



AGENDA

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, February 1, 2017, 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 JANUARY 18, 2017 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 - 4

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff regarding Peter Dating's appeal to be reclassified from Administrative Assistant to Administrative Specialist II.

STAFF RECOMMENDATION: Deny Appeal

VII. CLOSED SESSION

1. Public Employment pursuant to Government Code §54957:
job code 1128, Specialist Clerk I, Probation Department
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
3. **Conference with Legal Counsel – Potential Litigation:** Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:

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

X. ADJOURNMENT

III. CONSENT MATTERS

A. Reinstatement Request(s)

1. Crystal Chung, Eligibility Services Technician I, Social Services Agency
2. David Huey, Program Specialist, Social Services Agency
3. Shae Monet Maile, Eligibility Services Technician I, Social Services Agency

B. Voluntary Demotion(s)

1. Meay Tubtim, Departmental Personnel Officer I to Recruitment Specialist Project, Health Care Services Agency

C. Comparable Transfer(s)

1. Anibal Orlando Cabezas Gomez, Behavioral Clinician II to Rehabilitation Counselor II, Health Care Services Agency

D. Examination Actions – for CSC Meeting of February 1, 2017

Order on 1/18/17 promotional-assembled examination:

1. Deputy Director, Community Development Agency (Healthy Homes), LDF 2/14/17

Order on 12/29/16 open-assembled examination:

2. Junior Engineer, LDF 1/23/17

Order on 1/6/17 open-assembled examination:

3. Messenger (Services-As-Needed), LDF 1/31/17

Order on 1/11/17 open-assembled examination:

4. Traffic Signal Technician, LDF 2/6/17

Order on 1/12/17 open-assembled examination:

5. Therapy Aide, LDF 2/6/17

Order on 1/13/17 open-assembled examination:

6. Fire Information Systems Manager, LDF 2/6/17

Order on 1/18/17 open-assembled examination:

7. Public Defender Investigator I, LDF 2/15/17

Order on 1/25/17 open-assembled examination:

8. Agricultural and Standards Aide, (Services-As-Needed), LDF 2/21/17

Reinstate eligible list:

9. Captain (Promotional), #14-8625-01, terminate on 3/1/17

Extend eligible lists:

10. Fire Department Division Chief (Promotional), #15-8130-01, terminate on 3/2/18
11. Fire Emergency Preparedness Manager, #15-8134-01, terminate on 2/17/18
12. Microbiologist, #15-5605-01, terminate on 6/2/17
13. Procurement & Contracts Assistant, #15-1480-01, terminate on 9/2/17
14. Procurement and Contracts Specialist I, #15-0172-02, terminate on 9/2/17

III. CONSENT MATTERS

D. Examination Actions – for CSC Meeting of February 1, 2017 - continued

15. Designate the Departmental Personnel Officer I, exam #15-0460-01 as an alternate list for Labor Relations Analyst I.

E. Eligible Lists

Create, approve and order promulgated:

1. Chief, Appraisal Division (Promotional), #16-2645-01
2. Fire Dispatch Supervisor, #16-8210-01
3. Literacy Specialist, #16-4121-01
4. Program Services Coordinator, #16-6927-02
5. Program Specialist (AIDS Specialty), #16-0305-04
6. Retirement Chief Technology Officer, ACERA, #16-1365-01
7. Supervising Librarian I, #16-4176-01
8. Survey Technician III, #16-2147-01
9. Transportation Worker, #15-6990-01

F. Classification Recommendations

Department:	Re:
General Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 0204, Management Associate II to 0193, Chief Deputy, Administrator, General Services Agency (17-29023).
Health Care Services Agency	<ol style="list-style-type: none"> 2. Reallocate one position of 1128, Specialist Clerk I to 0305P, Program Specialist Project (Emergency Preparedness Professional) (17-28909). 3. Reallocate one position of 6701, Community Outreach Worker II to 6706, Family Support Care Coordinator (Chinese Speaking) (17-29019).

III. CONSENT MATTERS	
F. <u>Classification Recommendations</u> - continued	
Department:	Re:
Sheriff's Office	<ol style="list-style-type: none"> 4. Allocate two additional positions of 8604, Deputy Sheriff II (17-28119). 5. Reallocate one position of 8549N, Regional Training Center Instructor Services-As-Needed to 8551N, Regional Training Center Lead Instructor Services-As-Needed (17-29025).
G. <u>Specialty Designations</u>	
Department:	Re:
General Services Agency	<ol style="list-style-type: none"> 1. Approve the specialty designation for one position #312235, job code 7410, Janitor, (Detention Facility Security Clear Specialty), effective 2/12/17.
Health Care Services Agency	<ol style="list-style-type: none"> 2. Approve the specialty designation for one position #310386, job code 5770, Public Health Investigator, (Vietnamese Speaking Specialty), effective 2/12/17. 3. Approve the specialty designation for one position #402401, job code 0305P, Program Specialist (Project), (Homeless Program Specialty), effective 2/12/17.
Registrar of Voters	<ol style="list-style-type: none"> 4. Remove the specialty designation for one position #300975, job code 1282, Elections Technician, (Spanish/Chinese Speaking Specialty), effective 2/12/17.
Social Services Agency	<ol style="list-style-type: none"> 5. Approve the specialty designation for one position #307156, job code 6796, Staff Development Specialist, (Child Welfare Specialty), effective 2/12/17.
H. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 8159, Fire Department Specialist Clerk. 2. Adopt the revised classification specification for 1126, Medical Clerk.