



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, September 28, 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 SEPTEMBER 14, 2016 AS MAILED.

III. APPROVE CONSENT MATTERS - Pages 2 - 6

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 Appellant, advising of the withdrawal of Case No. 2016-20 . Remove from Calendar.
2. Correspondence from SEIU Local 1021 Representative, Lois McKinney, requesting an appeal hearing for Case No. 2016-21. Set for hearing.

B. Reinstatement Request(s)

Felicia Armstrong, Janitor, General Services Agency

C. Voluntary Demotion(s)

1. Dagnu Bezu, Manager, Printing Services Division to Sheriff's Multimedia Manager, Sheriff's Office
2. Laurie Gibbs, Emergency Services Dispatcher I to Sheriff's Technician, Sheriff's Office
3. Sallie L. Pine, Supervising Librarian III to Supervising Librarian II, County Library

D. Examination Actions – for CSC Meeting of September 28, 2016

Order on 9/13/16 open-assembled examination:

1. Senior Financial Services Specialist, LDF 10/7/16

Order on 9/16/16 open-assembled examination:

2. Bookmobile Driver Clerk, LDF 10/11/16

Order on 9/19/16 open-assembled examination:

3. Program Services Coordinator, LDF 10/14/16

Terminate eligible lists on 9/28/16:

4. Information Systems Specialists, #15-0416-01
5. Technical Support Analyst, #15-0418-01
6. Supervising Legal Clerk (Promotional), #15-1514-01

Reinstate eligible list:

7. Payroll Records Clerk, #14-1125-01, terminate on 10/18/16

Extend eligible lists:

8. Call Center Representative, Department of Child Support Services, #15-1154-01, terminate on 4/30/17
9. Fire Geographic Systems Technician, #15-8212-01, terminate on 10/28/17
10. Program System Coordinator, #14-0303-01, 4/1/17
11. Supervising Eligibility Technician (Promotional), #13-1473-01, terminate on 4/29/17
12. Supervising Hazardous Materials Specialist (CUPA Option), #15-5656-01, terminate on 3/30/17

III. CONSENT MATTERS

E. Eligible Lists

Create, approve and order promulgated:

1. Administrative Associate, County Administrator's Office, #16-1137-01, effective 9/11/16
2. Deputy Director, Human Resource Services, #16-0290-01
3. Division Commander (Promotional), #16-8635-02
4. Human Resource Technician, #16-0278-01
5. Human Resource Trainee, #16-0276-01
6. Supervising Clerk I (Promotional), #16-1138-01

F. Classification Recommendations

Department:	Re:
Alameda County Fire Department	1. Allocate one additional position of 8158, Fire Department Mechanic II (17-26812).
Health Care Services Agency	2. Reallocate one position of 6492, Mental Health Specialist III to 6510, Behavioral Clinician II (16-26556). 3. Reallocate one position of 0307, Senior Program Specialist to 0308, Supervising Program Specialist (Maternal Child Adolescent Health Specialty) (17-27887). 4. Reallocate one position of 1091, Retired Annuitant II to 6186P, Court Appointed Special Advocates (CASA) Volunteer Program Assistant (Project) (17-28094).
Human Resource Services	5. Reallocate nine positions of 1293N, Clerical Assistant I, Services-As-Needed, Temporary Assignment Pool to 0200N, Administrative Specialist, Services-As-Needed, Temporary Assignment Pool (17-28098). 6. Reallocate five positions of 1293N, Clerical Assistant I, Services-As-Needed, Temporary Assignment Pool to 0200N, Administrative Specialist, Services-As-Needed, Temporary Assignment Pool (17-28102).

F. <u>Classification Recommendations</u>	
Department:	Re:
Probation Department	7. Reallocate one position of 0221, Administrative Services Officer to 0206, Management Analyst (17-27953). 8. Reallocate one position of 6927, Program Services Coordinator to 0206, Management Analyst (17-27994).
Public Works Agency	9. Reallocate one position of 2113, Public Works Technician Assistant III to 2112, Public Works Technician Assistant II (17-28059). 10. Reallocate one position of 2113, Public Works Technician Assistant III to 2112, Public Works Technician Assistant II (17-28060). 11. Reallocate one position of 1710, Supply Clerk II to 0214, Financial Services Specialist II (17-28061).
Sheriff's Office	12. Allocate one additional position of 8755, Sheriff's Technician (17-27991).
G. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Approve the specialty designation for one position #401659, job code 5650, Hazardous Materials Specialist, (Certified Unified Program Agency-CUPA Specialty), effective 10/9/16
Human Resource Services Department	2. Remove the specialty designation for two positions #400065, 400066, job code 1293N, Clerical Assistant I, Services-As-Needed, Temporary Assignment Pool-TAP, (TAP-Non-Assessment Specialty), effective 10/8/16. 3. Approve the specialty designation for five positions #300927, 402058, 402067, 402078, 402132, job code 1293N, Clerical Assistant I, Services-As-Needed, Temporary Assignment Pool-TAP, (Elections Support-Instructor Specialty), effective 10/9/16.

