



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, July 6, 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 JUNE 22, 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:
(Two 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. Hearing Calendar

1. Correspondence from Attorney Erin Dervin, Mastagni, Holstedt, APC withdrawing Case No. 2016-12. Remove from hearing calendar.
2. Correspondence from SEIU Local 1021 union representative, Angela Osayande, requesting an appeal for Case No. 2016-13. Set for hearing.
3. Correspondence from Attorney Jennifer Stoughton, Messing Adam & Jasmine LLP, requesting an appeal for Case No. 2016-14. Set for hearing.

B. Reinstatement Request(s)

1. Dominique Burton, Workforce Education & Training Manager, Health Care Services Agency
2. Rachel Sellers, Administrative Assistant, Health Care Services Agency
3. Josephine Tsang, Accounting Specialist II, Social Services Agency
4. Patricia Montero, Employment Counselor, Social Services Agency

C. Examination Actions – for CSC Meeting of July 6, 2016

Order on 6/23/16 promotional-assembled examination:

1. Institutional Supervisor I, LDF 7/18/16

Order on 6/24/16 promotional-assembled examination:

2. Supervising Clerk I, LDF 7/19/16

Order on 6/27/16 promotional-assembled examination:

3. Senior Vector Control Biologist, LDF 7/22/16

Order on 6/1/16 open-assembled examination:

4. Information Systems Deputy Director, LDF 6/27/16

Order on 6/3/16 open-assembled examination:

5. Financial Services Specialist II, LDF 6/28/16

Order on 6/10/16 open-assembled examination:

6. Behavioral Health Clinician II, LDF 7/5/16

Order on 6/21/16 open-assembled examination:

7. Accounting Specialist I, LDF 7/18/16
8. Sheriff's Fleet Services Coordinator, LDF 7/18/16

Order on 6/22/16 open-assembled examination:

9. Deputy Fire Marshall, LDF 7/18/16
10. Registered Nurse III (Public Health Nurse), LDF 7/18/16

Order on 6/24/16 open-assembled examination:

11. Program Services Coordinator (School Health Services), LDF 7/19/16

Order on 6/29/16 open-assembled examination:

12. Senior Planner, LDF 7/25/16

Reopen on 6/21/16 continuous examination:

13. Employee Benefits Technician I, LDF 7/6/16

III. CONSENT MATTERS

C. Examination Actions – for CSC Meeting of July 6, 2016 - continued

Terminate eligible list:

14. Water Plant Operator III, Zone 7, #15-4944-01, effective 7/6/16

Reinstate eligible list:

15. Employee Benefits Technician I, #14-0265-01, terminate on 1/21/17

Extend eligible list:

16. Juvenile Justice Health Services Director, #15-5075-01, terminate on 7/8/16
17. Designate the Accounting Specialist II, #15-1316-01 eligible list as an alternate list for Accounting Specialist I.

Miscellaneous:

18. Change Employee Benefits Technician I, exam #14-0265-01 from an assembled examination to a continuous examination effective 11/5/14.
19. Extend the last day for filing for Information Systems Deputy Director, exam #16-0427-01, from 6/27/16 to 7/18/16.

D. Eligible Lists

Create, approve and order promulgated:

1. Child Welfare Worker II, #16-6745-01
2. Deputy Director of Child Support Services, #16-3165-01
3. Information Systems Analyst, #15-0419-01
4. Librarian II, #16-4140-01
5. Program Specialist (Consumer/Family Option), #15-0305-12
6. Treasurer Tax-Collector Administrator (Promotional), #16-0137-01

E. Classification Recommendations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 5084, Community Health Services Administrator to 5085, Division Director, Public Health (16-26403). 2. Reallocate one position of 5795, Nutritionist II to 5760, Program Performance Management and Accreditation Director (16-26421). 3. Reallocate one position of 0416, Information Systems Specialist to 0419, Information Systems Analyst (16-26557). 4. Reallocate one position of 1128, Specialist Clerk I to 1126, Medical Clerk (16-26668).

III. CONSENT MATTERS

E. Classification Recommendations

Department:	Re:
Human Resource Services	<ol style="list-style-type: none"> 5. Reallocate fifty-eight positions of 1293N, Clerical Assistant I, (Services-As-Needed) TAP to 0610N, Professional Technical Specialist I (Services-As-Needed) TAPN (16-26563). 6. Reallocate twenty-two positions of 1293N, Clerical Assistant I, (Services-As-Needed) TAP to 0610N, Professional Technical Specialist I Services-As-Needed) TAPN (16-26564).
Probation	<ol style="list-style-type: none"> 7. Reallocate one position of 0460, Departmental Personnel Officer I to 6139, Probation Training Manager (15-24351).
Sheriff's Office	<ol style="list-style-type: none"> 8. Allocate five additional positions of 8604, Deputy Sheriff II (16-25942). 9. Allocate three additional positions of 8755, Sheriff's Technician (16-25944). 10. Reallocate one position of 0214, Financial Services Specialist II to 0132, Accountant (16-26561). 11. Reallocate one position of 8752, Sheriff's Safety Aide to 0132, Accountant (16-26562).

F. Specialty Designations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #310178, job code 5305, Registered Nurse II (Public Health Nurse Certification/Spanish Speaking Specialty), effective 7/16/16. 2. Approve the specialty designation for one position #310399, job code 0305, Program Specialist (AIDS Specialty), effective 7/17/16. 3. Approve the specialty designation for one position #310178, job code 5305, Registered Nurse II (Maternal Child-Adolescent Health/Public Health Nurse/Spanish Speaking Specialty), effective 7/17/16.

III. CONSENT MATTERS	
F. <u>Specialty Designations</u>	
Department:	Re:
Information Technology Department	4. Remove the specialty designation for one position #307021, job code 0419, Information Systems Analyst (Applications Development & Support), effective 7/17/16.
G. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 1007, Deputy Registrar of Voters. 2. Adopt the revised classification specification for 8175, Fire Department Financial Services Analyst. 3. Adopt the revised classification specification for 8166, Fire Department Payroll Processor. 4. Recommend that the Board of Supervisors establish the classification specification 1871, Sheriff's Multimedia Services Manager and adopt the classification specification. 5. Revise and retile the classification specification for 6833, Sheriff's Recreation Supervisor to 6833, Inmate Services Programs Supervisor and adopt the classification specification.