



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, March 29, 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 MARCH 15, 2017 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 2 -5

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

- REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2016-05– OAH No. 2016070212 (Public Works Agency).
- 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

IV. CONSENT MATTERS

A. Reinstatement Request(s)

1. Tracy Gonzalez, Human Resources Assistant I, Human Resource Services
2. Daisy Lara, Specialist Clerk I, Health Care Services Agency
3. Rachel Penano, Human Resources Assistant I, Human Resource Services
4. Robert Tolentino, Technical Support Analyst, General Services Agency
5. Jay Wong, Specialist Clerk II, Sheriff's Office
6. Erin Yattaw, Call Center Representative DCSS, Dept. of Child Support Services

B. Voluntary Demotion(s)

1. Damon Perkins, Supervising Eligibility Technician to Associate Program Specialist, Social Services Agency
2. Grenita Young, Eligibility Services Technician I to Specialist Clerk I, Social Services Agency

C. Examination Actions – for CSC Meeting of March 29, 2017

Order on 3/17/17 promotional-assembled examination:

1. Principal Appraiser, LDF 4/11/17

Order on 3/26/17 promotional-assembled examinations:

2. Librarian I, LDF 4/20/17
3. Librarian II, LDF 4/20/17
4. Library Clerk I, LDF 4/20/17
5. Library Clerk II, LDF 4/20/17

Order on 3/13/17 open-assembled examination:

6. Energy Management Technician, LDF 4/10/17

Order on 3/15/17 open-assembled examination:

7. Criminalist II, LDF 4/10/17

Order on 3/16/17 open-assembled examination:

8. Fire Department Account Clerk, LDF 4/10/17

Order on 3/21/17 open-assembled examination:

9. Administrative Assistant, Zone 7, LDF 4/14/17

Order on 3/22/17 open-assembled examination:

10. Benefits Analyst, LDF 4/17/17

Order on 3/23/17 open-assembled examination:

11. Housing and Community Development Specialist III, LDF 4/17/17

Order on 3/17/17 open-continuous examination:

12. Behavioral Health Clinician II, LDF 3/31/17

IV. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of March 29, 2017 - continued

Terminate eligible list:

13. Water Plant Operator III, Zone 7, #16-4944-01, effective 4/9/17

Reinstate eligible lists:

14. Administrative Specialist I (Promotional), #15-0218-01, terminate on 6/20/17
15. Carpenter, #15-9220-01, terminate on 9/20/17
16. Medical Social Worker I (Maternal, Child and Adolescent Health Option), #15-6405-01, terminate on 6/30/17

Extend eligible lists:

17. Child Support Assistant I (Promotional), #15-1165-01, terminate on 10/13/17
18. Division Director, #15-6126-01, terminate on 9/15/17

19. Designate the Assistant Director, Adult System of Care, #16-5055-01 as an alternate list for Division Director, Behavioral Health Care Services.

20. Designate the Public Works Inspector III, Facilities, #16-2172-01 as an alternate list for Public Works Inspector III, Construction.

Miscellaneous:

21. Change Human Resources Technician (Promotional), exam #16-0278-01 from an assembled exam to a continuous exam effective 4/6/16.
22. Extend the last day for filing for the Family Support Care Coordinator, exam #16-6706-01, from 3/13/17 to 3/27/17.
23. Change Behavioral Health Clinician II, exam #16-6510-01, from an assembled exam to a continuous exam effective 6/10/16.

D. Eligible Lists

Create, approve and order promulgated:

1. Agricultural and Standards Aide (Services-As-Needed), #17-8202N-01
2. Assistant Controller (Promotional), #17-0031-01
3. Assistant Public Guardian-Conservator, #16-8509-01
4. Deputy County Counsel, #16-3230-01
5. Deputy Fire Marshal, #17-8147-01
6. Deputy Sheriff's Recruit, #16-8601-01
7. Medical Transcriptionist, #16-1214-01
8. Traffic Signal Technician, #16-9627-01

IV. CONSENT MATTERS	
E. <u>Classification Recommendations</u>	
Department:	Re:
General Services Agency	1. Reallocate one position of 9660, Boiler Room Operator to 9697, Environmental Project Manager (17-29294).
Health Care Services Agency	2. Reallocate one position of 1460, Medical Records Technician to 1142P, Administrative Assistant Project (17-28990). 3. Reallocate one position of 0307P, Senior Program Specialist Project to 0307, Senior Program Specialist (17-29101). 4. Reallocate one position of 0423, Information Systems Coordinator to 0420, Information Systems Manager (17-29378).
Human Resource Services Department	5. Reallocate one position of 1310, Account Clerk II to 1129, Specialist Clerk II (17-29388).
Probation Department	6. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6126, Division Director (17-29277). 7. Reallocate one position of 6137, Administrative Chief of Staff, Probation to 6145, Assistant Chief Probation Officer (17-29384). 8. Reallocate one position of 1091, Retired Annuitant II to 0232, Executive Programs Coordinator (17-29385).
Sheriff's Office	9. Reallocate one position of 1128, Specialist Clerk I to 8755, Sheriff's Technician (17-28852).
Social Services Agency	10. Reallocate one position of 1572, Eligibility Services Technician III to 1573, Eligibility Services Technician IV (17-29409).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310081, job code 5305, Registered Nurse II, (Public Health Nurse/Pediatric Specialty), effective 4/8/17. 2. Remove the specialty designation for one position #310158, job code 5305, Registered Nurse II, (Public Health Nurse Specialty), effective 4/8/17.

IV. CONSENT MATTERS	
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	3. Remove the specialty designation for one position #310178, job code 5305, Registered Nurse II, (Maternal Child Adolescent Health/Public Health Nurse/Spanish-Speaking Specialty), effective 4/8/17. 4. Remove the specialty designation for one position #310473, job code 6525, Behavioral Health Clinical Supervisor, (Housing Option Specialty), effective 4/8/17. 5. Approve the specialty designation for three positions #310081, 310158, 310178, job code 5305, Registered Nurse II, (Maternal Child Adolescent Health/Public Health Nurse Specialty), effective 4/9/17. 6. Approve the specialty designation for one position #310354 job code 5315, Registered Nurse III, (Maternal Child Adolescent Health/Public Health Nurse Specialty), effective 4/9/17. 7. Approve the specialty designation for one position #310693, job code 0307, Senior Program Specialist, (Prevention Services Specialty), effective 4/9/17. 8. Approve the specialty designation for one position #310705, job code 6640, Rehabilitation Counselor II, (Criminal Justice Specialty), effective 4/9/17.
Social Services Agency	9. Remove the specialty designation for one position #308372, job code 1473, Supervising Eligibility Technician, (Vietnamese-Speaking Specialty), effective 4/9/17. 10. Remove the specialty designation for one position #308212, job code 1132, Eligibility Support Clerk, (Vietnamese-Speaking Specialty), effective 4/9/17.
G. <u>Classification Specifications</u>	
	1. Adopt the revised classification specification for 6047, Policy Director.