



AGENDA INCLUDING ADDENDUM ALAMEDA COUNTY CIVIL SERVICE COMMISSION

Wednesday, December 7, 2016, 4:00 P.M.

Lakeside Plaza Building - 1401 Lakeside Drive, Oakland, Room 201

Remote Locations: 9 Brookside Avenue, Berkeley, CA and
4501 Pleasanton Avenue, Pleasanton, CA

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

Note: The Agenda includes the addition of a second remote location.

I. CALL TO ORDER

II. APPROVE THE MINUTES OF NOVEMBER 22, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 -4

IV. COMMUNICATION(S)

1. From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2017.

STAFF RECOMMENDATION: Approve and Post

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Two cases)
2. **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 County Counsel advising that a settlement agreement has been reached for Case No. 2016-15; OAH Case No. 2016081089. Remove from hearing calendar.
2. Order from Office of Administrative Hearings dismissing proceedings; Appellant has withdrawn, Case No. 2015-24; OAH No. 2016041169. Remove from hearing calendar.

B. Reinstatement Request(s)

1. Macy Hui, Accounting Specialist I, Health Care Services Agency
2. Helen Yu, Accounting Specialist I, Information Technology Department

C. Examination Actions – for CSC Meeting of December 7, 2017

Order on 11/21/16 open-assembled examination:

1. Associate Deputy Public Defender, LDF 1/5/17

Order on 11/23/16 open-assembled examinations:

2. Deputy Director, General Services Agency (Capital Programs), LDF 1/13/17
3. Procurement Administrator, LDF 1/13/17
4. Survey Technician III, LDF 12/19/16

Order on 11/30/16 open-assembled examination:

5. Building Inspector II, LDF 12/17/16

Reopen on 11/21/16 continuous examination:

6. Program Specialist (Dental Option), LDF 11/28/16

Reinstate eligible list:

7. Adult Protective Services Supervisor, #14-6770-01, terminate on 11/18/17

Extend eligible list:

8. Janitor, Floor Specialist, #15-7411-01, terminate on 2/25/17

Miscellaneous:

9. Change the Program Specialist (Dental Option) exam #15-0305-05, from an assembled exam to a continuous exam effective 12/11/15.
10. Change the last date for filing for Chief Counsel, ACERA exam #16-1340-01 from 11/22/16 to 12/16/16, effective 10/28/16.

D. Eligible Lists

Create, approve and order promulgated:

1. Administrative Specialist II, #16-0219-01
2. Deputy Agricultural Commissioner/Sealer of Weights & Measures, #16-8421-01
3. Eligibility Support Clerk, #16-1132-01
4. Program Specialist (Emergency Preparedness Professional), #15-0305-13

III. CONSENT MATTERS

D. Eligible Lists - continued

Create, approve and order promulgated:

5. Senior Financial Services Specialist, #16-0215-01
6. Supervising Health Insurance Technician, #16-1486-01
7. Treasurer-Tax Collector's Specialist I, #16-1601-01

E. Classification Recommendations

Department:	Re:
Alameda County Fire Department	1. Reallocate one position of 8160, Fire Department Account Clerk to 8211, Fire Information System Manager (17-28873).
County Administrator	2. Reallocate one position of 1128, Specialist Clerk I to 1129, Specialist Clerk II (17-28857).
General Services Agency	3. Reallocate one position of 1210 Stenographer II to 0459, Departmental Personnel Officer Trainee (17-28744).
Health Care Services Agency	<ol style="list-style-type: none"> 4. Reallocate one position of 6701, Community Outreach Worker II to 6708, Family Support Senior Case Manager (Chinese Speaking) (15-24489). 5. Allocate four additional positions of 6510, Behavioral Health Clinician II (17-28003). 6. Allocate one additional position of 6510, Behavioral Health Clinician II (17-28004). 7. Allocate one additional position of 6525, Behavioral Health Clinician Supervisor (17-28005). 8. Allocate one additional position of 5645, Senior Pharmacist, Behavioral Health Care Services (17-28006). 9. Allocate one additional position of 1128, Specialist Clerk I (17-28007). 10. Allocate one additional position of 1142, Administrative Assistant (17-28008). 11. Reallocate one position of 0306, Program/Financial Specialist to 0214, Financial Services Specialist II (17-28115). 12. Reallocate one position of 6640, Rehabilitation Counselor II to 6510, Behavioral Health Clinician II (17-28698).

III. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Health Care Services Agency	13. Reallocate one position of 5072, Director, Adult Community Support Centers to 5094, Division Director, Behavioral Health Care Services (Skilled Medical Professional/Mental Health Specialty) (17-28847). 14. Reallocate one position of 0206, Management Analyst to 0419, Information Systems Analyst (17-28848). 15. Reallocate one position of 6701, Community Outreach Worker II to 6706, Family Support Care Coordinator (17-28850).
Human Resource Services	16. Reallocate one position of 1220, Secretary II to 1142, Administrative Assistant (17-28882).
Information Technology	17. Reallocate one position of 1220, Secretary II to 0219, Administrative Specialist II (17-26865).
Library	18. Reallocate one position of 4201, Library Circulation Supervisor I to 4202, Library Circulations Supervisor II (17-28801).
Social Services Agency	19. Allocate one additional position of 0206, Management Analyst (17-28839).
F. <u>Classification Specifications</u>	
	1. Adopt the revised classification specification for 3110, Associate Deputy Public Defender.