



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, June 22, 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 JUNE 8, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 - 4

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CLOSED SESSION

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-22– OAH No. 2015100996 (Probation).
2. Public Employment pursuant to Government Code §54957: job code 9538, Supervising Public Works (Construction) Inspector, Public Works Agency
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

Correspondence from Lois McKinney, SEIU Local 1021, requesting an appeal hearing for Case No. 2016-13. Set for Hearing.

B. Reinstatement Request(s)

1. Marthea Alley-Caliz, Program Specialist, Health Care Services Agency
2. Jenny Marie Donahue, Library Clerk II, County Library

C. Voluntary Demotion(s)

Hung Thanh Nguyen, Supervising Welfare Investigator to Welfare Investigator II, Social Services Agency

D. Examination Actions – for CSC Meeting of June 22, 2016

Order on 6/8/16 promotional-assembled examination:

1. Treasurer-Tax Collector Supervisor (Promotional), LDF 7/5/16

Order on 5/31/16 open-assembled examinations:

2. Assistant County Counsel, LDF 6/27/16

Order on 6/8/16 open-assembled examinations:

3. Youth and Family Services Therapist II, LDF 7/5/16

Order on 6/13/16 open-assembled examinations:

4. Director, Environmental Health, LDF 7/7/16

Order on 6/22/16 open-assembled examinations:

5. Juvenile Institutional Officer I, LDF 7/5/16

Reopen on 6/8/16 continuous examination:

6. DNA Technical Lead, LDF 6/22/16
7. Designate Administrative Assistant, Zone 7, #15-4918-01 as an alternate list for Administrative Assistant.

Miscellaneous:

8. Change DNA Technical Lead examination #16-8529-01, from an open-assembled exam to a continuous exam effective 5/12/16.
9. Extend the last day for filing for Field Maintenance Superintendent, exam #16-9527-01 from 5/9/16 to 7/11/16.
10. Extend the last day for filing for Public Works Inspector III, Facilities, exam #16-2172-01 from 6/10/16 to 7/8/16.
11. Extend the last day for filing for Fire Code Compliance Officer, exam #16-8135-01 from 6/13/16 to 6/27/16.

III. CONSENT MATTERS

E. Eligible Lists

Create, approve and order promulgated:

1. Library Circulation Supervisor I (Promotional), #16-4201-01
2. Library Page, #16-1109-01
3. Librarian I, #16-4130-01
4. Librarian IV, #15-4177-01
5. Planner III, #16-2935-01
6. Sergeant (Promotional), #16-8617-01
7. Zoning Investigator I, #16-8675-01

F. Classification Recommendations

Department:	Re:
General Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 0216, Supervising Financial Services Specialist to 0217, Financial Services Officer (16-25416).
Health Care Services Agency	<ol style="list-style-type: none"> 2. Reallocate one position of 5785, Epidemiologist II to 2126, Geographic Information Systems Analyst (15-24481). 3. Reallocate one position of 0216, Supervising Financial Services Specialist to 1500, Client Benefits and Accounts Manager, Behavioral Health Care Services (16-26417). 4. Reallocate one position of 1128, Specialist Clerk I to 0214, Financial Services Specialist II (16-26420).

G. Specialty Designations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation of one position #309534, job code 1316, Accounting Specialist II (Children Services Specialty), effective 7/3/16. 2. Approve the specialty designation of one position #401831, job code 5656, Supervising Hazardous Materials Specialist (Certified Unified Program Agency-CUPA specialty), effective 7/3/16.

III. CONSENT MATTERS

H. Classification Specifications

1. Recommend that the Board of Supervisors establish the classification of 6706, Family Support Care Coordinator and adopt the classification specification.
2. Recommend that the Board of Supervisors establish the classification of 6707, Family Support Case Manager and adopt the classification specification.
3. Recommend that the Board of Supervisors establish the classification of 6708, Senior Family Support Case Manager and adopt the classification specification.
4. Recommend that the Board of Supervisors establish the classification of 6056, Workforce Board System Administrator and adopt the classification specification.
5. Recommend that the Board of Supervisors establish the classification of 8764, Senior Code Enforcement Investigator and adopt the classification specification.