



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, October 26, 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 OCTOBER 12, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 - 8

IV. COMMUNICATION(S)

1. Introduction of the Probation Department's' Chief Probation Officer, Wendy Still, to the Commissioners.
2. Communication from Counsel Andrea Weddle, regarding Alameda County Civil Service Commission Teleconferencing Rules and Procedures. Receive and File

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (One case)
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

1. Correspondence from County Counsel and the Appellant that a settlement agreement has been reached for Case No. 2016-06; OAH No. 2016070231. Remove from hearing calendar.
2. Correspondence from the Appellant withdrawing their request for an appeal hearing for Case No. 2016-11; OAH No. 2016070411. Remove from hearing calendar.
3. Correspondence from Attorney Sean Currin, Mastagni Holstedt, requesting an appeal hearing for Case No. 2016-22. Set for hearing.

B. Reinstatement Request(s)

Wai Ming Chan, Community Outreach Worker II, Health Care Services Agency

C Examination Actions – for CSC Meeting of October 26, 2016

Order on 10/12/16 promotional-assembled examination:

1. Social Worker Supervisor, LDF 11/7/16

Order on 10/13/16 promotional-assembled examination:

2. Accountant, LDF 11/7/16

Order on 10/14/16 promotional-assembled examination:

3. Physician IV (Project), LDF 11/8/16

Order on 10/7/16 open-assembled examination:

4. Program Specialist (AIDS Specialty), LDF 11/1/16

Order on 10/12/16 open-assembled examinations:

5. Career Development Specialist II, LDF 11/7/16

Order on 10/13/16 open-assembled examinations:

6. Literacy Specialist, LDF 11/7/16
7. Program/Financial Specialist, LDF 11/7/16

Order on 10/17/16 open-assembled examination:

8. Deputy Agricultural Commissioner Sealer of Weights & Measures, LDF 11/14/16

Order on 10/21/16 open-assembled examination:

9. Social Worker II, LDF 11/15/16

Reopen on 10/21/16 open-continuous examination:

10. Procurement and Contracts Specialist I, LDF 10/31/16

Reopen on 10/12/16 open-continuous examination:

11. Departmental Personnel Officer I, LDF 11/8/16

Extend eligible lists:

12. Client Advocate (Promotional), #15-6736-01, terminate on 3/1/17
13. Employment Counselor, #15-6784-01, terminate on 3/1/17
14. Supply Clerk I, #15-1705-01, terminate on 3/5/17

Miscellaneous:

15. Change Departmental Personnel Officer I, exam #15-0460-01 from an assembled examination to a continuous examination effective 1/15/16.

III. CONSENT MATTERS

D. Eligible Lists

Create, approve and order promulgated:

1. Clinical Review Specialist, #16-6515-01
2. Executive Assistant, Hayward Area Park & Recreation Dept., #16-1106H-01
3. Fire Computer Aided Dispatch Administrator (Promotional), #16-8216-01
4. Fire Department Payroll Processor (Promotional), #16-8166-01
5. Fire Emergency Medical Dispatch Quality Assurance Coordinator, #16-8173-01
6. Infrastructure Services Manager, #16-1837-01
7. Librarian IV (Circulation Services), #16-4177-01
8. Library Lead Clerk (Promotional), #16-4200-01
9. Senior Management Analyst, #16-0207-01

E. Classification Recommendations

Department:	Re:
Alameda County Fire Department	1. Reallocate one position of 8143, Fire Engineer to 8190N, Fire Department Videographer Services-As-Needed (17-28172).
General Services Agency	2. Reallocate one position of 1215, Secretary I to 1142, Administrative Assistant (17-28174).
Health Care Services Agency	3. Reallocate one position of 5315, Registered Nurse III to 5320, Registered Nurse IV (Public Health Nurse Specialty) (17-28105). 4. Reallocate one position of 6701, Community Outreach Worker II to 6707, Family Support Case Manager (17-28107). 5. Reallocate one position of 6701, Community Outreach Worker II to 6707, Family Support Case Manager (17-28108). 6. Reallocate one position of 6701, Community Outreach Worker II to 6706, Family Support Care Coordinator (17-28109). 7. Reallocate one position of 6701, Community Outreach Worker II to 6706, Family Support Care Coordinator (17-28110). 8. Reallocate one position of 6701, Community Outreach Worker II to 6707, Family Support Case Manager (17-28111). 9. Reallocate one position of 6491, Mental Health Specialist II to 1142, Administrative Assistant (17-28178).

III. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Health Care Services Agency	10. Reallocate one position of 5081, Quality Assurance Associate Administrator Behavioral Health Care to 6516, Clinical Review Specialist Supervisor (17-28179).
Human Resource Services Department	11. Reallocate one position of 0462, Departmental Personnel Officer II to 0468, Disability Program Manager (Disability Program Administration) (17-28214). 12. Reallocate two positions of 0601, Management Consultant to 0460, Departmental Personnel Officer I (17-28654).
Information Technology Department	13. Reallocate seven positions of 1825, Programmer Analyst to 1866, Application Systems Engineer I (17-28203). 14. Reallocate one position of 0419, Information Systems Analyst to 1866, Application Systems Engineer I (17-28204).
Probation Department	15. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28182). 16. Reallocate six positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28183). 17. Reallocate sixteen positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28184). 18. Reallocate thirty six positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28186). 19. Reallocate seventeen positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28187). 20. Reallocate sixteen positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28188).

III. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Probation Department	<p>21. Reallocate twenty five positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28189).</p> <p>22. Reallocate sixteen positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Female Only Specialty) (17-28190).</p> <p>23. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28191).</p> <p>24. Reallocate fifteen positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28200).</p> <p>25. Reallocate ten positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28201).</p> <p>26. Reallocate two positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Female Only Specialty) (17-28202).</p> <p>27. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28205).</p> <p>28. Reallocate four positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28206).</p> <p>29. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28207).</p> <p>30. Reallocate two positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28208).</p>

III. CONSENT MATTERS

E. Classification Recommendations

Department:	Re:
Probation Department	<p>31. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Female Only Specialty) (17-28209).</p> <p>32. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28210).</p> <p>33. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Female Only Specialty) (17-28211).</p> <p>34. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28212)</p> <p>35. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Female Only Specialty) (17-28213).</p> <p>36. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28603).</p> <p>37. Reallocate three positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28607).</p> <p>38. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28608).</p> <p>39. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Female Only Specialty) (17-28609).</p>

III. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Probation Department	<p>40. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28610).</p> <p>41. Reallocate two positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28611).</p> <p>42. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28612).</p> <p>43. Reallocate two positions of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28613).</p> <p>44. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (Male Only Specialty) (17-28614).</p> <p>45. Reallocate one position of 6215, Juvenile Institutional Officer II to 6216, Juvenile Institutional Officer (17-28615).</p>
Retirement Association	<p>46. Reallocate one position of 1120, Clerk II to 1368, Retirement Systems Program Analyst, ACERA (17-28616).</p> <p>47. Reallocate one position of 1120, Clerk II to 1090, Retired Annuitant I (17-28617).</p>
Social Services Agency	<p>48. Reallocate one position of 6784, Employment Counselor to 6788, Career Development Specialist II (17-28176).</p>
Zone 7	<p>49. Allocate one additional position of 4918, Administrative Assistant, Zone 7 (17-28175).</p>

III. CONSENT MATTERS	
F. <u>Specialty Designations</u>	
Department:	Re:
County Administrator's Office	1. Remove the specialty designation of one position #300085, job code 0255, Principal Administrative Analyst, (Debt Management Specialty), effective 11/6/16.
Human Resource Services Department	2. Remove the specialty designation of one position #300796, job code 0462, Departmental Personnel Officer II, (Disability Program Administration Specialty), effective 11/6/16.
Library Department	3. Approve the specialty designation of one position #311705, job code 4177, Librarian IV, (Circulation Services Specialty), effective 11/6/16.
G. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Recommend that the Board of Supervisors establish the classification of 9686, Energy Management Technician and adopt the classification specification. 2. Adopt the revised classification specification for 1372, Internal Auditor, Alameda County Employee's Retirement Association. 3. Revise and retitle 1466 Quality Assurance Technician to 1466, Quality Assurance/Quality Control Technician and adopt the classification specification. 4. Adopt the revised classification specification for 8175, Fire Department Financial Services Analyst.