



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, August 17, 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 AUGUST 3, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2-8

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. 2015-21– OAH No. 2016010286 (Social Services Agency).
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Seven 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. Hearing Calendar

1. Correspondence from the Appellant rescinding request for an appeal hearing for Case No. 2016-13. Remove from hearing calendar.
2. Correspondence from Alison Berry Wilkinson Law Group requesting an appeal for Case No. 2016-16. Set for hearing.
3. Correspondence from Jennifer Stoughton, Messing Adam & Jasmine LLP requesting an appeal for Case No. 2016-17. Set for hearing.
4. Correspondence from Appellant, requesting an appeal for Case No. 2016-18. Set for hearing.

B. Reinstatement Request(s)

1. Charles Edwards, Assistant Public Guardian-Conservator, Social Services Agency
2. Daniel Taylor, Deputy Public Defender, Public Defender's Office

C. Voluntary Demotion(s)

1. Ana Clara Ferreira Mesquita, Procurement & Contract Specialist I to Procurement & Contract Assistant, General Services Agency
2. Rachele Peralta, Identification Supervisor to Fingerprint Technician, Sheriff's Office

D. Examination Actions – for CSC Meeting of August 17, 2016

Order on 8/1/16 promotional-assembled examination:

1. Senior Management Analyst, LDF 8/26/16

Order on 8/3/16 promotional-assembled examination:

2. Procurement and Contracts Supervisor, LDF 8/29/16

Order on 8/4/16 promotional-assembled examination:

3. Child Welfare Supervisor, LDF 8/29/16

Order on 8/10/16 promotional-assembled examinations:

4. Division Commander, LDF 9/6/16
5. Fire Engineer, LDF 9/12/16
6. Library Lead Clerk, LDF 9/6/16

Order on 7/13/16 open-assembled examination:

7. Real Estate Projects Manager, LDF 8/8/16

Order on 7/22/16 open-assembled examination:

8. Disability Programs Manager, LDF 8/16/16

Order on 7/25/16 open-assembled examination:

9. Infrastructure Services Manager, LDF 8/18/16

Order on 7/26/16 open-assembled examination:

10. Eligibility Support Clerk, LDF 8/22/16

Order on 7/29/16 open-assembled examinations:

11. Employment Specialist II, LDF 8/23/16
12. Fire Department Account Clerk, LDF 8/23/16

III. CONSENT MATTERS

D. Examination Actions – for CSC Meeting of August 17, 2016 - continued

Order on 8/8/16 open-assembled examination:

- 13. Administrative Assistant, LDF 9/2/16

Order on 8/10/16 open-assembled examinations:

- 14. Information Systems Manager, LDF 9/6/16
- 15. Sheriff's Safety Aide, LDF 9/6/16

Order on 8/12/16 open-assembled examination:

- 16. Executive Assistant, HARD, LDF 9/6/16

Terminate eligible list:

- 17. Laborer, #15-9105-01, effective 7/29/16
- 18. Public Works Technical Assistant I, #15-2111-01

Miscellaneous:

- 19. Cancel the Senior Vector Control Biologist, exam #16-5691-01, effective 6/27/16.
- 20. Cancel the Deputy Director, General Services Agency (Technical Services Department), exam #15-0194-01, effective 3/4/16.

E. Eligible Lists

Create, approve and order promulgated:

- 1. Auditor Associate I, #16-1527-01
- 2. Departmental Personnel Officer II, #16-0462-01
- 3. Deputy Fire Marshal, #16-8147-01
- 4. Deputy Probation Officer I, 15-6108-01
- 5. Deputy Sheriff I (POST Academy Graduates), #15-8602-02
- 6. Director of Interagency Children's Policy Council, #16-0401-01
- 7. Fire Department Code Compliance Officer, #16-8135-01
- 8. Fire Department Facilities Coordinator, #16-8171-01
- 9. Fire Department Mechanic II, #16-8158-01
- 10. Junior Engineer/Geologist, Zone 7, #16-4963-01
- 11. Juvenile Institutional Officer I, #14-6214-01
- 12. Sheriff's Fleet Services Coordinator, #16-8756-01

F. Classification Recommendations

Department:	Re:
Community Development Agency	1. Reallocate one position of 2935, Planner III to 8685, Zoning Investigator III (17-26852).
Health Care Services Agency	2. Reallocate one position of 6701, Community Outreach Worker II to 6707, Family Support Case Manager (14-01852).

III. CONSENT MATTERS

F. Classification Recommendations

Department:	Re:
<p>Health Care Services Agency</p>	<ol style="list-style-type: none"> 3. Reallocate one position of 6701, Community Outreach Worker II to 6708, Family Support Senior Case Manager (Spanish Speaking) (15-00047). 4. Reallocate one position of 6701, Community Outreach Worker II to 6706, Family Support Care Coordinator (15-00219). 5. Reallocate one position of 6701, Community Outreach Worker II to 6706, Family Support Care Coordinator (15-00220). 6. Reallocate one position of 6701, Community Outreach Worker II to 6707, Family Support Case Manager (15-00650). 7. Reallocate one position of 6701, Community Outreach Worker II to 6707, Family Support Case Manager (15-24487). 8. Reallocate one position of 6701, Community Outreach Worker II to 6706, Family Support Care Coordinator (15-24488). 9. Reallocate one position of 6701, Community Outreach Worker II to 6707, Family Support Case Manager (16-25390). 10. Reallocate one position of 5655, Senior Hazardous Materials Specialist to 0305, Program Specialist (17-26864). 11. Reallocate one position of 6701, Community Outreach Worker II to 6707, Family Support Case Manager (17-27872). 12. Reallocate one position of 6701, Community Outreach Worker II to 6706, Family Support Care Coordinator (17-27873). 13. Reallocate one position of 0422, Information Network Analyst to 0419, Information Systems Analyst (17-27883). 14. Reallocate one position of 0418, Technical Support Analyst to 0419, Information Systems Analyst (17-27884). 15. Reallocate one position of 1091, Retired Annuitant II to 5055, Assistant Director, Adult Systems of Care (17-27885). 16. Reallocate one position of 6715, Social Worker II to 6720, Social Worker III (17-27948).

