



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, March 15, 2017, 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 MARCH 1, 2017 AS MAILED.**

**III. PUBLIC COMMENTS:**

**IV. APPROVE CONSENT MATTERS - Pages 2 - 6**

**V. COMMUNICATION(S)**

**Training Session:** Human Resource Services Classification Principles and Process, Presenter Rudy Esparza.

**VI. APPEALS (Non-Disciplinary Matters) No Actions**

**VII. CLOSED SESSION**

1. Public Employment pursuant to Government Code §54957:  
job code 1121, Human Resource Services Department
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(Three cases)
3. **Conference with Legal Counsel – Potential Litigation:** Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

**VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:**

**IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:**

**X. ADJOURNMENT**

### III. CONSENT MATTERS

#### A. Hearing Calendar

Correspondence from Appellant requesting an appeal hearing; Case No. 2017-04.  
Set for Hearing.

#### B. Reinstatement Request(s)

1. Tanya Cagnolatti, Administrative Specialist II, Treasurer-Tax Collector
2. Leigh Gonzales-Yapjoco, Specialist Clerk I, Health Care Services Agency
3. Jason Hwang, Fingerprint Technician, Alameda County Sheriff's Office

#### C. Voluntary Demotion(s)

1. Heidi Burbank, Deputy Sheriff's Recruit to Sheriff's Technician, Alameda County Sheriff's Office
2. Jennifer Syler, Deputy Sheriff's Recruit to Sheriff's Technician, Alameda County Sheriff's Office

#### D. Examination Actions – for CSC Meeting of March 15, 2017

Order on 2/21/17 Promotional-assembled examination:

1. Assessment Roll Manger, LDF 3/17/17

Order on 3/1/17 Promotional-assembled examination:

2. Information Technology Manager, LDF 3/27/17

Order on 3/8/17 Promotional-assembled examination:

3. Supervising Environmental Health Specialist, LDF 4/3/17

Order on 3/3/17 open-assembled examinations:

4. Administrative Support Specialist, ACERA, LDF 3/28/17
5. Public Health Investigator, LDF 3/27/17

Reopen on 3/3/17 continuous examination:

6. Youth and Family Services Therapist II, LDF 3/28/17

Reopen on 3/6/17 continuous examination:

7. Human Resource Technician (Promotional), LDF 3/13/17

Reinstate eligible list:

8. Painter, #15-9240-01, terminate on 8/23/17

Extend eligible list:

9. Eligibility Services Technician IV (Promotional), #15-1573-01, terminate on 9/30/17

Designate an eligible list:

10. Designate Senior Emergency Services Coordinator, #13-8723-01 as an alternate list for Emergency Services Coordinator.

**III. CONSENT MATTERS**

**D. Examination Actions – for CSC Meeting of March 15, 2017**

Miscellaneous:

11. Extend the last date for filing for Identification Supervisor, exam #16-1286-01 from February 21, 2017 to March 8, 2017.
12. Change Youth and Family Services Therapist II, exam #16-6498, from an open-assembled exam to an open-continuous, effective 6/17/16.
13. Change Human Resources Technician (Promotional), exam 16-0278-01, from an open-assembled exam to an open-continuous, effective 4/6/16.

**E. Eligible Lists**

Create, approve and order promulgated:

1. Associate Deputy Public Defender, #16-3110-01
2. Deputy Director, Community Development Agency (Healthy Homes) (Promotional), #16-2952-01
3. Deputy Public Defender, #16-3125-01
4. Division Commander (Promotional), #17-8635-01
5. Emergency Services Dispatcher I, #16-1882-01
6. Fire Department Financial Services Analyst, #16-8175-01
7. Fire Dispatcher, #16-8220-01
8. Information Systems Technician II, #16-0411-01
9. Mental Health Specialist II, #15-6491-01
10. Messenger (Services-As-Needed), #16-1105N-01
11. Principal Auditor, #16-0151-01
12. Production Manager, Zone 7 (Promotional), #17-4997-01
13. Senior Supervising Auditor, #16-0150-01

**F. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
General Services Agency	1. Reallocate one position of 0193, Chief Deputy, Administrator, General Services Agency to 0204, Management Associate II (17-29275).
Health Care Services Agency	2. Reallocate one position of 0305, Program Specialist to 6415, Medical Social Worker II (Maternal Child Adolescent Health Specialty Designation) (17-28900). 3. Allocate one additional position of 0305P, Program Specialist Project (17-28943).

