



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, June 8, 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 25, 2016 AS MAILED.**

#### **III. APPROVE CONSENT MATTERS - Pages 2 - 5**

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

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

1. From the Human Resource Services Staff regarding Seth Page's examination appeal of Minimum Qualifications for the Program Specialist recruitment.

STAFF RECOMMENDATION: Deny Appeal

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

1. Public Employment pursuant to Government Code §54957: Civil Service Rule 1824 job code 6053, Assistant Director, Workforce Investment Board, Social Services Agency
2. 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 Law Offices of Gregory P. Brock, advising of the withdrawal of Case No. 2016-04; OAH Case No. 2016050158. Remove from hearing calendar.

#### B. Reinstatement Request(s)

Carren Martinez Sikat, Senior Auditor, Auditor-Controller's Office

#### C. Voluntary Demotion(s)

Aracely P. Reyes, Child Welfare Worker II to Social Worker III, Social Services Agency

#### D. Examination Actions – for CSC Meeting of June 8, 2016

Order on 5/25/16 promotional-assembled examination:

1. Treasurer-Tax Collector Administrator, LDF 6/20/16

Order on 5/27/16 promotional-assembled examination:

2. Lieutenant, LDF 6/22/16

Order on 5/6/16 open-assembled examination:

3. Health Care Programs Administrator II, LDF 5/31/16

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

4. Fire Code Compliance Officer, LDF 6/13/16

Order on 5/20/16 open-assembled examination:

5. Departmental Personnel Officer II, LDF 6/14/16

Order on 5/23/16 open-assembled examination:

6. Firefighter Recruit, LDF 7/15/16

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

7. Fire Department Mechanic II, LDF 6/17/16

Order on 5/25/16 open-assembled examination:

8. Senior Therapist, LDF 6/20/16

Order on 5/26/16 open-assembled examination:

9. Administrative Associate, County Administrator's Office, LDF 6/20/16

Order on 5/27/16 open-assembled examinations:

10. Juvenile Justice Health Service Director, LDF 6/22/16

11. Supervising Financial Services Specialist, LDF 6/21/16

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

12. Fire Department Facilities Coordinator, LDF 6/27/16

Order on 6/1/16 open-assembled examination:

13. Senior Telecommunication Technician, LDF 6/27/16

### III. CONSENT MATTERS

#### D. Examination Actions – for CSC Meeting of June 8, 2016 - continued

Reopen on 5/23/16 continuous examinations:

14. Retirement Support Specialist, LDF 6/27/16
15. Retirement Specialist I, LDF 6/27/16
16. Hazardous Materials Specialist-CUPA Option, LDF 6/17/16
17. Assistant Business Analyst Terminate eligible list:
18. Human Resources Assistant I, #15-1121-01, effective 6/1/16

Extend eligible lists:

19. Information Systems Manager (Promotional), #14-0420-01, terminate on 7/1/16  
Administrative Specialist II, #14-0219-01, terminate on 12/24/16
20. Designate the Specialist Clerk I, #15-1128-02, eligible list as an alternate for Human Resources Assistant I.

Miscellaneous:

21. Change the Retirement Support Specialist examination, #15-1344-01, from an assembled exam to a continuous exam effective 5/23/15.
22. Change the Retirement Specialist I examination, #15-1351-01, from an assembled exam to a continuous exam effective 5/8/15.
23. Change the Hazardous Materials Specialist-CUPA Option examination, #15-5650-01, from an assembled exam to a continuous exam effective 9/24/15
24. Change the Assistant Business Analyst examination, #15-0272-02 from an assemble exam to a continuous exam effective 12/18/15.
25. Extend the last day for filing for Senior Auditor, exam #16-0144-01 from 5/31/16 to 6/13/16.

#### E. Eligible Lists

Create, approve and order promulgated:

1. Administrative Support Manager, #15-1145-01
2. Assistant Deputy Director, Community Development Agency (Planning Option) (Promotional), #16-2953-01
3. Career Development Specialist I, #16-6787-01
4. Emergency Services Dispatch Supervisor (Promotional), #16-1887-01
5. Fire Captain (Promotional), #16-8146-01
6. Fire Public Education Assistant, #15-8139-01
7. Food Service Worker, #16-7510-01
8. Specialist Clerk I, #15-1128-02
9. Veterans Service Officer, #16-1474-01

III. CONSENT MATTERS	
F. <u>Classification Recommendations</u>	
Department:	Re:
General Services Agency	1. Reallocate one position of 9694, Construction Project Manager to 9701, Senior Project Manager, General Services Agency (16-26330).
Health Care Services Agency	2. Reallocate one position of 6640, Rehabilitation Counselor II to 0305, Program Specialist (Supported Employment Specialty) (16-26327). 3. Reallocate one position of 5383N, Mid-Level Practitioner Services-As-Needed to 5083, Deputy Division Director, Public Health (16-26332).
Probation Department	4. Reallocate one position of 1091, Retired Annuitant II to 0306, Program/Financial Specialist (16-25934). 5. Reallocate one position of 1091, Retired Annuitant II to 0310, Fund Development and Grant Specialist (16-25935).
Sheriff's Office	6. Reallocate one position of 8755, Sheriff's Technician to 0419, Information Systems Analyst (16-26329).
G. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation of one position #310882, job code 0305, Program Specialist, (Behavioral Health Managed Care Specialty), effective 6/19/16. 2. Approved the specialty designation of one position #310267, 310268, job code 1128, Specialist Clerk I, (Spanish Speaking Specialty), effective 6/19/16.

### III. CONSENT MATTERS

#### H. Classification Specifications

1. Adopt the revised classification specification for 0221, Administrative Services Officer.
2. Revise and retitle 0468, Disability Program Manager to 0468, Disability Program Supervisor and adopt the classification specification.
3. Adopt the revised classification specification for 0217, Financial Services Officer.
4. Adopt the revised classification specification for 0423, Information Systems Coordinator.
5. Adopt the revised classification specification for 0206, Management Analyst.
6. Revise and retitle 1459, Patient Records Manager to 1459, Medical Records Manager and adopt the classification specification.
7. Adopt the revised classification specification for 0465, Senior Departmental Personnel Officer.
8. Adopt the revised classification specification for 0215, Senior Financial Services Specialist.
9. Adopt the revised classification specification for 0207, Senior Management Analyst.
10. Adopt the revised classification specification for 6796, Staff Development Specialist.
11. Adopt the revised classification specification for 0220, Supervising Administrative Specialist.
12. Adopt the revised classification specification for 0216, Supervising Financial Services Specialist.
13. Adopt the revised classification specification for 0137, Treasurer-Tax Collector Administrator.