



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, April 27, 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 APRIL 13, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 - 4

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. 2015-18– OAH No. 2015090792 (Sheriff's Office).
2. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-20– OAH No. 2015090630 (Probation Department).
3. Public Employment pursuant to Government Code §54957: Civil Service Rule 1824 job code 1359, Retirement Assistant Accounting Manager, Retirement Association
4. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Six cases)
5. **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 for Case No. 2016-10.
Set for hearing.

B. Voluntary Demotion(s)

1. Erik Chan, Deputy Sheriff's Recruit to Emergency Services Dispatcher I, Sheriff's Office
2. Patricia Mitchell, Employment Counselor to Clerk II, Social Services Agency
3. Alan Yalung, Sheriff's Program/Financial Specialist to Financial Services Specialist II, Sheriff's Office

C. Examination Actions – for CSC Meeting of April 27, 2016

Order on 4/7/16, open-assembled examination:

1. Field Maintenance Superintendent, LDF 5/2/16

Order on 4/11/16, open-assembled examination:

2. Senior Emergency Services Coordinator, LDF 5/6/16

Order on 4/14/16, open-assembled examination:

3. Deputy Director of Child Support Services, LDF 5/9/16

Order on 4/18/16, open-assembled examination:

4. Library Circulation Supervisor I, LDF 5/13/16

Order on 4/27/16, open-assembled examination:

5. Auditor Associate I, LDF 5/23/16

Order on 4/21/16 promotional-continuous examination:

6. Emergency Services Dispatcher Supervisor I, LDF 5/17/16

Reinstate eligible lists:

7. Supervising Clerk I, #14-1138-01, terminate on 10/18/16
8. Supervising Eligibility Technician (Promotional), #13-1473-01, terminate on 9/30/16

Extend eligible lists:

9. Child Support Program Manager, #14-1410-01, terminate on 12/1/16
10. Child Support Supervisor II, #14-1406-01, terminate on 12/1/16
11. Program System Coordinator (Promotional), #14-0303-01, terminate 10/14/16
12. Supervising Program Specialist, #15-0308-01, terminate on 10/14/16
13. Designate Administrative Specialist I, #15-0218-01 as an alternate list for Human Resources Technician.

III. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of April 27, 2016 - continued

Miscellaneous:

14. Extend the last day for filing for Librarian IV, exam #15-4177-01 from April 6, 2016 to April 20, 2016.
15. Extend the last day for filing for Planner III, exam #16-2935-01 from April 18, 2016 to April 29, 2016.
16. Extend the last day for filing for Deputy Director, Technical Services Department from 3/29/16 to 5/20/16.

D. Eligible Lists

Create, approve and order promulgated:

1. Accountant (Promotional), #15-0132-01
2. Accounting Specialist II, #15-1316-01
3. Departmental Personnel Officer I, #15-0460-01
4. Division Director, Social Services Agency, #15-6050-01
5. Electronic Systems Technician, #16-9267-01
6. Grounds Foreman, Hayward Area Recreation Dist. (Promotional), #15-1134H-01
7. Hazardous Materials Specialist (Household Hazardous Waste), #15-5650-02
8. Principal Engineer/Geologist, Zone 7 (Promotional), #16-4970-01
9. Senior Engineer/Geologist, Zone 7 (Promotional), #16-4967-01
10. Social Worker II, #15-6715-01

E. Specialty Designations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #311058, job code 0307, Senior Program Specialist, (Nutrition Specialty), effective 5/7/16. 2. Approve the specialty designation for one position #311058, job code 0307, Senior Program Specialist, (Maternal Child and Adolescent Health (MCAH) Specialty), effective 5/8/16.

III. CONSENT MATTERS

F. Classification Specifications

1. Adopt the revised classification specification for 6643, Clinical Case Manager, Center for Healthy Schools & Communities (CHSC).
2. Recommend that the Board of Supervisors establish the classification of 8177, Fire Department Mechanic I and adopt the classification specification.
3. Recommend that the Board of Supervisors establish the classification of 8173, Fire Emergency Medical Dispatch (EMD) Quality Assurance Coordinator and adopt the classification specification.
4. Revise and retitle 9294, Sheriff's Video & Multimedia Producer to 9294, Sheriff's Multimedia Producer and adopt the revised classification specification.