



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, April 4, 2012

(Minutes Subject to Approval at April 18, 2012 Meeting)

The Civil Service Commission will meet **Wednesday, April 18, 2012** at 4:00 p.m.
in Room 222 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**

Interim Secretary: **S. Amano**

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF MARCH 21, 2012 AS AMENDED. Item VI.1. 5-0

III. APPROVED CONSENT MATTERS - Pages 2 – 4 5-0

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CLOSED SESSION HELD

1. Public Employment pursuant to Government Code §54957:
Item VI.-1. Pulled
2. Public Employment pursuant to Government Code §54957:
job code 6510, Behavioral Health Clinician II **5-0**
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Six cases)
4. **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 Item VI.2. the Commission voted 5-0 to approve the staff recommendation.**

VIII. PUBLIC COMMENTS: None

IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:

Steve Amano informed the Commission that the updating of the Mapping Technician class specifications is in progress and that the appeal RE: Unit Supervisors has been resolved and the appeal withdrawn.

ADJOURNMENT 5-0

III. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

Patricia Montero, Eligibility Technician III, Social Services Agency
John Yu, Facilities Manager, General Services Agency

B. Voluntary Demotion(s)

Kiet Tuan Banh, Supervising Financial Services Specialist to Financial Services Specialist II, Health Care Services Agency

C. Examination Actions – for CSC Meeting of April 4, 2012

Ordered on 3/23/12 open-assembled examinations:

Deputy Probation Officer I, LDF 4/16/12

Deputy Probation Officer II, LDF 4/16/12

Ordered on 3/27/12 open-assembled examinations:

Management Analyst (Data/Decision Support, Behavioral Health Care Services), LDF 4/23/12

Ordered on 3/28/12 open-assembled examinations:

Executive Assistant to the Director, LDF 4/23/12

Ordered on 3/30/12 open-assembled examinations:

Deputy Probation Officer III, LDF 4/23/12

Ordered on 4/3/12 open-assembled examinations:

Administrative/Financial Services Manager, LDF 4/30/12

Ordered on 3/23/12 open-continuous examination:

Fire Department Telecommunications Specialist

Reopened on 3/21/12 continuous examination:

Information Systems Coordinator, #11-0423-01, LDF 3/23/12

Reinstated eligible lists:

Specialist Clerk I #10-1128-111 effective 3/23/12

Program Specialist #10-0305-133, effective 3/27/12

Miscellaneous:

Changed Information Systems Coordinator, examination #11-0423-01, from an assembled exam to a continuous exam effective 9/30/11.

III. CONSENT MATTERS - APPROVED

D. Eligible Lists

Created, approved and ordered promulgated:

- Administrative Specialist II, #11-0219-02
- Associate County Counsel, #11-3220-01
- Assistant Administrative Analyst, #11-0243-01
- Assistant Public Guardian-Conservator, #11-8509-02
- Heavy Equipment Operator (Promotional), #11-9355-01
- Senior Registered Environmental Health Specialist (Promotional), #12-5667-01
- Social Work Supervisor, #11-6730-01
- Supervising Administrative Specialist (Promotional), #11-0220-01

E. Classification Recommendations - Approved

Department:	Re:
Auditor-Controller Agency	1. Reallocate one position of 1139, Supervising Clerk II to 0160, Division Chief, Auditor (12-01055). 2. Reallocate one position of 1315, Accounting Technician to 0151, Principal Auditor (12-01056). 3. Reallocate one position of 0204, Management Associate II to 0160, Division Chief, Auditor (12-01061). 4. Reallocate one position of 1529, Auditor Associate III to 1091, Retired Annuitant II (12-01062).
Health Care Services Agency	5. Reallocate one position of 0416P, Information Systems Specialist to 0416, Information Systems Specialist (12-01086).
Human Resource Services Department	6. Reallocate one position of 0479, County Training and Program Coordinator to 0485, Training System Specialist (12-01154).
Probation Department	7. Reallocate one position of 1120, Clerk II to 0206, Management Analyst (12-01066).
Retirement	8. Reallocate one position of 1314, Accounting Specialist I to 0219, Administrative Specialist II (12-01208).

III. CONSENT MATTERS - APPROVED

F. Specialty Designations - Approved

Department:	Re:
County Administrator's Office	1. Approve the specialty designation of one position #300086, job code 0255, Principal Administrative Analyst (Intergovernmental Relations/Policy Development/Public Information Specialty), effective 4/15/12.
Health Care Services Agency	2. Remove the specialty designation of one position #310059, job code 7879, Health Services Trainee (Public Health Nursing Specialty), effective 4/15/12.

G. Classification Specifications - Approved

	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 6787, Career Development Specialist I. 2. Adopt the revised classification specification for 6788, Career Development Specialist II. 3. Revise and retitle 0262, Employee Services Supervisor to 0262, Benefits Administration Supervisor and adopt the classification specification. 4. Adopt the revised classification specification for 6047, Policy Director. 5. Adopt the revised classification specification for 6778, Supervising Welfare Investigator. 6. Adopt the revised classification specification for 6776, Welfare Investigator II.
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ADJOURNMENT

There being no further business, the meeting was adjourned.

 Stephen Amano, Interim Secretary