



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, October 12, 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 SEPTEMBER 28, 2016 AS MAILED.**

#### **III. APPROVE CONSENT MATTERS - Pages 2 - 5**

#### **IV. COMMUNICATION(S) No Actions**

#### **V. APPEALS (Non-Disciplinary Matters) No Actions**

#### **VI. CLOSED SESSION**

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(Two cases)
2. **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 Field Representative, Lois McKinney, SEIU Local 1021, withdrawing request for an appeal hearing for Case No. 2016-21. Remove from calendar.

#### B. Reinstatement Request(s)

Sharifa Renee Sparks, Human Resources Assistant I, Human Resource Services Department

#### C. Examination Actions – for CSC Meeting of October 12, 2016

Order on 9/9/16 promotional-assembled examination:

1. Fire Computer Aided Dispatch Administrator, LDF 10/4/16

Order on 9/12/16 promotional-assembled examination:

2. Fire Emergency Medical Dispatch Quality Assurance Coordinator, LDF 10/7/16

Order on 9/21/16 open-assembled examination:

3. Supervising Legal Clerk, LDF 10/17/16

Order on 9/23/16 open-assembled examination:

4. Program Specialist (Early Care and Education), LDF 10/18/16

Order on 9/28/16 open-assembled examination:

5. Auditor, LDF 10/24/16
6. Senior Code Enforcement Investigator, LDF 10/24/16
7. Survey Technician I, LDF 10/24/16

Reinstate eligible list:

8. Assessor's Technician III (Promotional), #15-2508-01, terminate on 2/28/17

Miscellaneous:

9. Change Court Appointed Special Advocate volunteer Program Assistant (CASA), exam #15-6186-01, from an assembled exam to a continuous exam effective 9/21/15.

#### D. Eligible Lists

Create, approve and order promulgated:

1. Accounting Specialist I, #16-1314-01
2. Assessor Representative (Promotional), #16-2622-01
3. Assistant Director, Adult System of Care, Behavioral Health Care Services #16-5055-01
4. Disability Programs Supervisor, #16-0468-01
5. Employment Specialist II, #16-6782-01
6. Firefighter Recruit, #16-8137-01
7. Housing and Community Development Specialist III, #16-2966-01
8. Juvenile Justice Health Services Director, #15-5075-01

### III. CONSENT MATTERS

#### E. Eligible Lists - continued

9. Procurement and Contracts Supervisor (Promotional), #16-0175-01
10. Public Works Inspector III, Facilities, #16-2172-01
11. Senior Hazardous Materials Specialist-Certified Unified Program  
Agency Specialty, #16-5655-01
12. Senior Planner, #16-2940-01
13. Staff Development Specialist, #16-6796-02
14. Traffic Signal Supervisor, #16-9534-01
15. Truck Driver, #16-9320-01

#### F. Classification Recommendations

Department:	Re:
Alameda County Fire Department	<ol style="list-style-type: none"> <li>1. Reallocate one position of 8146, Fire Captain to 8131, Fire Department Plan Checker (17-28122).</li> <li>2. Reallocate one position of 8146, Fire Captain to 8135, Fire Code Compliance Officer (17-28123).</li> </ol>
Department of Child Support Services	<ol style="list-style-type: none"> <li>3. Reallocate one position of 1142, Administrative Assistant to 0138, Senior Accountant (17-28113).</li> </ol>
Health Care Services Agency	<ol style="list-style-type: none"> <li>4. Reallocate one position of 1091, Retired Annuitant II to 5094, Division Director, Behavioral Health Care Services (17-28099).</li> <li>5. Reallocate one position of 1091, Retired Annuitant II to 5094, Division Director, Behavioral Health Care Services (17-28100).</li> <li>6. Reallocate one position of 5305P, Registered Nurse II Project to 5305, Registered Nurse II (Public Health Nurse Specialty) (17-28103).</li> </ol>
Sheriff's Office	<ol style="list-style-type: none"> <li>7. Allocate one additional position of 8604, Deputy Sheriff II (17-28002).</li> </ol>

#### G. Specialty Designations

Department:	Re:
General Services Agency	<ol style="list-style-type: none"> <li>1. Approve the specialty designation of one position #312415, job code 0194, Deputy Director, General Services Agency, (Capital Programs Specialty, effective 10/23/16.</li> </ol>

III. CONSENT MATTERS	
G. <u>Specialty Designations</u> - continued	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> <li>2. Remove the specialty designation of one position #310040, job code 5305, Registered Nurse II, (Maternal Child Adolescent Health Specialty), effective 10/22/16.</li> <li>3. Approve the specialty designation of one position #310040, job code 5305, Registered Nurse II, (Maternal Child Adolescent Health/Public Health Nurse Certification Specialty), effective 10/23/16.</li> <li>4. Approve the specialty designation of one position #311078, job code 5795P, Nutritionist II Project (Chinese Speaking Specialty), effective 10/23/16.</li> <li>5. Approve the specialty designation of one position #401823, job code 5655, Senior Hazardous Materials Specialist, (Certified Unified Program Agency Specialty), effective 10/23/16.</li> </ol>
H. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> <li>1. Recommend that the Board of Supervisors establish the classification of 1830, Infrastructure Services Analyst and adopt the classification specification.</li> <li>2. Adopt the revised classification specification for 1836, Infrastructure Services Engineer.</li> <li>3. Recommend that the Board of Supervisors establish the classification of 1828, Infrastructure Services Technician and adopt the classification specification.</li> <li>4. Recommend that the Board of Supervisors establish the classification of 0185, Procurement Administrator and adopt the classification specification.</li> </ol>

### III. CONSENT MATTERS

5. Revise and retitle 1365, Project and Information Services Manager, ACERA to 1365, Retirement Technology Officer, ACERA and adopt the classification specification.
6. Recommend that the Board of Supervisors establish the classification of 1832, Senior Infrastructure Services Analyst and adopt the classification specification.
7. Adopt the revised classification specification for 5691, Senior Vector Control Biologist.
8. Adopt the revised classification specification for 1473, Supervising Eligibility Technician.
9. Revise and retitle 0184, Transportation Services Manager to 0184, Logistics Services Manager, General Services Agency and adopt the classification specification.