



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, May 25, 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 MAY 11, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 - 6

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff regarding Cleveland Prince' classification appeal requesting an upgrade from Departmental Personnel Officer I to Departmental Personnel Officer II.

STAFF RECOMMENDATION: Deny Appeal

VI. CLOSED SESSION

1. **Conference with Legal Counsel – Existing Litigation:** Ransom v. alameda County Civil Service Commission (Probation Department), Superior Court of California, County of Alameda, Case No. RG15764347.
2. Public Employment pursuant to Government Code §54957: Civil Service Rule 1824 job code 0206, Management Analyst, Social Services Agency
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Two 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. Reinstatement Request(s)

1. Maegan Mensinger, Emergency Services Dispatcher II Services-As-Needed, Sheriff's Office
2. Kimberly Nutting, Career Development Specialist I, Social Services Agency

B. Voluntary Demotion(s)

1. Ronald Broach, Deputy Sheriff's Recruit to Sheriff's Technician, Alameda County Sheriff's Office

C. Examination Actions – for CSC Meeting of May 25, 2016

Order on 5/11/16 open-assembled examination:

1. Fund Development and Grant Specialist, LDF 6/6/16

Order on 5/12/16 open-assembled examination:

2. DNA Technical Lead, LDF 6/6/16

Order on 5/13/16 open-assembled examination:

3. Staff Development Specialist, LDF 6/7/16

Order on 5/16/16 open-assembled examinations:

4. Janitor, LDF 6/10/16
5. Public Works Inspector III, Facilities, LDF 6/10/16

Order on 5/19/16 open-assembled examination:

6. Junior Engineer/Geologist, Zone 7, LDF 6/13/16

Order on 5/24/16 open-assembled examination:

7. Bridge Tender, LDF 6/20/16

Reopen on 5/16/16 Continuous examination:

8. Eligibility Services Technician, LDF 6/10/16

Terminate

9. Senior Supervising Auditor, #14-0150-01, effective 5/25/16

Reinstate eligible lists:

10. Janitor, #13-7410-01, terminate on 8/10/16
11. Truck Driver, #13-9320-01, terminate on 11/14/16

Extend Eligible Lists:

12. Assessment Supervisor II, #15-2851-01 terminate on 12/30/16
13. Employment Counselor Supervisor, #14-6785-01 terminate on 10/1/16
14. Supervising Appraiser II, #15-2625-01 terminate on 12/30/16

Miscellaneous:

15. Change Eligibility Services Technician, exam #15-1570-01, from an assembled examination to a continuous examination effective 10/14/15.

III. CONSENT MATTERS

D. Eligible Lists

Create, approve and order promulgated:

1. Adult Protective Services Worker II, #16-6765-01
2. Collection Enforcement Deputy I, #16-1420-01
3. Fire Battalion Chief (Promotional), #16-8150-02
4. Health Care Program Administrator I (Homeless), #15-0314-01
5. Housing and Community Development Manager, #15-2960-01
6. Maintenance & Construction Technician I (HARD), #15-1122H-01
7. Program Specialist (Homeless), #15-0305-15
8. Secretary II, #15-1220-01

E. Classification Recommendations

Department:	Re:
County Administrator's Office	1. Reallocate one position of 1129, Specialist Clerk II to 1137, Administrative Associate, County Administrator Office (16-26249).
Health Care Services Agency	2. Reallocate one position of 5337, Clinical Nurse Specialist to 5094, Division Director, BHCS (16-25993). 3. Reallocate one position of 5795, Nutritionist II to 0305, Program Specialist (16-25994). 4. Reallocate one position of 1129, Specialist Clerk II to 1142, Administrative Assistant (16-26212). 5. Reallocate one position of 0305, Program Specialist to 1316, Accounting Specialist II (16-26223). 6. Reallocate one position of 0305P, Program Specialist (Project) to 0305, Program Specialist (16-26311).
Library	7. Reallocate one position of 0411, Information Systems Technician II to 0416, Information Systems Specialist (16-26202). 8. Reallocate one position of 4140, Librarian II to 4177, Librarian IV (16-26203).
Probation	9. Reallocate one position of 1128, Specialist Clerk I to 1129, Specialist Clerk II (16-26218). 10. Reallocate one position of 0424, Information Systems Director to 0221, Administrative Services Officer (16-26326).

III. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Sheriff's Office	<ol style="list-style-type: none"> 11. Reallocate one position of 1093, Retired Annuitant Safety II to 1090, Retired Annuitant I (16-26205). 12. Reallocate one position of 6501, Youth and Family Services Therapist I to 6499, Youth & Family Services Lead Therapist (16-26206).
Social Services Agency	<ol style="list-style-type: none"> 13. Reallocate one position of 1227, Administrative Secretary to 1129, Specialist Clerk II (16-24932). 14. Reallocate one position of 0308, Supervising Program Specialist to 0207, Senior Management Analyst (16-25872).
Zone 7	<ol style="list-style-type: none"> 15. Allocate two additional positions of 4964, Assistant Engineer, Zone 7 (16-26152).
G. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #310040, job code 5305, Registered Nurse II, (PHN/Pediatric) effective 6/4/16. 2. Remove the specialty designation for one position #310332, job code 0312, Program Administrator II, (Licensed Medical Professional), effective 6/5/16. 3. Remove the specialty designation for one position #310569, job code 5067, Vocational Services Director, (Vocational Services Option), effective 6/5/16. 4. Remove the specialty designation for one position #312564, job code 5687, Chief, Vector Control Services District, (Vector Control Option), effective 6/5/16. 5. Remove the specialty designation for one position #312578, job code 5022, Skilled Medical Professional II, ACCFC (Mental Health and Child Development Option), effective 6/5/16.

III. CONSENT MATTERS	
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 6. Remove the specialty designation for one position #312579, job code, 5022, Skilled Medical Professional II, ACCFC (Child Development Option), effective 6/5/16. 7. Remove the specialty designation for one position #312661, job code 5022, Skilled Medical Professional II, ACCFC (Child Development Option), effective 6/5/16. 8. Approve the specialty designation for one position #310040, job code 5305, Registered Nurse II, (Maternal Child and Adolescent Health), effective 6/5/16. 9. Approve the specialty designation for one position #401728, job code 0207, Senior Management Analyst, (Medi-Cal Policy and Data Analysis), effective 6/5/16.
Public Works Agency	<ol style="list-style-type: none"> 10. Remove the specialty designation for one position #303410, job code, 2021, Associate Civil Engineer, (Hydrology Option), effective 6/5/16. 11. Remove the specialty designation for one position #303437, job code, 2068, Assistant Environmental Compliance Specialist, (Environmental Option), effective 6/5/16. 12. Remove the specialty designation for six positions #303438, #303439, #303737, #303740, #303741, #303745, job code, 2068, Assistant Environmental Compliance Specialist, (Water Resources Option), effective 6/5/16. 13. Remove the specialty designation for one position #303442, job code, 2069, Associate Environmental Compliance Specialist, (Environmental Option), effective 6/5/16.

III. CONSENT MATTERS	
F. <u>Specialty Designations</u>	
Department:	Re:
Public Works Agency	14. Remove the specialty designation for one position #303523, job code, 2162, Public Works Inspector III, Construction (Facility Inspection Option), effective 6/5/16. 15. Remove the specialty designation for one position #303759, job code, 2025, Supervising Civil Engineer, (Geotechnical Engineering Option), effective 6/5/16. 16. Remove the specialty designation for two positions #303761 and #303762, job code, 2162, Public Works Inspector III, Construction, (Public Works Inspection Option), effective 6/5/16.
Registrar of Voters	17. Remove the specialty designation for one position #300969, job code 1282, Elections Technician, (Cantonese Speaking Specialty), effective 6/5/16.
G. <u>Classification Specifications</u>	
	1. Adopt the revised classification specification for 1137, Administrative Associate, County Administrator's Office (CAO). 2. Adopt the revised classification specification for 8137, Firefighter Recruit. 3. Adopt the revised classification specification for 8171, Fire Department Facilities Coordinator. 4. Recommend that the Board of Supervisors establish the classification of 8216, Fire Computer Aided Dispatch (CAD) Administrator and adopt the classification specification.