



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, January 18, 2017

(Minutes Subject to Approval at February 1, 2017 Meeting)

The Civil Service Commission will meet **Wednesday, February 1, 2017** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**

(From Remote Locations: Commissioner Booth and Commissioner Luna)

Secretary: **K. Mount**

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JANUARY 4, 2017 AS MAILED. 5-0

III. APPROVED CONSENT MATTERS - Pages 2 -4 5-0

IV. COMMUNICATION(S) No Actions

V. PUBLIC COMMENTS: None

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

1. **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: No Actions

IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:

Interim Director, Kathy Mount, along with Personnel Services Division Manager, Rudy Esparza, introduced Jamie Ettare, the Administrative Assistant in the Personnel Services Division.

X. ADJOURNMENT 5-0

III. CONSENT MATTERS - APPROVED

A. Voluntary Demotion(s)

1. Aida Rodriguez, Sheriff's Technician to Accounting Technician, Sheriff's Office

B. Examination Actions – for CSC Meeting of January 18, 2017

Ordered on 12/23/16 open-assembled examination:

1. Deputy County Counsel, LDF 1/20/17

Ordered on 12/29/16 open-assembled examination:

2. Fire Dispatcher, LDF 1/23/17

Ordered on 12/30/16 open-assembled examination:

3. Call Center Representative, Dept. Child Support Services, LDF 1/24/17

Ordered on 1/10/17 open-assembled examination:

4. Child Welfare Worker II, LDF 2/7/17
5. Environmental Health Maintenance Worker, LDF 2/6/17

Reinstated eligible lists:

6. Specialist Clerk II, #15-1129-01, terminate on 2/10/17
7. Supervising Program Specialist (Maternal Child Adolescent Health), #14-0308-01, terminate on 3/31/17

Extended eligible list:

8. Supervising Appraiser II, #15-2625-01, terminate 6/30/17

Miscellaneous:

9. Extended the last day for filing for Supervising DNA Specialist, exam #16-8528-01, from 12/28/16 to 1/13/17.
10. Extended the last day for filing for Medical Records Manager, exam #16-1459-01, from 1/3/17 to 1/10/17.

C. Eligible Lists

Created, approved and ordered promulgated:

1. Agricultural and Standards Investigator I, #16-8418-02
2. Behavioral Health Clinician I, #16-6505-01
3. Chief Counsel, ACERA, #16-1340-01
4. Program/Financial Specialist, #16-0306-01
5. Recreation Supervisor Hayward Area Recreation & Park District, (Promotional), #16-1168H-01
6. Senior Billing Technician, #16-1494-01
7. Social Work Supervisor (Promotional), #16-6730-01
8. Treasurer-Tax Collector Specialist III, #16-1603-01


III. CONSENT MATTERS - APPROVED

D. Classification Recommendations - Approved

Department:	Re:
County Counsel	1. Reallocate one position of 3245, Assistant County Counsel to 1091, Retired Annuitant II (17-29017).
Health Care Services Agency	2. Reallocate one position of 6720, social Worker III to 5305, Registered Nurse II (Public Health Nurse Specialty) (17-28104). 3. Reallocate one position of 5795, Nutritionist II to 6927, Program Services Coordinator (17-28849). 4. Reallocate one position of 7879, Health Services Trainee to 5797N, Health Services Consultant Services-As-Needed (17-28851).
Sheriff's Office	5. Reallocate one position of 1314, Accounting Specialist I to 0132, Accountant (17-29021).
Social Services Agency	6. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (17-28954). 7. Reallocate one position of 1120, Clerk II to 1132, Eligibility Support Clerk (17-28955).

E. Specialty Designations - Approved

Department:	Re:
Community Development Agency	1. Remove the specialty designation for one position #303113, job code 8421, Deputy Agricultural Commissioner/Sealer of Weights and Measures (Licensed Agricultural Commissioner/Sealer of Weights & Measures Specialty), effective 1/29/17.
Health Care Services Agency	2. Approve the specialty designation for one positions #401057, job code 6510, Behavioral Health Clinical II, (Spanish Speaking Specialty), effective 1/29/17. 3. Approve the specialty designation for one position #401461, job code 5650 Hazardous Materials Specialist, (Certified Unified Program Agency (CUPA) Specialty), effective 1/29/17.

III. CONSENT MATTERS - APPROVED	
E. <u>Specialty Designations</u> -continued	
Department:	Re:
Human Resource Services Department	4. Remove the specialty designation for three positions #300799, 300806, 300849, job code 0467, Disability Program Case Manager, (Disability Program Administration Specialty), effective 1/29/17.
F. <u>Classification Specifications</u> - Approved	
	1. Adopt the revised classification specification for 5086, Maternal Paternal Child and Adolescent Administrator.
ADJOURNMENT There being no further business, the meeting was adjourned.  _____ Kathy Mount, Secretary to Civil Service Commission	