**III. CONSENT MATTERS**

**F. Classification Recommendations - continued**

<b>Department:</b>	<b>Re:</b>
<p>Health Care Services Agency</p>	<ol style="list-style-type: none"> <li>4. Reallocate one position of 5605N, Microbiologist Services-As-Needed to 5605P, Microbiologist Project (17-28997).</li> <li>5. Reallocate one position of 1091, Retired Annuitant II to 0204, Management Associate II (17-29020).</li> <li>6. Reallocate one position of 5141, Physician IV to 5143, Physician V (17-29094).</li> <li>7. Reallocate one position of 0416, Information Systems Specialist to 0305, Program Specialist (17-29239).</li> <li>8. Reallocate one position of 0307, Senior Program Specialist to 0307P, Senior Program Specialist Project (17-29244).</li> <li>9. Reallocate one position of 0314, Health Care Program Administrator I to 0314P, Health Care Program Administrator I Project (17-29245).</li> <li>10. Reallocate one position of 5795, Nutritionist II to 0305P, Program Specialist Project (Dental Specialty Designation) (17-29246).</li> <li>11. Reallocate one position of 5865, Senior Therapist to 0306P, Program/Financial Specialist Project (17-29247).</li> <li>12. Reallocate one position of 5795, Nutritionist II to 1142P, Administrative Assistant Project (17-29248).</li> <li>13. Reallocate one position of 1128, Specialist Clerk I to 1316P, Accounting Specialist II Project (17-29270).</li> <li>14. Reallocate one position of 6701P, Community Outreach Worker II Project to 6706P, Family Support Care Coordinator Project (17-29271).</li> <li>15. Reallocate one position of 6701, Community Outreach Worker II to 6706P, Family Support Care Coordinator Project (17-29272).</li> <li>16. Reallocate one position of 0310P, Fund Development and Grant Specialist Project to 0305, Program Specialist (Quality Improvement Specialty Designation) (17-29279).</li> </ol>

<b>III. CONSENT MATTERS</b>	
<b>F. <u>Classification Recommendations</u> - continued</b>	
<b>Department:</b>	<b>Re:</b>
Human Resource Services	17. Reallocate one position of 1128, Specialist Clerk I to 0219, Administrative Specialist II (17-28973). 18. Reallocate one position of 1129, Specialist Clerk II to 0278, Human Resources Technician (17-29243).
Public Defender	19. Allocate one additional position of 8576, Public Defender Investigator I (17-29179). 20. Allocate one additional position of 8576, Public Defender Investigator I (17-29180).
Sheriff's Office	21. Reallocate one position of 0229, Administrative/Financial Services Manager to 6072, Financial Services Director, Alameda County Sheriff's Office (17-29181).
Social Services Agency	22. Reallocate one position of 0305, Program Specialist to 0306, Program/Financial Specialist (17-29100).
<b>G. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	1. Remove the specialty designation for one position #401006, job code 6927, Program Services Coordinator, (Skilled Medical Professional Specialty), effective 3/25/17. 2. Approve the specialty designation for one position #401006, job code 6927, Program Services Coordinator, (Skilled Medical Professional-Mental Health Specialty), effective 3/26/17. 3. Approve the specialty designation for one position #310467, job code 6510, Behavioral Health Clinician II, (Spanish Speaking Specialty), effective 3/26/17. 4. Approve the specialty designation for one position #310657, job code 6491, Mental Health Specialist II, (Consumer Specialty), effective 3/26/17.

<b>III. CONSENT MATTERS</b>	
<b>G. <u>Specialty Designations</u> - continued</b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	5. Approve the specialty designation for one position #402393, job code 0305P, Program Specialist Project, (Quality Improvement Specialty), effective 3/26/17.
<b>H. <u>Classification Specifications</u></b>	
	<ol style="list-style-type: none"> <li>1. Adopt the revised classification specification 6145, Assistant Chief Probation Officer.</li> <li>2. Revise and retitle 0195, Assistant Director, General Services Agency to 0195, Chief Deputy of Operations, General Services Agency and adopt the classification specification.</li> <li>3. Adopt the revised classification specification 0232, Executive Programs Coordinator.</li> <li>4. Adopt the revised classification specification 8159, Fire Department Specialist Clerk.</li> <li>5. Adopt the revised classification specification 2630, Principal Appraiser.</li> <li>6. Revise and retitle 6779, Welfare Fraud Prevention Director to 6779, Program Integrity Division Director and adopt the classification specification.</li> </ol>