



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, July 1, 2009

(Minutes Subject to Approval at July 15, 2009 Meeting)

The Civil Service Commission will meet **Wednesday, July 15, 2009** at 4:00 p.m.
in Room 222 of the Lakeside Plaza Building.

PRESENT

Commissioners: **O. Long, A. Lum, B. Luna, B. Tate**
(D. Brown-Kuria present for Items IX. & X. Only)

Interim Secretary: **K. Winer**

County Counsel: **R. Karlsson**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JUNE 17, 2009 AS MAILED. 4-0

III. APPROVED CONSENT MATTERS - 4-0

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CONFIDENTIAL MATTERS - APPROVED 4-0

VII. FINDINGS OF FACT AND RECOMMENDATION (S)

Public Employee Discipline/Dismissal/Release – Case No. 07-09 (Information Technology Department).

The Commission voted 4-0 to accept the Findings of Fact and the Hearing Officers Recommendation.

VIII. CLOSED SESSION - HELD FOR ITEM VII.

Conference with Legal Counsel – Potential Litigation

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

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

- 1) Kay Winer distributed a memorandum to the Commissioners regarding the review of the Information Technology classification and plans to have the class specification revised by the end of September.**
- 2) Kay Winer informed the Commission that a copy of the report from the Merit Systems Services Audit will be distributed to the Commission and a brief presentation will be made at the July 15, 2009 Commission meeting.**

X. ADJOURNMENT 5-0

III. CONSENT MATTERS - APPROVED

A. Examination Actions – June 24, 2009

Ordered promotional-assembled examinations:
 Family Health Services Administrator, LDF 7/20/09
 Hazardous Materials Specialist CUPA Option, LDF 7/20/09

Ordered open-assembled examination:
 Retirement Accountant III, LDF 7/20/09

Reopened continuous examination:
 Secretary I, LDF 6/29/09

B. Examination Actions – July 1, 2009

Ordered open-assembled examinations:
 Janitor, LDF 7/27/09
 Real Estate Projects Manager, LDF 7/27/09

C. Eligible Lists

Created, approved and ordered promulgated:
 Internal Auditor, ACERA, #N136
 Senior Financial Services Specialist, #O038

D. Classification Recommendations - Approved

Department:	Re:
Health Care Services Agency	1. Reallocate one position of 0307, Senior Program Specialist to 0315, Health Care Program Administrator II (Specialty Designation: AIDS Specialty Option) (09-01887).
Probation Department	2. Reallocate one position of 1131, Data Input Clerk to 1129, Specialist Clerk II (09-01217). 3. Reallocate one position of 1131, Data Input Clerk to 1129, Specialist Clerk II (09-01218). 4. Reallocate one position of 1131, Data Input Clerk to 1129, Specialist Clerk II (09-01219).

III. CONSENT MATTERS - APPROVED

E. Classification Specifications

1. Adopt the revised classification specification of 1529, Auditor Associate III.
2. Revise and retitle 4911, Senior Staff Analyst, Zone 7 to 4911, Financial & Systems Services Manager, Zone 7 and adopt the revised classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Kay Winer, Interim Secretary