



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, July 20, 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 JULY 6, 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. 2016-02– OAH No. 2016030561 (Social Services Agency).
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Two cases)
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. Reinstatement Request(s)

1. Louisa Gardner Haefele, Fund Development and Grant Specialist Project, Health Care Services Agency

B. Voluntary Demotion(s)

1. Benjamin R. Johnson, Child Welfare Supervisor to Child Welfare Worker II, Social Services Agency
2. Melantha Tatum, Emergency Services Dispatcher I to Fingerprint Technician, Sheriff's Office

C. Examination Actions – for CSC Meeting of July 20, 2016

Order on 7/1/16 promotional-assembled examination:

1. Training Officer, Assessor, LDF 7/26/16

Order on 7/1/16 open-assembled examinations:

2. Director of Interagency Children's Policy Council, LDF 7/25/16
3. Human Resources Trainee, LDF 7/26/16

Order on 7/8/16 open-assembled examinations:

4. Payroll Records Clerk, LDF 8/2/16

Reopen on 7/12/16 continuous examination:

5. Assistant Public Guardian Conservator, LDF 8/2/16

Suspend continuous examination

6. Assistant Business Analyst, #15-0271-02, effective 7/6/16

Reinstate eligible list:

7. Public Health Investigator, #14-5770-01, terminate on 10/6/16

Extend eligible list:

8. Emergency Services Dispatcher I, #14-1882-01, terminate on 10/30/16
9. Designate the Program Specialist (STD Option), #15-0308-08 eligible list as an alternate for Program Specialist (AIDS Option).
10. Designate the Supervising Hazardous Materials Specialist CUPA, #15-5656-01 eligible list as an alternate for Supervising Hazardous Materials Specialist LOP.

III. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of July 20, 2016 - continued

Miscellaneous:

11. Change Assistant Public Guardian Conservator, exam #15-8509-01, from an assembled exam to a continuous exam effective 12/4/14.
12. Extend the last day for filing for Juvenile Justice Health Services Director, exam #15-5075-01 from 7/8/16 to 8/5/16.

D. Eligible Lists

Create, approve and order promulgated:

1. Assessor’s Technician I, #16-2506-01
2. DNA Technical Lead, #16-8529-01
3. Economic Development Analyst I, #16-0251-01
4. Economic Development Analyst II, #16-0270-01
5. Fund Development and Grant Specialist, #16-0310-01
6. Health Insurance Technician, #16-1485-01
7. Senior Emergency Services Coordinator, #16-8723-01
8. Senior Telecommunications Technician, #16-9286-01
9. Veterans Service Representative, #16-1476-01

E. Classification Recommendations

Department:	Re:
Auditor-Controller	1. Reallocate one position of 0151, Principal Auditor to 0031, Assistant Controller (16-26719).
Health Care Services Agency	2. Reallocate one position of 6492, Mental Health Specialist III to 0305, Program Specialist (16-25929). 3. Reallocate one position of 5795, Nutritionist II to 0305P, Program Specialist Project (17-26722). 4. Reallocate one position of 5795, Nutritionist II to 0308P, Supervising Program Specialist Project (17-26723). 5. Reallocate one position of 5620, Director of Public Health Laboratory Services to 5141, Physician IV (17-26724).
Library	6. Reallocate one position of 4179, Supervising Librarian III to 4178, Supervising Librarian II (16-26539).

III. CONSENT MATTERS	
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for two position #309931, 400519, job code 5799P, Nutrition Assistant II Project and 5799, Nutrition Assistant II (Certified Breastfeeding Counselor Specialty), effective 7/31/16. 2. Remove the specialty designation for one position #310079, job code 5305, Registered Nurse II (Maternal Child Adolescent Health/Public Health Nurse Certified Specialty), effective 7/30/16. 3. Approve the specialty designation for one position #310079, job code 5305, Registered Nurse II (Public Health Nurse Certified Specialty), effective 7/31/16.
Library	<ol style="list-style-type: none"> 4. Remove the specialty designation for one position #311334; job code 4200, Library Lead Clerk (Spanish Speaking Specialty), effective 7/31/16. 5. Approve the specialty designation for one position #311075, job code 4177, Librarian IV (Circulation Services Specialty), effective 7/31/16.
G. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 6738, Appeals Officer. 2. Adopt the revised classification specification for 0290, Deputy Director, Human Resource Services. 3. Adopt the revised classification specification for 1282, Elections Technician. 4. Adopt the revised classification specification for 0175, Procurement & Contracts Supervisor. 5. Adopt the revised classification specification for 8136, Reserve Firefighter.