12/23/15 open-continuous examinations:

15. Emergency Services Dispatcher I, LDF 1/21/16

Order on 12/31/15 open-continuous examinations:

16. Microbiologist, LDF 2/15/16

III. CONSENT MATTERS

D. Examination Actions – for CSC Meeting of January 20, 2016 - continued

Extend eligible lists:

17. Payroll Records Clerk, #14-1125-01, terminate on 8/4/16
18. Secretary II, #12-1220-01, terminate on 4/15/16
19. Senior Program Specialist (Maternal, Child, & Adolescent Health), #14-0307-02, terminate on 3/1/16

Miscellaneous:

20. Extend the Last Day for Filing for Program Specialist (Dental), exam #15-0305-05 from 1/5/16 to 2/5/16.

E. Eligible Lists

Create, approve and order promulgated:

1. Appraiser III, #15-2620-01
2. Authorization Services Coordinator, #15-5342-01
3. Court Appointed Special Advocates Volunteer Program Assistant, #15-6186-01
4. Custodian (Hayward Area Park & Recreation District), #15-1130H-01
5. Hazardous Materials Specialist (Certified Unified Program Agency Option), #15-5650-01
6. Management Analyst (Children’s Policy Planning & Development), #15-0206-01
7. Public Works Agency Technical Assistant III, #15-2113-01
8. Senior Financial Services Specialist, #15-0215-01
9. Stationary Engineer, Public Works Agency, #15-9671-01
10. Supply Clerk II, #15-1710-01
11. Water Plant Operator III, Zone 7, #15-4944-01
12. Youth and Family Services Manager, 15-6502-01

F. Classification Recommendations

| Department: | Re: |
|--------------------------------|---|
| County Administrator’s Office | <ol style="list-style-type: none"> 1. Reallocate one position of 0299N, Administrative Intern Services-As-Needed to 0204, Management Associate II (16-25460). 2. Reallocate one position of 0299N, Administrative Intern Services-As-Needed to 0204, Management Associate II. |
| Alameda County Fire Department | <ol style="list-style-type: none"> 3. Allocate twenty-four additional positions of 8137, Fire Fighter Recruit (16-25412). |
| Library | <ol style="list-style-type: none"> 4. Reallocate one position of 1120, Clerk II to 1310, Account Clerk II (16-25406). |

| III. CONSENT MATTERS | |
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| F. <u>Classification Recommendations</u> - continued | |
| Department: | Re: |
| Sheriff's Office | 5. Reallocate one position of 8520, Crime Laboratory Technician to 8525, Criminalist III (16-25407). 6. Reallocate one position of 0460, Departmental Personnel Officer I to 0219, Administrative Specialist II (16-25444). |
| Social Services Agency | 7. Reallocate one position of 1310, Account Clerk II to 1316, Accounting Specialist II (15-24408). |
| G <u>Specialty Designations</u> | |
| Department: | Re: |
| Health Care Services Agency | 1. Remove the specialty designation of one position #309891, job code 0305, Program Specialist, (Children Services Specialty), effective 1/31/16. 2. Remove the specialty designation of one position #310128, job code 6415, Medical Social Worker II, (Public Health Nurse/Pediatric Specialty), effective 1/30/16. 3. Approve the specialty designation of one position #310128, job code 6415, Medical Social Worker II, (Maternal Child & Adolescent Health Specialty), effective 1/31/16. 4. Approve the specialty designation of one position #311053, job code 6415, Medical Social Worker II, (Maternal Child & Adolescent Health/Spanish Speaking Specialty), effective 1/31/16. 5. Approve the specialty designation of one position #311132, job code 6316P, Clinical Psychologist (Project), (Homeless Program Specialty), effective 1/31/16. |

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| III. CONSENT MATTERS | |
| G <u>Specialty Designations-continued</u> | |
| Department: | Re: |
| Human Resource Services Department | <ol style="list-style-type: none"> 6. Approve the specialty designation of thirty-seven positions #400596, 400603, 400605, 400606, 400607, 400608, 400609, 400611, 400612, 400613, 400614, 400625, 400642, 400643, 400657, 400659, 400662, 400663, 400664, 400676, 400683, 400685, 400686, 400687, 400689, 400690, 400691, 400692, 400693, 400695, 400697, 400703, 400720, 400741, 400742, 400744, 400745, job code 1239N, Clerical Assistant I Services-As-Needed, (Temporary Assistance Program) (Registrar of Voters Election Support-Courthouse Specialty), effective 1/31/16. 7. Approve the specialty designation of five positions #400572, 400583, 400593, 400594, 400595, job code 1239N, Clerical Assistant I Services-As-Needed, (Temporary Assistance Program) (Registrar of Voters Election Support-Warehouse Specialty), effective 1/31/16. 8. Approve the specialty designation of twenty-three positions #400508, 400509, 400512, 400516, 400554, 400563, 400566, 400567, 400618, 400619, 400621, 400622, 400623, 400624, 400626, 400628, 400629, 400630, 400632, 400633, 400634, 400635, 400647, job code 1239N, Clerical Assistant I Services-As-Needed, (Temporary Assistance Program) (Registrar of Voters Election Support-Instructor Specialty), effective 1/31/16. |
| H. <u>Classification Specifications</u> | |
| | <ol style="list-style-type: none"> 1. Adopt the revised classification specification for 8209, Fire Dispatcher Trainee. 2. Adopt the revised classification specification for 8220, Fire Dispatcher. 3. Adopt the revised classification specification for 9455, Heavy Equipment Mechanic Helper. |