Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, December 9, 2015

(Minutes Subject to Approval at January 6, 2016 Meeting)

The Civil Service Commission will meet **Wednesday, January 6, 2016** at 4:00 p.m. in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**

Secretary: **K. Mount**

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF NOVENBER 24, 2015 AS MAILED. 5-0

III. APPROVED CONSENT MATTERS - Pages 3 -6 **5-0**

IV. COMMUNICATION(S)

From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820, Duration of Probationary Period

STAFF RECOMMENDATION: **Adopted Rule Change 5-0**

V. APPEALS (Non-Disciplinary Matters)

From the Human Resources Services Staff regarding Peter Pho's appeal to be reclassified from an Information Systems Specialist to Software Analyst.

STAFF RECOMMENDATION: **Appeal Denied 5-0**

VI. CLOSED SESSION - HELD

1. Request for leave to file a late appeal pursuant to Government Code §54957 (One case). **5-0**
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (One case)
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:

For Closed Session Item VI.-1. the Commission voted 5-0 to deny the request to file a late appeal.

VIII. PUBLIC COMMENTS: None

IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:
Kathy Mount informed the Commission of a communication from the Teamsters Local Union #856 objecting to the Commission's decision at the November 24, 2015 meeting. This Communication will be on the agenda for the next Civil Service Commission meeting.

X. ADJOURNMENT 5-0

III. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

Alexandra Arroyo, Program/Financial Specialist, Health Care Services Agency
Debra Bell, Specialist Clerk I, Health Care Services Agency
James Frye, Deputy Sheriff's Recruit, Sheriff's Office
Anthony Soto, Deputy Sheriff's Recruit, Sheriff's Office
Darren Venn, Senior Systems Analyst, Information Technology Department

B. Voluntary Demotion(s)

Lance Moore, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office

C. Examination Actions – for CSC Meeting of December 9, 2015

Ordered promotional-assembled examination:

1. Fire Department Deputy Chief, LDF 12/14/15

Ordered on 11/10/15 open-assembled examinations:

2. Project Manager, General Services Agency, LDF 12/7/15

Ordered on 11/20/15 open-assembled examinations:

3. Associate Deputy Public Defender, LDF 1/4/16

Ordered on 11/25/15 open-assembled examinations:

4. Legal Process Clerk, LDF 12/23/15
5. Procurement & Contracts Assistant, LDF 12/21/15
6. Procurement & Contracts Specialist I, LDF 12/21/15

Ordered on 11/26/15 open-assembled examinations:

7. Instrument Technician I, Zone 7, LDF 12/21/15

Ordered on 11/30/15 open-assembled examinations:

8. Division Director, Behavioral Health Care Services, LDF 12/2815

Ordered on 12/4/15 open-assembled examinations:

9. Janitor Supervisor II, LDF 12/29/15

Extended eligible lists:

10. Associate County Counsel, #14-3220-01, terminate on 6/30/16
11. Specialist Clerk I, #14-1128-01, terminate on 1/25/16

Miscellaneous:

12. Changed the Emergency Services Dispatcher II exam #15-1885-01 from an open-assembled exam to an open continuous exam effective 11/20/15.

III. CONSENT MATTERS - APPROVED

D. Eligible Lists

Created, approved and ordered promulgated:

1. Assistant Director, Workforce Investment Board, #15-6053-01
2. Building Inspector II, #15-8310-01
3. Deputy Sheriff's Recruit, #15-8601-01
4. Employment Counselor, #15-6784-01
5. Environmental Health Technician, #15-5649-02
6. Financial Hearing Officer, #15-1426-01
7. Patient Services Supervisor, #15-1498-01
8. Program Specialist (Sexually Transmitted Diseases Option), #15-0305-08
9. Quality Assurance Administrator, #15-5080-01
10. Registered Nurse IV (Public Health Nurse Certification), #15-5320-01
11. Senior Public Health Investigator, #15-5773-01
12. Sheriff's Safety Aide, #14-8752-01
13. Supervising Clerk II, #15-1139-01
14. Supply Clerk I, #15-1705-01

E. Classification Recommendations - Approved

Department:	Re:
County Administrator's Office	1. Reallocate one position of 0495, Supervisors Assistant to 1091, Retired Annuitant II (16-25336).
Community Development Agency	2. Reallocate one position of 2953, Assistant Deputy Director, Community Development Agency to 2952, Deputy Director, Community Development Agency (Agriculture Specialty) (16-25304).
General Services Agency	3. Reallocate one position of 9660, Boiler Room Operator to 9267, Electronic Systems Technician (16-25277).
Health Care Services Agency	4. Reallocate one position of 6491, Mental Health Specialist II to 5095, Compliance Officer, Behavioral Health Care Services (16-25210). 5. Reallocate one position of 1129, Specialist Clerk II to 1493, Billing Technician III (16-25285).
Information Technology	6. Reallocate one position of 1310, Account Clerk II to 1314, Accounting Specialist I (16-25278).
Library	7. Reallocate one position of 0206, Management Analyst to 0223, Department Facilities Manager (16-25141).

III. CONSENT MATTERS - APPROVED

E. Classification Recommendations - Approved

Department:	Re:
Sheriff's Office	8. Reallocate one position of 1093, Retired Annuitant - Safety II to 8755, Sheriff's Technician (16-25158). 9. Reallocate one position of 0237, Sheriff's Program/Financial Specialist to 0277, Human Resources Support Supervisor (16-25303).
Zone 7	10. Allocate one additional position of 4938, Water Resources Technician II, Zone 7 (16-25329).

F. Specialty Designations - Approved

Department:	Re:
Health Care Services Agency	1. Remove the specialty designation of one position #310052, job code 5801P, Lactation Specialist (Project) (Public Health Nurse Specialty), effective 12/19/15. 2. Approve the specialty designation of one position #310052, job code 5801P, Lactation Specialist (Project) (Spanish Speaking Specialty), effective 12/20/15. 3. Approve the specialty designation of one position #311039, job code 0315, Health Care Program Administrator II (Nutrition Specialty), effective 12/20/15. 4. Approve the specialty designation of one position #401035, job code 6491, Mental Health Specialist II (Consumer Option), effective 12/20/15.

III. CONSENT MATTERS - APPROVED

G. Classification Specifications - Approved

1. Adopt the revised classification specification for 1525, Clerk-Recorder's Supervisor I.
2. Adopt the revised classification specification for 6047, Policy Director.
3. Adopt the revised classification specification for 0237, Sheriff's Program/Financial Specialist.
4. Revise and retitle 8139, Public Education Specialist to 8139, Fire Public Education Assistant and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Kathy Mount, Secretary to Civil Service Commission