



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Tuesday, November 24, 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 NOVEMBER 10, 2015 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 3 -5

IV. COMMUNICATION(S)

From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820,
Duration of Probationary Period

STAFF RECOMMENDATION: Post Rule Change

V. APPEALS (Non-Disciplinary Matters)

1. From the Human Resource Services Staff regarding Vycelka Gatto's appealing an irregularity in the Unit Supervisor, Probation examination process.

STAFF RECOMMENDATION: Deny appeal

2. From the Human Resource Services Staff regarding Haleh Soltani's appeal the decision and review of Minimum Qualifications for the Unit Supervisor Probation examination

STAFF RECOMMENDATION: Deny appeal

3. From the Human Resource Services Staff regarding Tojo Thomas appealing an irregularity in the Unit Supervisor, Probation examination process.

STAFF RECOMMENDATION: Deny appeal

VI. CLOSED SESSION

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-09 – OAH No. 2015031166 (Social Services Agency).
2. Public Employment pursuant to Government Code §54957:
Job code 6216, Juvenile Institutional Officer III, Probation Department
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Eight 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 the Office of Administrative Hearings advising of the withdrawal of Case No. 2015-11; OAH No. 2015040911. Remove from hearing calendar.

B. Examination Actions – for CSC Meeting of November 24, 2015

Order on 11/10/15 open-assembled examinations:

1. Emergency Preparedness Manager, LDF 12/7/15
2. Project Manager, General Services Agency, LDF 12/7/15

Order on 11/11/15 open-assembled examination:

3. Water Plant Operator III, Zone 7, LDF 12/7/15

Order on 11/18/15 open-assembled examination:

4. Labor Relations Manager, LDF 12/18/15

Reinstate eligible list:

5. Lieutenant (Promotional), #14-8620-01, terminate on 4/15/16

Extend eligible lists:

6. Animal Control Aide, #14-8163-01, terminate on 9/1/16
7. Deputy Sheriff I-POST Academy Graduates, #14-8602-01, terminate on 9/1/16

C. Eligible Lists

Create, approve and order promulgated:

1. Administrative Associate, County Administrator's Office, #15-1137-01
2. Assessment Supervisor I (Promotional), #15-2850-01
3. Chief, Environmental Health (Promotional), #15-5657-01
4. Fire Department Account Clerk, #15-8160-01
5. Supervising Librarian II, #15-4178-01
6. Vector Control Biologist, #15-5690-01

D. Classification Recommendations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 0308P, Supervising Program Specialist (Project) to 0305P, Program Specialist (Project) (16-25146). 2. Reallocate one position of 5093, Transitional Age Youth System of Care Director, Behavioral Health Care Services to 5094, Division Director, Behavioral Health Care Services (16-25208). 3. Reallocate one position of 5337, Clinical Nurse Specialist to 5094, Division Director, Behavioral Health Care Services (16-25209).

III. CONSENT MATTERS

D. Classification Recommendations

Department:	Re:
Human Resource Services Department	<ol style="list-style-type: none"> 4. Reallocate fifteen positions of 0200N, Administrative specialist Services-As-Needed (Temporary Assignment Pool) to 1293N, Clerical Assistant I Services-As-Needed (Temporary Assignment Pool) (16-25272). 5. Reallocate twenty-seven positions of 0610N, Professional Technician Specialist I Services-as-Needed (Temporary Assignment Pool) to 1293N, Clerical Assistant I Services-As-Needed (Temporary Assignment Pool) (16-25273). 6. Reallocate twenty-three positions of 0611N, Professional Technician Specialist II Services-as-Needed (Temporary Assignment Pool) to 1293N, Clerical Assistant I Services-As-Needed (Temporary Assignment Pool) (16-25274).
Sheriff's Office	<ol style="list-style-type: none"> 7. Reallocate one position of 8604, Deputy Sheriff II to 8617, Sergeant (15-24521).

E. Specialty Designations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation of one position #401031, job code 6510, Behavioral Health Clinician II (Consumer Option Specialty), effective 12/6/15.

III. CONSENT MATTERS

F. Classification Specifications

1. Adopt the revised classification specification for 1182H, Account Clerk II (Hayward Area Recreation & Park District).
2. Recommend that the Board of Supervisors establish the classification of 1500, Client Benefits & Accounts Manager, Behavioral Health Care Services and adopt the classification specification.
3. Adopt the revised classification specification for 1573, Eligibility Services Technician IV.
4. Recommend that the Board of Supervisors establish the classification of 5760, Program Performance Management & Accreditation director and adopt the classification specification.