



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, March 16, 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 MARCH 2, 2016 AS MAILED.**

**III. APPROVE CONSENT MATTERS - Pages 2 - 5**

**IV. COMMUNICATION(S) No Actions**

**V. APPEALS (Non-Disciplinary Matters) No Actions**

**VI. CLOSED SESSION**

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-13– OAH No. 2015050403 (Probation Department).
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Three cases)
3. **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 Angela Osayande, SEIU 1021 Representative, requesting an appeal hearing for Case No. 2016-05. Set for hearing.

#### B. Voluntary Demotion(s)

Marc Langdon, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office  
Marvin Slavid, Employment Counselor to Clerk II, Social Services Agency

#### C. Examination Actions – for CSC Meeting of March 16, 2016

Order on 2/26/16 promotional-assembled examination:

Principal Engineer/Geologist, Zone 7, LDF 3/22/16

Order on 2/29/16 promotional-assembled examination:

Senior Engineer/Geologist, Zone 7, LDF 3/25/16

Order on 3/11/16 promotional-assembled examination:

Librarian IV, LDF 4/6/16

Order on 2/10/16 open-assembled examination:

Electronic Systems Technician, LDF 3/7/16

Order on 2/19/16 open-assembled examination:

Deputy Director Procurement and Transportation Services, LDF 3/15/16

Order on 2/25/16 open-assembled examination:

Elections Technician, LDF 3/21/16

Order on 2/26/16 open-assembled examinations:

Librarian I, LDF 3/22/16

Librarian II, LDF 3/22/16

Order on 3/2/16 open-assembled examinations:

Health Care Program Administrator I (Homeless) Project, LDF 3/28/16

Program Specialist (Homeless) Project LDF 3/28/16

Order on 3/4/16 open-assembled examination:

Deputy Director Technical Services Department, LDF 3/29/16

Reopen on 3/1/16 continuous examination:

Prehospital Care Coordinator, LDF 3/15/16

Reopen on 3/9/16 continuous examination:

Program/Financial Specialist, LDF 3/25/16

Terminate eligible list:

Procurement and Contracts Specialist I, #15-0172-01, effective 3/1/16

Reinstate eligible list:

Information Systems Manager, #14-0420-01, terminate on 6/1/16

Treasurer Tax-Collector Financial Manager #12-0139-01 terminate on 6/1/16

**III. CONSENT MATTERS**

**C. Examination Actions – for CSC Meeting of March 16, 2016 - continued**

Designate the Program Financial Specialist, #15-0306-01 as an alternate for Program Specialist.

Miscellaneous:

Change Prehospital Care Coordinator, exam #15-5786-01, from open-assembled to open-continuous exam, effective 5/29/15.

Extend the last day for filing for Senior Program Specialist, exam #15-0307-01 from 3/4/16 to 3/11/16.

Change Program/Financial Specialist, exam #15-0306-01, from open-assembled to open-continuous exam, effective 12/11/15.

**D. Eligible Lists**

Create, approve and order promulgated:

Associate Deputy Public Defender, #15-3110-01

Criminalist II, #15-8524-01

Deputy Director, Community Development Agency (Agricultural/Weights & Measures), #15-295101

DNA Technical Lead, #15-8529-01

Energy Project Manager, #15-9696-01

Gardener I, General Services Agency, #15-7205-01

Instrument Technician, I, Zone 7, #15-4941-01

Labor Relations Manager, #15-0292-01

Legal Process Clerk, #15-1511-01

Program/Financial Specialist, #15-0306-01

Public Works Technical Assistant I, #15-2111-01

Senior Departmental Personnel Officer, #15-0465-01

**E. Classification Recommendations**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	1. Allocate three additional positions of 5650, Hazardous Materials Specialist (15-00033). 2. Allocate six additional positions of 5649, Environmental Health Technician (15-00034). 3. Reallocate one position of 0305P, Program Specialist Project to 6927P, Program Services Coordinator Project (School Health Services Specialty) (16-25751).
Registrar of Voters	4. Reallocate one position of 1285, Election Canvasser to 1090, Retired Annuitant I (16-25850).

<b>III. CONSENT MATTERS</b>	
<b>E. <u>Classification Recommendations</u></b>	
<b>Department:</b>	<b>Re:</b>
Sheriff's Office	<ol style="list-style-type: none"> <li>5. Allocate two additional positions of 8604, Deputy Sheriff II (16-25805).</li> <li>6. Reallocate one position of 1215, Secretary I to 1220, Secretary II (16-25818).</li> <li>7. Reallocate one position of 1091, Retired Annuitant II to 1090, Retired Annuitant I (16-25819).</li> <li>8. Reallocate one position of 1091, Retired Annuitant II to 1885N, Emergency Services Dispatcher II Service-As-Needed (16-25859).</li> </ol>
<b>F. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Remove the specialty designation for one position #310477, job code 6510, Behavioral Health Clinician II, (Medicare Enrollment Requirement Specialty), effective 3/27/16.</li> <li>2. Remove the specialty designation for one position #310572, job code 1498, Patient Services Supervisor I (Vocational Rehabilitation Workshop Specialty), effective 3/27/16.</li> <li>3. Remove the specialty designation for one position #401846, job code 6927P, Program Services Coordinator (Project) (School Health Services Specialty), effective 3/26/16.</li> <li>4. Approve the specialty designation for one position #401846, job code 6927P, Program Services Coordinator (Project), (Youth Program and Skill Development Specialty), effective 3/27/16.</li> </ol>

**III. CONSENT MATTERS**

**G. Classification Specifications**

1. Revise and retitle 5068, Assistant Director, Children & Youth Services, Behavioral Health Care Services to 5068, Assistant Director, Children System of Care, Behavioral Health Care Services and adopt the classification specification.
2. Adopt the revised classification specification for 5071, Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) Coordinator, Behavioral Health Care Services.
3. Adopt the revised classification specification for 8135, Fire Code Compliance Officer.
4. Recommend that the Board of Supervisors establish the classification of 6139, Probation Training Manager and adopt the classification specification.
5. Adopt the revised classification specification for 6833, Sheriff's Recreation Supervisor.
6. Recommend that the Board of Supervisors establish the classification of 8751N, Sheriff's Service Cadet Services-As-Needed and adopt the classification specification.