



# A G E N D A

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

Wednesday, September 14, 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 31, 2016 AS MAILED.**

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

**IV. COMMUNICATION(S)**

Introduction of the Department of Child Support Services Director, Phyllis Nance, to the Commissioners.

**V. APPEALS (Non-Disciplinary Matters) No Actions**

**VI. CLOSED SESSION**

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Four cases)
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

1. Correspondence from Attorney Steven Welty, Mastagni Holstedt,, requesting an appeal hearing for Case No. 2016-19. Set for hearing.
2. Correspondence from Appellant requesting an appeal hearing for Case No. 2016-20. Set for hearing.

#### B. Reinstatement Request(s)

1. Tasha Tomika Spencer, Eligibility Support Clerk, Social Services Agency
2. Susan Florence White, Librarian II Services-As-Needed, County Library

#### C. Voluntary Demotion(s)

Alvin Thiang, Social Work Supervisor to Social Worker III, Social Services Agency

#### D. Examination Actions – for CSC Meeting of September 14, 2016

Order on 9/6/16 promotional-assembled examination:

1. Fire Department Payroll Processor, LDF 10/3/16

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

2. Librarian IV (Circulation Services), LDF 9/19/16

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

3. Associate Land Surveyor, LDF 9/20/16

Order on 8/29/16 open-assembled examination:

4. Administrative Specialist II, LDF 9/23/16

Order on 8/31/16 open-assembled examination:

5. Social Worker I, LDF 9/26/16

Order on 9/1/16 open-assembled examination:

6. Program Specialist (Emergency Preparedness Professional), LDF 9/26/16

Order on 9/7/16 open-assembled examination:

7. Treasurer-Tax Collector's Specialist I, LDF 10/3/16

Miscellaneous:

8. Extend the last day for filing for Reserve Firefighter, exam #16-8136-01, from 8/30/16 to 9/13/16.
9. Change the Administrative Analyst, exam #16-0245-01, from an open-assembled exam to an open-continuous exam effective 8/12/16.

#### E. Eligible Lists

Create, approve and order promulgated:

1. Field Maintenance Superintendent, #16-9527-01
2. Financial Services Specialist II, #16-0214-01
3. Institutional Supervisor I (Promotional), #16-6217-01
4. Janitor, #16-7410-10

**III. CONSENT MATTERS**

**E. Eligible Lists - continued**

5. Real Estate Projects Manager (Real Property Management), #16-9695-01
6. Registered Nurse III (Public Health Nursing Option), #15-5315-02
7. Training Officer, Assessor (Promotional), #16-2624-01

**F. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
Alameda County Fire Department	<ol style="list-style-type: none"> <li>1. Reallocate one position of 8164, Fire Emergency Medical Services Quality Improvement &amp; Education Coordinator to 8173, Fire Emergency Medical Dispatch Quality Coordinator (17-27944).</li> <li>2. Reallocate one position of 8211, Fire Info System Analyst to 8216, Fire Computer Aided Dispatch Administrator (17-27946).</li> </ol>
General Services Agency	<ol style="list-style-type: none"> <li>3. Reallocate one position of 1105, Messenger to 1128, Specialist Clerk I (17-27865).</li> </ol>
Health Care Services Agency	<ol style="list-style-type: none"> <li>4. Reallocate two positions of 6643, Clinical Case Manager, Center for Health Schools &amp; Communities to 6646, Senior Clinical Case Manager, Center for Health Schools &amp; Communities (17-27918).</li> <li>5. Reallocate one position of 6643, Clinical Case Manager, Center for Health Schools &amp; Communities to 6646, Senior Clinical Case Manager, Center for Health Schools &amp; Communities (Spanish Speaking) (17-27919).</li> <li>6. Reallocate ten positions of 6643, Clinical Case Manager, Center for Health Schools &amp; Communities to 6646, Senior Clinical Case Manager, Center for Health Schools &amp; Communities (17-27920).</li> <li>7. Reallocate two positions of 6643, Clinical Case Manager, Center for Health Schools &amp; Communities to 6646, Senior Clinical Case Manager, Center for Health Schools &amp; Communities (Spanish Speaking) (17-27921).</li> <li>8. Reallocate one position of 6715, Social Worker II to 6720, Social Worker III (17-27949).</li> </ol>

<b>III. CONSENT MATTERS</b>	
<b>F. <u>Classification Recommendations</u></b>	
<b>Department:</b>	<b>Re:</b>
Human Resource Services	9. Reallocate one position of 0276, Human Resources Trainee to 0460, Departmental Personnel Officer I (17-28021). 10. Reallocate one position of 0276, Human Resources Trainee to 0460, Departmental Personnel Officer I (17-28022).
Information Technology	11. Reallocate one position of 0419, Information Systems Analyst to 1867, Application Systems Engineer II (17-27958). 12. Reallocate one position of 0420, Information Systems Manager to 1836, Infrastructure Services Engineer (17-28014).
Social Services Agency	13. Reallocate six positions of 1471, Eligibility Technician II to 1572, Eligibility Services Technician III (16-24881). 14. Reallocate one position of 1472, Eligibility Technician III to 1572, Eligibility Services Technician III (16-26431). 15. Reallocate one position of 0206P, Management Analyst Project to 6738, Appeals Officer (17-27868). 16. Reallocate one position of 6736, Client Advocate to 6738, Appeals Officer (17-27869). 17. Reallocate one position of 6784, Employment Counselor to 1220, Secretary II (17-27995).
<b>G. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Probation Department	1. Remove the specialty designation for one position #302287, job code 1128, Specialist Clerk I, (Spanish Speaking Specialty), effective 9/25/16.

**III. CONSENT MATTERS**

**H. Classification Specifications**

1. Adopt the revised classification specification for 0194, Deputy Director, General Services Agency.
2. Adopt the revised classification specification for 1214, Medical Transcriptionist.
3. Revise and retitle 6214, Juvenile Institutional Officer I to 6214, Juvenile Institutional Officer Associate and adopt the classification specification.
4. Revise and retitle 6216, Juvenile Institutional Officer III to 6216, Juvenile Institutional Officer and adopt the classification specification.