



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, February 17, 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 FEBRUARY 3, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 -6

IV. COMMUNICATION(S)

From the Human Resource Services Staff the final report summarizing the results of the Personnel Management Program Audit of Alameda County's personnel system. Receive and file.

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CLOSED SESSION

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-01– OAH No. 2015020857 (Probation Department).
2. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-15– OAH No. 2015071226 (Health Care Services Agency).
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Two 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

Correspondence from Appellant requesting an appeal hearing, Case No. 2016-05.
Set for hearing.

B. Reinstatement Request(s)

Revlon Loreal Majeste, Eligibility Support Clerk, Social Services Agency
Christine Del Rosario Panganiban, Account Clerk II, County Library
Maria Ofelia Ruiz, Library Page, County Library

C. Examination Actions – for CSC Meeting of February 17, 2016

Order on 2/2/16 promotional-assembled examination:

1. Accountant, LDF 2/29/16

Order on 2/11/16 promotional-assembled examination:

2. Hazardous Materials Specialist (Household Hazardous Waste), LDF 3/7/16

Order on 2/1/16 open-assembled examination:

3. Clinical Psychologist – Project, LDF 2/26/16

Order on 2/4/16 open-assembled examination:

4. Fire Dispatcher Trainee, LDF 2/29/16
5. Program Specialist, LDF 2/29/16

Order on 2/8/16 open-assembled examination:

6. Library Page, LDF 3/4/16

Order on 2/5/16 open-continuous examination

7. Emergency Services Dispatcher I, LDF 3/7/16

Reopen on 2/2/16 continuous examination:

8. Pediatric Occupational Therapist, LDF 12/31/16
9. Pediatric Physical Therapist, LDF 12/31/16

Reopen on 2/5/16 continuous examination:

10. Registered Nurse II, LDF 11/4/16

Reinstate eligible list:

11. Janitor, #13-7410-01, terminate on 4/29/16

Extend eligible lists:

12. Behavioral Health Clinician I, #14-6505-01 to 7/31/16
13. Behavioral Health Clinician II, #14-6510-01 to 7/31/16
14. Senior Program Specialist (Maternal, Child & Adolescent Health), #14-0307-02 to 7/29/16

III. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of February 17, 2016 – Continued

15. Designate Supervising Hazardous Materials Specialist (CUPA-Certified Unified Program Agency), #15-5656-01 eligible list as an alternate for Senior Hazardous Materials Specialist (LOP-Local Oversight Program).

Miscellaneous:

16. Cancel examination for Health Care Program Administrator II (Nutrition), #15-0315-01
17. Cancel examination for Emergency Services Dispatcher II, #15-1885-01
18. Change Pediatric Occupational Therapist from an assembled examination to a continuous examination effective 2/2/16.
19. Change Pediatric Physical Therapist, #14-5860-01 from an assembled examination to a continuous examination effective 2/2/16.
20. Change Registered Nurse II, #14-5305-01 from an assembled examination to a continuous examination effective 2/4/16.
21. Extend the last day for filing for Program Specialist (Dental), examination #15-0305-05 from 2/5/16 to 3/7/16.

D. Eligible Lists

Create, approve and order promulgated:

1. Administrative Assistant, Zone 7, #15-4918-01
2. Assistant Business Analyst, #15-0272-02
3. Deputy Sheriff I, #15-8602-01
4. Fire Emergency Preparedness Manager, #16-8134-01
5. Janitor Supervisor II, #15-7423-01
6. Senior Accountant, #15-0138-01
7. Sheriff's Program and Financial Specialist, #15-0237-02
8. Unit Supervisor, Probation, #15-6122-01

III. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
Alameda County Fire Department	1. Reallocate one position of 8157N, Fire Department Aide Services-As-Needed to 8139, Fire Public Education Assistant (16-25661).
Health Care Services Agency	2. Reallocate one position of 1142P, Administrative Assistant Project to 1142, Administrative Assistant (16-25275). 3. Reallocate one position of 1492, Billing Technician II to 5605, Microbiologist (16-25392) 4. Reallocate one position of 5070, Wellness, Recovery and Resiliency Director, BHCS to 0307, Senior Program Specialist (16-25506). 5. Reallocate one position of 5648N, Hazardous Waste Worker SAN to 5647, Environmental Health Maintenance Worker (16-25659). 6. Reallocate one position of 5648N, Hazardous Waste Worker Services-As-Needed to 5647, Environmental Health Maintenance Worker (16-25660).
Sheriff's Office	7. Allocate one position of 8723, Senior Emergency Services Coordinator (16-25408). 8. Reallocate one position of 0299N, Administrative Intern Services-As-Needed to 1283, Fingerprint Technician (16-25543). 9. Reallocate one position of 1215, Secretary I to 1220, Secretary II (16-25671). 10. Reallocate one position of 1091, Retired Annuitant II to 1090, Retired Annuitant I (16-25708).
Social Services Agency	11. Reallocate one position of 6784, Employment Counselor to 6730, Social Work Supervisor (16-25487). 12. Reallocate one position of 6732, Licensing Evaluator to 6730, Social Work Supervisor (16-25488).
F. <u>Specialty Designations</u>	
General Services Agency	1. Approve the specialty designation of three positions #401870, #401877 and #401878, job code 7410, Janitor (Detention Facility specialty), effective 2/28/16.

G. Classification Specifications

1. Adopt the revised classification specification for 0276, Human Resources Trainee.
2. Adopt the revised classification specification for 1474, Veterans Service Officer.
3. Recommend that the Board of Supervisors establish the classification of 1851, Technology Project Manager and adopt the classification specification.
4. Recommend that the Board of Supervisors establish the classification series of 1854-1855, Web Designer I/II and adopt the classification specifications.
5. Recommend that the Board of Supervisors establish the classification of 1856, Web Designer III and adopt the classification specification.
6. Recommend that the Board of Supervisors establish the classification of 1852, Senior Technology Project Manager and adopt the classification specification.
7. Recommend that the Board of Supervisors establish the classification of 1857, County Webmaster and adopt the classification specification.
8. Recommend that the Board of Supervisors establish the classification series of 1866-1867, Application Systems Engineer I/II and adopt the classification specifications.
9. Recommend that the Board of Supervisors establish the classification of 1868, Application Systems Engineer III and adopt the classification specification.
10. Adopt the revised classification specification for 2172, Public Works Inspector III, Facilities.
11. Adopt the revised classification specification for 4177, Librarian IV.
12. Recommend that the Board of Supervisors establish the classification of 5055, Assistant Director, Adult System of Care, BHCS and adopt the classification specification.
13. Adopt the revised classification specification for 9445, Manager, Motor Vehicle Division.

CSA 2-17