



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, November 18, 2009

(Minutes Subject to Approval at December 2, 2009 Meeting)

The Civil Service Commission will meet **Wednesday, December 2, 2009** at 4:00 p.m.
in Room 222 of the Lakeside Plaza Building.

PRESENT

Commissioners: **D. Brown-Kuria, O. Long, A. Lum, B. Tate**
(Absent: **B. Luna**)

Interim Secretary: **K. Winer**

County Counsel: **R. Karlsson**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF NOVEMBER 4, 2009 AS MAILED. 4-0

III. APPROVED CONSENT MATTERS – 4-0 As Amended Items III.-C & III.-F.

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CONFIDENTIAL MATTERS – Approved 4-0 As Amended Item #1

VII. REPORT AND RECOMMENDATION (S) (For Disciplinary Matters – The Commission may refer these items for confidential discussion.)

1. Public Employee Discipline/Dismissal/Release – Case No. 2009-06: OAH 2009070657
(Human Resource Services) **4-0**
2. Public Employee Discipline/Dismissal/Release – Case No. 2008-09: OAH 2009020532
(Information Technology) **4-0**

VIII. CLOSED SESSION HELD for Items VII.-1 & 2.

Conference with Legal Counsel – Potential Litigation

Significant exposure to litigation pursuant to Subdivision (B) of Government Code 54956.9

**IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:
Counsel reported on actions taken for Report and Recommendation(s) Items VII.-1 and VII.-2.**

The Commission by a unanimous vote of 4-0 to uphold both actions on Case No. 2009-06 and Case No. 2008-09

X. ADJOURNMENT 4-0

III. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

Lenijane Fong, Eligibility Technician I, Social Services Agency
Thao K. Nguyen, Eligibility Technician II, Social Services Agency

B. Examination Actions – November 10, 2009

Effective 11/4/09, change Departmental Personnel Officer I, exam #O072 from open assembled to continuous exam and extend the last day for filing to 11/13/09

Terminated eligible lists:

Administrative Support Manager, #H043
Supervising Accountant I, #H070

Miscellaneous:

Designated Administrative Specialist II , exam #O032, as an alternate for Administrative Support Manager

Designated Clerk II, exam #O004, as an alternate for Mail Clerk

Extended the last day for filing for Child Support Program Manager, exam #O070, to 11/9/09

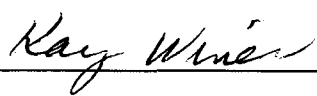
C. Examination Actions – November 18, 2009

Order open-assembled examination:

Geographic Information Systems Technician, LDF 12/14/09

D. Classification Recommendations - Approved

Department:	Re:
Sheriff's Office	<ol style="list-style-type: none"> 1. Reallocate two positions of 8752, Sheriff's Safety Aide to 8755, Sheriff's Technician II (10-00732). 2. Reallocate one position of 1093, Retired Annuitant – Safety II to 1091, Retired Annuitant II (10-00747).
Health Care Services Agency	<ol style="list-style-type: none"> 3. Reallocate one position of 0305 Program Specialist, with a specialty designation of Community Organizing, to 0308, Supervising Program Specialist, with a specialty designation of Epidemiology, (10-00684).

III. CONSENT MATTERS - APPROVED	
E. <u>Specialty Designations</u> - Approved	
Department:	Re:
Health Care Services Agency	1. Approve the specialty designation of one position, #310347, job code 1126, Medical Clerk (Medical Assistant Certificate/Spanish speaking), effective 11/29/09.
Sheriff's Office	2. Approve the specialty designation of one position, #305332, job code 0305, Program Specialist (Youth Development and Crime Prevention), effective 11/29/09.
F. <u>Classification Specifications</u> - Approved	
	1. Recommend that the Board of Supervisors establish the classification specification of 0184, Transportation Services Manager and adopt the classification specification.
ADJOURNMENT There being no further business, the meeting was adjourned.  _____ Kay Winer, Interim Secretary	