



AGENDA

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, January 6, 2016, 4:00 P.M.

Lakeside Plaza Building

1401 Lakeside Drive, Room 201

Commissioner Ben Tate, President
Commissioner Arlene Lum, Vice-President
Commissioner Stephen Booth
Commissioner Dan Chang
Commissioner Barbara Luna

Kathy Mount, Secretary to
Civil Service Commission
Andrea Weddle, County Counsel

I. CALL TO ORDER

II. APPROVE THE MINUTES OF DECEMBER 9, 2015 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 3 - 6

IV. COMMUNICATION(S)

1. From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2016.

STAFF RECOMMENDATION: Approve and Post

2. From the Human Resource Services Staff, response to Teamsters Local 856 protest and appeal of Commission's decision to grant Haleh Soltani's appeal of Minimum Qualifications for the Unit Supervisor Probation examination.

STAFF RECOMMENDATION: Deny Request for Appeal.

V. APPEALS (Non-Disciplinary Matters) None

VI. CLOSED SESSION

1. Public Employment pursuant to Government Code §54957: job code 1526, Clerk-Recorder Supervisor; Auditor's Office
2. Public Employment pursuant to Government Code §54957: job code 1120, Clerk II; Social Services Agency
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Four 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:

VIII. PUBLIC COMMENTS:

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

X. ADJOURNMENT

III. CONSENT MATTERS

A. Hearing Calendar

1. Correspondence from Appellant requesting an appeal hearing, Case No. 2015-25.
Set for hearing.

B. Reinstatement Request(s)

Bryan Atkins, Technical Support Analyst, Auditor-Controller's Office
Cheryl M. Carey, Specialist Clerk II, Social Services Agency
Cassandra Ferguson, Clerk II, County Library
Mandy Lopez, Eligibility Support Clerk, Social Services Agency
Alvin Macadangdang, Eligibility Support Clerk, Social Services Agency

C. Voluntary Demotion(s)

Ricky DeJesus, Bookmobile Driver Clerk to Specialist Clerk I, County Library
Anastasia Eresman, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office
Britanni Martinez, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office

D. Examination Actions – for CSC Meeting of January 6, 2016

Order on 12/31/15 promotional-assembled examination:

1. Child Support Assistant I, LDF 1/25/16

Order on 12/7/15 open-assembled examination:

2. Public Works Technical Assistant I, LDF 1/4/16

Order on 12/9/15 open-assembled examination:

3. Energy Project Manager, LDF 1/4/16

Order on 12/10/15 open-assembled examination:

4. Program/Financial Specialist, LDF 1/4/16

Order on 12/11/15 open-assembled examinations:

5. Gardener I, GSA, LDF 1/5/16
6. Program Specialist (Dental), LDF 1/5/16

Order on 12/14/15 open-assembled examination:

7. Accounting Technician, LDF 1/8/16

Order on 12/18/15 open-assembled examinations:

8. Assistant Business Analyst, LDF 1/12/15
9. Director of Public Health Laboratory Services, LDF 1/12/15

Order on 12/21/15 open-assembled examination:

10. Accounting Specialist II, LDF 1/15/16

Order on 12/24/15 open-assembled examination:

11. Information Systems Specialist, LDF 1/19/16

Order on 12/29/15 open-assembled examination:

12. Technical Support Analyst, LDF 1/25/16

III. CONSENT MATTERS

D. Examination Actions – for CSC Meeting of January 6, 2016 - Continued

Order on 12/30/15 open-assembled examination:

13. Health Care Program Administrator II (Nutrition), LDF 1/25/16

Re-open on 12/3/15 open continuous examination:

14. Registered Nurse IV (PHN Certification), LDF 1/15/16

Re-open on 12/17/15 open continuous examination:

15. Payroll Records Clerk, LDF 12/23/15

Reinstate eligible lists:

16. Auditor-Appraiser I, #14-2705-01, terminate on 2/1/16
17. Financial Analyst, Social Services Agency, #13-0209-01, terminate on 6/8/16
18. Supervising Clerk I, #14-1138-01, terminate on 3/1/16

Extend eligible list:

19. Office Assistant, Zone 7, #14-4916-01, terminate on 1/21/17

Designate:

20. Account Clerk II, #15-1310-01 as an alternate list for Account Clerk I
21. Financial Services Specialist II, #14-0214-01 as an alternate list for Financial Services Specialist I

