



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, July 15, 2009

(Minutes Subject to Approval at July 29, 2009 Meeting)

The Civil Service Commission will meet **Wednesday, July 29, 2009** at 4:00 p.m.
in Room 222 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**

Interim Secretary: **K. Winer**

County Counsel: **R. Karlsson**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JULY 1, 2009 AS MAILED. 5-0

III. APPROVED CONSENT MATTERS - 5-0

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CONFIDENTIAL MATTERS - APPROVED - 5-0

VII. FINDINGS OF FACT AND RECOMMENDATION (S) No Actions

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

Kay Winer distributed copies of the Cooperative Personnel Services report on the audit of the Human Resource Services Department. The report found Alameda County to be in general compliance with State Local Agency Personnel Standards. One recommendation was made to HRS to shorten the timeframe for temporary/provisional assignments from 18 months to 12 months. HRS will amend the policy and communicate with departments regarding this change.

IX. ADJOURNMENT - 5-0

III. CONSENT MATTERS - APPROVED

A. Hearing Calendar

Remove from hearing calendar Case No. 2009-07 due to failure of appellant to respond to correspondence.

B. Reinstatement Request(s)

John R. Noe, Information Systems Technician II, Social Services Agency

C. Examination Actions - July 8, 2009

Ordered open-continuous examination:

Chief Forensic Pathologist, LDF 8/3/09

Terminated eligible list:

Management Analyst (Promotional), #K146

D. Examination Actions - July 15, 2009

Terminated eligible list:

Division Director, Probation, #K056

E. Eligible Lists

Created, approved and ordered promulgated:

Administrative Assistant, #0033

Administrative Specialist II, #0032

Assessor's Representative, #0048

Deputy Director of Child Support Services, #0026

Management Analyst, #0024

Public Health Laboratory Technician, #0035

F. Classification Recommendations - Approved

Department:

Re:

Child Support Services

1. Reallocate one position of 3153, Child Support Attorney IV to 1410, Child Support Program Manager (09-01928).

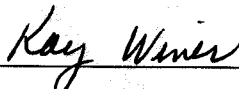
III. CONSENT MATTERS - APPROVED

G. Classification Specifications - Approved

1. Recommend that the Board of Supervisors establish the classification specification of 6515N, Clinical Review Specialist, Behavioral Health Care Services, Services-As-Needed and adopt the classification specification.
2. Recommend that the Board of Supervisors establish the classification specification of 2984, Housing Rehabilitation Technician and adopt the classification specification.
3. Recommend that the Board of Supervisors establish the classification specification of 8549N, Regional Training Center Instructor, Services-As-Needed and adopt the classification specification.
4. Revise and retitle classification specification 8550N, Regional Training Center Instructor, Emergency Vehicle Operations, Services-As-Needed and adopt the revised classification specification.
5. Recommend that the Board of Supervisors establish the classification specification of 5096, Consumer/Family Relations Manager and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Kay Winer, Interim Secretary