III. CONSENT MATTERS

F. Classification Recommendations

Department:	Re:
Information Technology	<ol style="list-style-type: none"> 17. Reallocate one position of 0419, Information Systems Analyst to 1867, Application Systems Engineer II (17-27888). 18. Reallocate two positions of 0419, Information Systems Analyst to 1867, Application Systems Engineer II (17-27889). 19. Reallocate one position of 0423, Information Systems Coordinator to 1867, Application Systems Engineer II (17-27890). 20. Reallocate one position of 0420, Information Systems Manager to 1868, Application Systems Engineer III (17-27891). 21. Reallocate one position of 0416, Information Systems Specialist to 1867, Application Systems Engineer II (17-27892). 22. Reallocate one position of 1795, Information Technology Specialist IV to 1855, Web Designer II (17-27893). 23. Reallocate one position of 1836, Infrastructure Services Engineer to 1857, County Webmaster (17-27894). 24. Reallocate nine positions of 1825, Programmer Analyst to 1867, Application Systems Engineer II (17-27895). 25. Reallocate two positions of 1825, Programmer Analyst to 1851, Technology Project Manager (17-27896). 26. Reallocate two positions of 1825, Programmer Analyst to 1855, Web Designer II (17-27897). 27. Reallocate six positions of 1823, Programmer II to 1867, Application Systems Engineer II (17-27898). 28. Reallocate one position of 1843, Senior Software Analyst to 1868, Application Systems Engineer III (17-27899). 29. Reallocate twenty six positions of 1826, Senior Systems Analyst to 1868, Application Systems Engineer III (17-27900).

III. CONSENT MATTERS

F. Classification Recommendations

Department:	Re:
Information Technology	30. Reallocate one position of 1842, Software Analyst to 1867, Application Systems Engineer II (17-27901). 31. Reallocate thirty positions of 1827, Systems Analyst to 1867, Application Systems Engineer II (17-27902). 32. Reallocate thirteen positions of 1826, Senior Systems Analyst to 1852, Senior Technology Project Manager (17-27903). 33. Reallocate four positions of 1827, Systems Analyst to 1867, Application Systems Engineer II (17-27904). 34. Reallocate three positions of 0418, Technical Support Analyst to 1867, Application Systems Engineer II (17-27905). 35. Reallocate one position of 1799, Technical Support Specialist II to 1855, Web Designer II (17-27906).
Sheriff's Office	36. Reallocate one position of 9294, Sheriff's Video & Multimedia Producer to 1865, Graphic Designer (16-25939). 37. Reallocate one position of 8530, Manager, Photographic and Printing Services to 1870, Manager, Printing Services Division (16-25940). 38. Reallocate one position of 8521, Photographic and Printing Services Technician to 9294, Sheriff's Video & Multimedia Producer (16-26559). 39. Reallocate one position of 8521, Photographic and Printing Services Technician to 9294, Sheriff's Video & Multimedia Producer (16-26560). 40. Allocate fourteen additional positions of 8751N, Sheriff's Service Cadet Services-As-Needed (16-26701). 41. Allocate four additional positions of 8751N, Sheriff's Service Cadet Services-As-Needed (16-26702).

III. CONSENT MATTERS	
F. <u>Classification Recommendations</u>	
Department:	Re:
Sheriff's Office	42. Allocate one additional position of 8751N, Sheriff's Service Cadet Services-As-Needed (16-26703). 43. Allocate one additional position of 8751N, Sheriff's Service Cadet Services-As-Needed (16-26704). 44. Allocate one additional position of 8756, Sheriff's Fleet Services Coordinator (17-26810).
Social Services Agency	45. Reallocate one position of 0206, Management Analyst to 0219, Administrative Specialist II (16-25868). 46. Reallocate one position of 1572, Eligibility Services Technician III to 1573, Eligibility Services Technician IV (16-26099). 47. Reallocate one position of 1572, Eligibility Services Technician III to 1573, Eligibility Services Technician IV (16-26100). 48. Reallocate one position of 6784, Employment Counselor to 1220, Secretary II (16-26325).
G. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310068, job code 5305, Registered Nurse II, (Public Health Nurse/Foster Care Specialty), effective 8/27/16. 2. Remove the specialty designation for one position #312524, job code 0305, Program Specialist, (Nutrition Speaking Specialty), effective 8/28/16. 3. Remove the specialty designation for one position #400046, job code 0305, Program Specialist, (Maternal Child Adolescent Health/Spanish Speaking Specialty), effective 8/27/16.

III. CONSENT MATTERS	
G. <u>Specialty Designations</u>	
Department:	Re:
	<ol style="list-style-type: none">4. Approve the specialty designation for one position #310068, job code 5305, Registered Nurse II, (Public Health Nurse Specialty), effective 8/28/16.5. Approve the specialty designation for one position #400046, job code 0305, Program Specialist, (Maternal Child Adolescent Health Speaking Specialty), effective 8/28/16.
H. <u>Classification Specifications</u>	
	<ol style="list-style-type: none">1. Adopt the revised classification specification for 6990N, Transportation Worker (Services-As-Needed).2. Adopt the revised classification specification for 6990, Transportation Worker