



# **A G E N D A**

## **ALAMEDA COUNTY**

### **CIVIL SERVICE COMMISSION**

**Wednesday, March 2, 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 17, 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. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(Three 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. Reinstatement Request(s)**

Robyn Riley, Behavioral Health Clinician II Project, Health Care Services Agency  
Hunter Thach, Child Support Assistant I, Department of Child Support Services  
Cathy D. Warren, Eligibility Support Clerk, Social Services Agency

**B. Voluntary Demotion(s)**

Shannon Chao, Human Resources Support Supervisor to Administrative Specialist I, Sheriff's Office  
Michael Grygo, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office

**C. Examination Actions – for CSC Meeting of March 2, 2016**

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

1. Sergeant, LDF 3/16/16

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

2. Senior Program Specialist (Homeless), LDF 3/4/16

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

3. Secretary II, LDF 3/7/16

Order on 2/18/16 open-assembled examination:

4. Food Service Worker, LDF 3/14/16

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

5. Administrative Support Manager, LDF 3/22/16

Terminate eligible list:

6. Animal Control Aide, #14-8163-01

Extend eligible lists:

7. Administrative Assistant, #14-1142-01, terminate on 7/1/16
8. Adult Protective Services Supervisor, #14-6770-01, terminate on 11/1/16

Miscellaneous:

9. Extend the last day for filing for Auditor-Appraiser I, exam #15-2701-01 from 2/8/16 to 2/19/16.
10. Extend the last day for filing for Housing and Community Development Manager, exam #15-2960-01, from 2/19/16 to 3/11/16.

### III. CONSENT MATTERS

#### D. Eligible Lists

Create, approve and order promulgated:

1. Bookmobile Driver Clerk I, #15-9312-01
2. Division Commander (Promotional), #16-8635-01 effective 2/28/16
3. Eligibility Services Technician I, #15-1570-01
4. Fire Department Division Chief (Promotional), #15-8130-01
5. Human Resources Assistant I, #15-1121-01
6. Laborer, #15-9105-01
7. Microbiologist, #15-5605-01
8. Procurement and Contracts Assistant, #15-1480-01
9. Procurement and Contracts Specialist I, #15-0172-02
10. Social Services Program Manager (Promotional), #15-6045-01

#### E. Classification Recommendations

Department:	Re:
Alameda County Fire Department	<ol style="list-style-type: none"> <li>1. Reallocate five positions of 1091, Retired Annuitant II to 8191, Fire Department Retired Annuitant (16-25753).</li> <li>2. Reallocate four positions of 1093, Retired Annuitant - Safety II to 8192, Fire Department Retired Annuitant Safety (16-25754).</li> </ol>
General Services Agency	<ol style="list-style-type: none"> <li>3. Reallocate one position of 0180, Operations Support Manager, General Services Agency to 0465, Senior Department Personnel Officer (16-25780).</li> </ol>
Health Care Services Agency	<ol style="list-style-type: none"> <li>4. Reallocate one position of 1091, Retired Annuitant II to 0305P, Program Specialist Project (16-24808).</li> <li>5. Reallocate one position of 6510P, Behavioral Clinician II Project to 0305P, Program Specialist Project (16-25462).</li> <li>6. Reallocate one position of 5981, Public Health Nursing Assistant II to 6701P, Community Outreach Worker Project (16-25463).</li> <li>7. Reallocate one position of 1492P, Billing Technician II Project to 6701P, Community Outreach Worker Project (16-25464).</li> <li>8. Reallocate one position of 0416, Information Systems Specialist to 0420, Information Systems Manager (16-25507).</li> <li>9. Reallocate one position of 1460, Medical Records Technician to 1128, Specialist Clerk I (16-25752).</li> </ol>

### III. CONSENT MATTERS

#### E. Classification Recommendations

Department:	Re:
Health Care Services Agency	<ul style="list-style-type: none"> <li>10. Reallocate one position of 5315, Registered Nurse III to 5320, Registered Nurse IV (Public Health Nurse Specialty Designation) (16-25756).</li> <li>11. Reallocate one position of 1128, Specialist Clerk I to 1460, Medical Records Technician (16-25757).</li> </ul>
Human Resource Services Department	<ul style="list-style-type: none"> <li>12. Allocate four hundred additional positions of 1293N, Clerical Assistants I Services-As-Needed Temporary Assistance Program (16-25785).</li> <li>13. Reallocate one position of 1128, Specialist Clerk I to 1115, Clerk I (16-25432).</li> </ul>
Social Services Agency	<ul style="list-style-type: none"> <li>14. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (16-25722).</li> <li>15. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (16-25723).</li> <li>16. Reallocate one position of 0220, Supervising Administrative Specialist to 6787, Career Development Specialist I (16-25724).</li> <li>17. Reallocate one position of 1120, Clerk II to 6787, Career Development Specialist I (16-25725).</li> <li>18. Reallocate one position of 6784, Employment Counselor to 6787, Career Development Specialist I (16-25726).</li> <li>19. Reallocate one position of 6784, Employment Counselor to 6787, Career Development Specialist I (16-25727).</li> <li>20. Reallocate one position of 6745P, Child Welfare Worker II Project to 6745, Child Welfare Worker II (16-25728).</li> <li>21. Reallocate thirteen positions of 6745P, Child Welfare Worker II Project to 6745, Child Welfare Worker II (16-25729).</li> </ul>

### III. CONSENT MATTERS

#### F. Classification Specifications -

1. Revise and retitle 5098, Workforce Education & Training Manager, Behavioral Health Care Services to 5098, Workforce Education & Training Manager, Health Care Services Agency and adopt the classification specification.
2. Adopt the revised classification specification for 0420, Information Systems Manager.
3. Adopt the revised classification specification for 8146, Fire Captain.
4. Adopt the revised classification specification for 8150, Fire Battalion Chief