



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, February 3, 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 20, 2016 AS MAILED.**

#### **III. APPROVE CONSENT MATTERS - Pages 2 -7**

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

#### **V. APPEALS (Non-Disciplinary Matters)**

From Appellants, Dana Meredith and Brandon Ransburg, requesting reconsideration of the Commission's action on November 24, 2015, finding Candidate Haleh Soltani to have met the Minimum Qualifications for the Unit Supervisor Probation examination.

The Commission may:

- Grant the Appeal, thereby removing the Candidate from the exam process; Or
- Deny the Appeal, allowing the Candidate to continue in the exam process.

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

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-12– OAH No. 2015060385 (Sheriff's Office).
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (One case)
3. **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 General Services Agency and the Iris LeBlanc Clay, SEIU 1021 Representative, that both parties have reached a settlement agreement for Case No. 2016-03. Remove from hearing calendar.

**B. Reinstatement Request(s)**

Kere Gonzales, Supervising Clerk I, Probation Department

**C. Voluntary Demotion(s)**

Karl Enzmann, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office  
Eileen Lynch, Eligibility Services Technician III to Employment Counselor, Social Services Agency

**D. Examination Actions – for CSC Meeting of February 3, 2016**

Order on 1/2/16 promotional-assembled examination:

Grounds Foreman (Hayward Area Park & Recreation District), LDF 2/16/16

Order on 1/21/16 promotional-assembled examination:

Division Commander LDF 2/16/16

Order on 1/15/16 open-assembled examination:

Departmental Personnel Officer I, LDF 2/9/16

Deputy Director, Community Development Agency, LDF 2/9/16

Order on 1/19/16 open-assembled examination:

Fire Public Education Assistant, LDF 2/16/16

Order on 1/20/16 open-assembled examination:

Agricultural and Standards Aide (Services-As-Needed), LDF 2/16/16

Order on 1/21/16 open-assembled examination:

Fire Dispatcher, LDF 2/16/16

Maintenance & Construction Technician I (Hayward  
Area Park & Recreation District), LDF 2/17/16

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

Housing and Community Development Manager, LDF 2/19/16

Order on 1/26/16 open-assembled examination:

Social Worker II, LDF 2/22/16

Order on 1/27/16 open-assembled examination:

Central Identification Bureau Manager, LDF 2/22/16

Clerk-Recorder's Supervisor I, LDF 2/22/16

Clerk-Recorder's Supervisor II, LDF 2/22/16

### III. CONSENT MATTERS

#### D. Examination Actions – for CSC Meeting of February 3, 2016 continued

Reopen on 1/13/16 continuous examination:

Financial Services Deputy Director, Social Services Agency, LDF 2/8/16

Reopen on 1/20/16 continuous examination:

Janitor, Floor Specialist, LDF 2/16/16

Miscellaneous:

Change Financial Services Deputy Director, Social Services Agency, exam #15-6070-01, from an assembled examination to a continuous examination effective 7/16/15.

Extend the last day for filing for Energy Project Manager, exam #15-9696-01 from 1/4/16 to 1/19/16.

Change Janitor, Floor Specialist, exam #15-7411-01, from an assembled examination to a continuous examination effective 7/23/15.

#### E. Eligible Lists

Create, approve and order promulgated:

Account Clerk, Zone 7, #15-4925-01

Assistant Public Defender, #15-3126-01

Director of Public Health Laboratory Services, #15-5620-01

Division Director, #15-6126-01

Identification Supervisor, #14-1286-02

Institutional Supervisor II, #15-6225-01

Mapping Technician III, #15-2303-01

Painter, #15-9240-01

Project Manager, General Services Agency, #15-9700-01

#### F. Classification Recommendations

Department:	Re:
Alameda County Fire Department	1. Reallocate one position of 8144, Fire Inspector to 8135, Fire Code Compliance Officer (16-25509).
Health Care Services Agency	2. Reallocate one position of 0462, Departmental Personnel Officer II to 5098, Workforce Education & Training Manager, BHCS (16-25458). 3. Reallocate one position of 1142, Administrative Assistant to 0219, Administrative Specialist II (16-25508).

