



AGENDA

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, October 28, 2015, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 1107

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 14, 2015 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 -4

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters)

From Human Resource Services Staff regarding Scott Basler's appealing the decision and review of application for Stationary Engineer examination #15-9671-01.

STAFF RECOMMENDATION: Deny appeal

VI. CLOSED SESSION

1. Public Employment pursuant to Government Code §54957, Civil Service Rule 1824: job code 6765, Adult Protective Services Worker II, Social Services Agency.
2. Public Employment pursuant to Government Code §54957, Civil Service Rule 1488: job code 6216, Juvenile Institutional Officer III, Probation Department.
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Four 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

1. Correspondence from County Counsel and Law Offices of Denise Eaton-May, a settlement agreement has been reached for Case No. 2015-16; OAH Case No. 2015060460. Remove from Calendar.
2. Correspondence from County Counsel, a settlement agreement has been reached for Case No. 2015-19. Remove from Calendar.

B. Reinstatement Request(s)

Jordan Andres Espinoza, Library Page, County Library
Kamil Jakubec, Payroll Records Clerk, Health Care Services Agency

C. Examination Actions – for CSC Meeting of October 28, 2015

Order on 10/15/15 Promotional-assembled examination:

Senior Registered Environmental Health Specialist, LDF 11/9/15

Order on 10/16/15 Promotional-assembled examination:

Departmental Facilities Manager, LDF 11/10/15

Order on 10/14/15 open-assembled examinations:

Eligibility Services Technician I, LDF 11/9/15

Management Analyst (Children's Policy Planning & Development), LDF 11/9/15

Order on 10/15/15 open-assembled examinations:

Division Director, LDF 11/9/15

Order on 10/16/15 open-assembled examinations:

Account Clerk, Zone 7, LDF 11/10/15

Order on 10/19/15 open-assembled examinations:

Institutional Supervisor, LDF 11/13/15

Order on 10/22/15 open-assembled examinations:

Assistant Public Defender, LDF 11/16/15

Authorization Services Coordinator, LDF 11/16/15

Order on 10/23/15 open-assembled examinations:

Laborer, LDF 11/17/15

Order on 10/26/15 open-assembled examinations:

Emergency Preparedness Manager, LDF 11/20/15

Order on 10/16/15 open-continuous examination:

Lactation Specialist

Terminate eligible list:

Fire Inspector, #14-8144-01, effective 10/28/15

Reinstate eligible lists:

Field Maintenance Supervisor, #13-9525-01, terminate on 11/30/15

Lieutenant (Promotional), #12-8620-01, terminate on 6/13/15

III. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of October 28, 2015 - continued

Extend eligible lists:

Child Support Caseworker III, #14-1403-01, terminate on 1/29/16

Employment Counselor Supervisor (Promotional), #14-6785-01, terminate on 5/12/16

Sergeant (Promotional), #14-8617-01, terminate on 9/30/16

Staff Development Supervisor, #14-6797-01, terminate on 5/12/16

Miscellaneous:

Cancel the Assistant Business Analyst examination #15-0272-01 effective 5/22/15.

Extend the last day for filing for Court Appointed Special Advocates Volunteer Program Assistant, exam #15-6186-01, to 10/21/15.

D. Eligible Lists

Create, approve and order promulgated:

Appraiser I, #15-2610-01

Call Center Representative, Dept. of Child Support Services, #15-1154-01

Fire Geographic Systems Technician, #15-8212-01

Firefighter Recruit, #15-8137-01

Librarian III, #15-4175-01

Medical Social Worker I (Maternal Paternal Child Adolescent Health Option), #15-6405-01

Program Specialist (Diabetes Option), #15-0305-11

Retirement Assistant Accounting Manager, #15-1359-01

Supervising Clerk III, #15-1140-01

Supervising Land Surveyor, #15-2157-01

E. Classification Recommendations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 5305, Registered Nurse II to 5315, Registered Nurse III (Public Health Nurse Certificate Specialty) (16-25010). 2. Reallocate one position of 5770, Public Health Investigator to 0305, Program Specialist (AIDS Specialty) (16-25011). 3. Reallocate one position of 6492, Mental Health Specialist III to 0308, Supervising Program Specialist (16-25065). 4. Reallocate one position of 1091, Retired Annuitant II to 0305P, Program Specialist (Project) (16-25059).

III. CONSENT MATTERS	
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Approve the specialty designation of one position #310419, job code 5655, Senior Hazardous Materials Specialist, (Certified Unified Program Agency Specialty) effective 11/8/15.
G. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 1182H, Account Clerk II, Hayward Area Recreation and Park District. 2. Adopt the revised classification specification for 0169, Chief Executive Officer, ACERA (Alameda County Employees' Retirement Association). 3. Adopt the revised classification specification for 0292, Labor Relations Manager. 4. Adopt the revised classification specification series for 0279, Human Resources Analyst I and 9280, Human Resources Analyst II. 5. Adopt the revised classification specification for 8155, Fire Department Deputy Chief. 6. Adopt the revised classification specification for 8130 Fire Department Division Chief. 7. Adopt the revised classification specification for 0424 Information Systems Director. 8. Recommend that the Board of Supervisors establish the classification of 0427, Information Systems Deputy Director and adopt the classification specification. 9. Revised and retitle 1459, Patient Records Supervisor to 1459, Patient Records Manager and adopt the classification specification.