Miscellaneous:

22. Change Janitor Supervisor II, #15-7423-01 from open assembled to promotional assembled, effective 12/4/15.
23. Change Payroll Records Clerk, #14-1125-01 from open assembled to open continuous, effective 12/17/15
24. Change Registered Nurse IV (PHN Certification), #15-5320-01 from open assembled to open continuous, effective 9/3/15

E. Eligible Lists

Create, approve and order promulgated:

1. Account Clerk II, #15-1310-01
2. Auditor, #15-0143-01
3. Building Maintenance Laborer, #15-9125-01
4. Caretaker, HARD, #15-1136H-01
5. Clerk II, #15-1120-01
6. Departmental Facilities Manager, #15-0223-01
7. Deputy County Counsel, #15-3230-01
8. Fire Battalion Chief, #15-8150-01
9. Fire Captain, #15-8146-02
10. Fire Department Deputy Chief, #15-8155-01
11. Healthy Housing Rehabilitation Specialist I, #15-2955-01
12. Janitor, Floor Specialist, #15-7411-01
13. Lactation Specialist, #15-5801-01
14. Librarian I, SAN, #15-4130-01

III. CONSENT MATTERS

E. Eligible Lists - Continued

Create, approve and order promulgated: (Continued)

- 15. Secretary I, #15-1215-01
- 16. Senior Environmental Health Specialist #15-5667-01
- 17. Social Work Supervisor, #15-6730-01
- 18. Staff Development Specialist, #15-6796-01
- 19. Supervising Administrative Specialist, #15-0220-01
- 20. Supervising Legal Clerk, #15-1514-01
- 21. Vector Control Biologist Supervisor, #15-5692-01

F. Classification Recommendations

Department:	Re:
Alameda County Fire Department	<ul style="list-style-type: none"> 1. Allocate four additional positions of 1093, Retired Annuitant Safety II (16-25279). 2. Reallocate one position of 8159, Fire Department Specialist Clerk to 8160, Fire Department Account Clerk (16-25389).
Health Care Services Agency	<ul style="list-style-type: none"> 3. Allocate one additional position of 5657, Chief, Environmental Health (15-00031). 4. Reallocate one position of 0305P, Program Specialist, Project to 0305, Program Specialist (16-25372). 5. Reallocate one position of 5315, Registered Nurse III to 6415, Medical Social Worker II (16-25145). 6. Reallocate one position of 6720, Social Worker III to 6415, Medical Social Worker II (16-25161).
Human Resource Services	<ul style="list-style-type: none"> 7. Reallocate one position of 1314, Accounting Specialist I to 1142, Administrative Assistant (16-24742).
Information Technology	<ul style="list-style-type: none"> 8. Reallocate one position of 1825, Programmer Analyst to 1091, Retired Annuitant II (16-25405). 9. Reallocate one position of 1833, Manager, Computer Operations to 1837, Infrastructure Services Manager (16-25322).

F. <u>Classification Recommendations - Continued</u>	
Department:	Re:
Probation Department	10. Reallocate one position of 1091, Retired Annuitant II to 0223, Departmental Facilities Manager (16-25371). 11. Reallocate one position of 1091, Retired Annuitant II to 0416, Information Systems Specialist (16-25366).
Public Works Agency	12. Reallocate one position of 1314, Accounting Specialist I to 1310, Account Clerk II (16-25378).
Sheriff's Office	13. Reallocate one position of 8755, Sheriff's Technician to 0411, Information Systems Technician II (16-25342).
G. <u>Specialty Designations</u>	
Health Care Services Agency	1. Remove the specialty designation of two positions #401029 and #310903, job code 6491, Mental Health Specialist II (Consumer Option), effective 1/17/16. 2. Remove the specialty designation of one position #310589, job code 6640, Rehabilitation Counselor II (Spanish Speaking), effective 1/17/16.
H. <u>Classification Specifications</u>	
	1. Adopt the revised classification specification for 6765, Adult Protective Services Worker II. 2. Adopt the revised classification specification series for 2850-2851, Assessment Supervisor I/II. 3. Adopt the revised classification specification for 0194, Deputy Director, General Services Agency. 4. Recommend that the Board of Supervisors establish the classification of 2126, Geographic Information Systems Analyst and adopt the classification specification 5. Adopt the revised classification specification for 1460, Medical Records Technician.