### III. CONSENT MATTERS

#### F. Classification Recommendations

Department:	Re:
Public Defender	4. Allocate three additional positions of 1585N, Legal Assistant Services-As-Needed (16-25376).
Social Services Agency	5. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (15-24406). 6. Reallocate two positions of 1120, Clerk II to 1132, Eligibility Support Clerk (15-24407). 7. Reallocate two positions of 1471, Eligibility Technician II to 1572, Eligibility Services Technician III (16-24882). 8. Reallocate one position of 0460, Departmental Personnel Officer I to 1573, Eligibility Services Technician IV (16-25473). 9. Reallocate one position of 1572, Eligibility Services Technician III to 1573, Eligibility Services Technician IV (16-25474). 10. Reallocate one position of 1572, Eligibility Services Technician III to 1573, Eligibility Services Technician IV (16-25475). 11. Reallocate one position of 6784, Employment Counselor to 1573, Eligibility Services Technician IV (16-25476). 12. Reallocate one position of 0209, Financial Analyst, Social Services Agency to 1573, Eligibility Services Technician IV (16-25477). 13. Reallocate one position of 0423, Information Systems Coordinator to 1573, Eligibility Services Technician IV (16-25478). 14. Reallocate one position of 0423P, Information Systems Coordinator (Project) to 1573, Eligibility Services Technician IV (16-25479). 15. Reallocate one position of 6786, Job Developer to 1573, Eligibility Services Technician IV (16-25480). 16. Reallocate one position of 6786P, Job Developer Project to 1573, Eligibility Services Technician IV (16-25481).

### III. CONSENT MATTERS

#### Social Services Agency

17. Reallocate one position of 6732, Licensing Evaluator to 1573, Eligibility Services Technician IV (16-25482).
18. Reallocate one position of 1128P, Specialist Clerk I Project to 1573, Eligibility Services Technician IV (16-25483).
19. Reallocate one position of 1572, Eligibility Services Technician III to 1573, Eligibility Services Technician IV (16-25484).
20. Reallocate one position of 1212, Transcriptionist to 1573, Eligibility Services Technician IV (16-25485).
21. Reallocate one position of 6704N, Social Welfare Intern Services-As-Needed to 6720, Social Worker III (16-25489).
22. Reallocate one position of 1220, Secretary II to 6720, Social Worker III (16-25490).
23. Reallocate one position of 6784, Employment Counselor to 6720, Social Worker III (16-25491).
24. Reallocate one position of 0416, Information Systems Specialist to 6720, Social Worker III (16-25492).
25. Reallocate one position of 6786P, Job Developer Project to 6720, Social Worker III (16-25493).
26. Reallocate one position of 6732, Licensing Evaluator to 6720, Social Worker III (16-25494).
27. Reallocate one position of 6796P, Staff Development Specialist Project to 6720, Social Worker III (16-25495).
28. Reallocate one position of 1128P, Specialist Clerk I Project to 6720, Social Worker III (16-25496).
29. Reallocate one position of 1133, Service Support Specialist to 6720, Social Worker III (16-25497).
30. Reallocate one position of 6784, Employment Counselor to 6720, Social Worker III (16-25498).

### III. CONSENT MATTERS

Social Services Agency	<ol style="list-style-type: none"> <li>31. Reallocate one position of 1140, Supervising Clerk III to 6720, Social Worker III (16-25499).</li> <li>32. Reallocate one position of 1120, Clerk II to 6720, Social Worker III (16-25500).</li> <li>33. Reallocate one position of 1120, Clerk II to 6720, Social Worker III (16-25501).</li> <li>34. Reallocate one position of 1090, Retired Annuitant I to 0214, Financial Services Specialist II (16-25510).</li> <li>35. Reallocate one position of 0206P, Management Analyst Project to 0206, Management Analyst (16-25528).</li> <li>36. Reallocate one position of 0206 P, Management Analyst Project to 0206, Management Analyst (16-25529).</li> <li>37. Reallocate one position of 0206 P, Management Analyst Project to 0206, Management Analyst (16-25530).</li> <li>38. Reallocate one position of 6745 P, Child Welfare Worker II Project to 0206, Management Analyst (16-25531).</li> <li>39. Reallocate one position of 6795, Social Services Agency Planner to 0207, Senior Management Analyst (16-25532).</li> </ol>

### G. Specialty Designations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Approve the specialty designation of one position #311059, job code 0315, Health Care Program Administrator II, (Nutrition Specialty), effective 2/14/16.</li> </ol>
Information Technology Department	<ol style="list-style-type: none"> <li>2. Remove the specialty designation of one position #308052, job code 0419, Information Systems Analyst, (Database Administration Specialty), effective 2/14/16.</li> <li>3. Remove the specialty designation of one position #311738, job code 0418, Technical Support Analyst, (Applications Development &amp; Support Specialty), effective 2/14/16.</li> </ol>

### III. CONSENT MATTERS

#### H. Classification Specifications

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|  | <ol style="list-style-type: none"><li>1. Revise and retitle 0208, Administrator, Office of Program and Policy Development to 0208, Office of Program and Policy Development Manager and adopt the revised classification specification</li><li>2. Adopt the revised classification specification 9527, Field Maintenance Superintendent.</li></ol> |
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