III. CONSENT MATTERS

G. Specialty Designations

Department:

Human Resource Services
Department

Re:

4. Approve the specialty designation for sixty-three positions #300927, 400146, 400152, 400201, 400203, 400222, 400225, 400230, 400242, 400246, 400247, 400249, 400250, 400582, 400637, 400638, 400717, 400723, 400726, 400728, 400748, 400749, 400750, 401972, 401979, 401980, 401981, 401982, 401983, 401984, 401985, 401986, 401987, 401989, 401990, 401991, 401992, 401993, 401994, 401995, 401996, 401997, 401998, 401999, 402000, 402001, 402002, 402003, 402004, 402005, 402006, 402007, 402008, 402009, 402010, 402011, 402013, 402014, 402015, 402016, 402017, 402018, 402019 job code 1293N, Clerical Assistant I, Services-As-Needed, Temporary Assignment Pool-TAP, (Elections Support Courthouse Specialty), effective 10/9/16.
5. Approve the specialty designation for seventy-two positions #400065, 400181, 400208, 400209, 400212, 400217, 400253, 400711, 400724, 402034, 402036, 402037, 402052, 402061, 402062, 402064, 402074, 402076, 402077, 402079, 402081, 402082, 402084, 402085, 402086, 402087, 402092, 402094, 402095, 402099, 402100, 402101, 402107, 402111, 402112, 402117, 402118, 402121, 402122, 402133, 402147, 402157, 402169, 402170, 402176, 402184, 402205, 402218, 402219, 402222, 402229, 402235, 402247, 402249, 402255, 402257, 402260, 402263, 402267, 402268, 402273, 402275, 402278, 402280, 402281, 402287, 402298, 402299, 402305, 402306, 402308, 402314, job code 1293N, Clerical Assistant I, Services-As-Needed, Temporary Assignment Pool-TAP, (Elections Support Courthouse Specialty), effective 10/9/16.

III. CONSENT MATTERS	
G. <u>Specialty Designations</u>	
Department:	Re:
Human Resource Services Department	<p>6. Approve specialty designation for twenty-nine positions #300931, 400066, 400149, 400157, 400238, 400248, 400259, 400721, 401988, 402040, 402068, 402069, 402139, 402143, 402151, 402154, 402171, 402175, 402185, 402196, 402265, 402272, 402300, 402303, 402312, 402315, 402316, 402317, 402319, job code 1293N, Clerical Assistant I, Services-As-Needed, Temporary Assignment Pool-TAP, (Elections Support Warehouse Specialty), effective 10/9/16.</p> <p>7. Approve the specialty designation for seven positions #400276, 400277, 400294, 400316, 400319, 400325, 400349 , job code 0610N, Professional Technical Specialist, Services-As-Needed, Temporary Assignment Pool-TAP, (Elections Support Courthouse Specialty), effective 10/9/16.</p> <p>8. Approve the specialty designation for fifty-two positions #400370, 400378, 400381, 400386, 400401, 400411, 400482, 400499, 400500, 400504, 400555, 400556, 400558, 400560, 400565, 400570, 400586, 400588, 400597, 400627, 400631, 300916, 300920, 300924, 300926, 300930, 300946, 300947, 300948, 300950, 400073, 400164, 400184, 400226, 400231, 400244, 400257, 400308, 400684, 400733, 400737, 401922, 401923, 401924, 401925, 401926, 401927, 401928, 401929, 401930, 401931, 401932 , job code 0610N, Professional Technical Specialist, Services-As-Needed, Temporary Assignment Pool-TAP, (Elections Support Warehouse Specialty), effective 10/9/16.</p>
H. <u>Classification Specifications</u>	
	1. Adopt the revised classification specification for 1466, Quality Assurance Technician.