



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, August 31, 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 17, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 - 5

IV. COMMUNICATION(S)

Introduction of the General Services Agency Director, Willie Hopkins, to the Commissioners.

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
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 County Counsel and Goyette & Associates that a settlement agreement has been reached for Case No. 2016-07; OAH No. 2016041220. Remove from hearing calendar.

B. Reinstatement Request(s)

Stephanie Cabrera, Secretary II, Community Development Agency

C. Examination Actions – for CSC Meeting of August 31, 2016

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

Client Benefits and Accounts Manager, LDF 9/6/16

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

Administrative Analyst, LDF 9/6/16

Order on 8/15/16 open-assembled examination:

Legal Process Clerk, LDF 9/9/16

Order on 8/17/16 open-assembled examination:

Early, Periodic, Screening, Diagnosis and Treatment Coordinator, LDF 9/12/16

Order on 8/19/16 open-assembled examination:

Clinical Case Manager, Center for Healthy Schools & Communities, LDF 9/13/16
Senior Clinical Case Manager, Center for Healthy Schools & Communities, LDF 9/13/16

Order on 8/23/16 open-assembled examination:

Appeals Officer, LDF 9/16/16

Order on 8/24/16 open-assembled examination:

Crew Leader, LDF 9/19/16

Order on 8/25/16 open-assembled examination:

Program Specialist (Communicable Disease Option), LDF 9/19/16

Order on 8/26/16 open-assembled examination:

Supervising Health Insurance Technician, LDF 9/20/16

Reopen on 8/12/16 continuous examination:

Senior Emergency Services Coordinator, LDF 9/2/16

Reopen on 8/19/16 continuous examination:

Management Analyst, LDF 9/2/16

Reinstate eligible list:

Fingerprint Technician, #14-1283-01, terminate on 11/14/16

Extend eligible lists:

Geographic Information System Analyst, #15-8170-01, terminate on 9/30/17
Specialist Clerk II, #15-1129-01, terminate on 12/30/16

III. CONSENT MATTERS

Miscellaneous:

Change Senior Emergency Services Coordinator, exam #16-8723-01 from an assembled exam to a continuous exam effective 4/11/16.

Change Management Analyst, exam #15-0206-02 from an assembled exam to a continuous exam effective 1/7/16.

Extend the last day for filing for Disability Programs Supervisor exam #16-0468-01 from 8/16/16 to 9/7/16.

Change Program Specialist (Homeless) Project, exam #15-0305-15 from an assembled exam to a continuous exam effective 3/2/16.

D. Eligible Lists

Create, approve and order promulgated:

Bridge Tender, #16-9616-01

Central Identification Bureau Manager, #16-1288-01

Deputy Sheriff's Recruit, #15-8601-02, effective 8/28/16

Senior Auditor, #16-0144-01

Sheriff's Technician, #16-8755-01, effective 8/28/16

Supervising Financial Services Specialist, #16-0216-01

Treasurer-Tax Collector Supervisor (Promotional), #16-1604-01

Water Plant Operator III, Zone 7, #16-4944-01

Youth and Family Services Therapist II, #16-6498-01

E. Classification Recommendations

Department:	Re:
Community Development Agency	1. Reallocate one position of 2940, Senior Planner to 8764, Senior Code Enforcement Investigator (17-27972).
Health Care Services Agency	2. Allocate one additional position of 6927, Program Services Coordinator (School Health Services Specialty) (16-26572). 3. Allocate one additional position of 6646, Senior Clinical Case Manager, Center for Healthy Schools and Communities (16-26573). 4. Reallocate one position of 1485, Health Insurance Technician to 1227, Administrative Secretary (17-27971).

III. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Sheriff's Office	<ol style="list-style-type: none"> 5. Reallocate six positions of 8163, Animal Control Aide to 8755, Sheriff's Technician (17-26821). 6. Reallocate one position of 8604, Deputy Sheriff II to 8522, Latent Fingerprint Examiner (17-27961). 7. Reallocate one position of 1093, Retired Annuitant - Safety II to 8522, Latent Fingerprint Examiner (17-27962). 8. Reallocate one position of 8163, Animal Control Aide to 8755, Sheriff's Technician (17-27968). 9. Reallocate two positions of 1093, Retired Annuitant - Safety II to 1091, Retired Annuitant II (17-27990). 10. Reallocate one position of 1870, Manager, Printing Services Division to 1871, Sheriff's Multimedia Services Manager (17-28009).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Approve the specialty designation for one position #311104, job code 0305P, Program Specialist, Project (AIDS Specialty), effective 9/11/16. 2. Approve the specialty designation for one position #311105, job code 0308P, Supervising Program Specialist, Project (AIDS Specialty), effective 9/11/16.
Public Defender's Office	<ol style="list-style-type: none"> 3. Approve the specialty designation for one position #301464, job code 1128, Specialist Clerk (Spanish Speaking Specialty), effective 9/11/16.
Social Services Agency	<ol style="list-style-type: none"> 4. Remove the specialty designation for one position #306828, job code 6720, Social Worker III (Farsi Speaking Specialty), effective 9/11/16. 5. Approve the specialty designation for one position #308883, job code 1128, Specialist Clerk (Spanish Speaking Specialty), effective 9/11/16.

III. CONSENT MATTERS

G. Classification Specifications

1. Adopt the revised classification specification for 8421, Deputy Agricultural Commissioner/Sealer of Weights and Measures.
2. Revise and retitle 0467, Disability Program Specialist to 0467, Disability Programs Case Manager and adopt the classification specification.
3. Adopt the revised classification specification for 9465, Heavy Equipment Mechanic.
4. Adopt the revised classification specification for 9455, Heavy Equipment Mechanic Helper.
5. Adopt the revised classification specification for 9475, Lead Heavy Equipment Mechanic.
6. Adopt the revised classification specification for 5692, Vector Control Biologist Supervisor.
7. Adopt the revised classification specification for 5693, Vector Control Manager.