



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, February 1, 2017

(Minutes Subject to Approval at February 15, 2017 Meeting)

The Civil Service Commission will meet **Wednesday, February 15, 2017** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**

Secretary: **K. Mount**

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JANUARY 18, 2017 AS MAILED. 5-0

III. PUBLIC COMMENTS:

Dr. Aaron Chapman from Behavioral Health Care Services Agency spoke on Agenda Item VI. Appeal.

IV. APPROVED CONSENT MATTERS - Pages 3 - 6 5-0

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff regarding Peter Dating's appeal to be reclassified from Administrative Assistant to Administrative Specialist II.

The Commission voted 3-2 to Grant the Appeal.

(Ayes: Chang, Lum, Luna Noes: Booth, Tate)

VII. CLOSED SESSION – Held for Item VII.-1.

1. Public Employment pursuant to Government Code §54957:
job code 1128, Specialist Clerk I, Probation Department 5-0
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(One case)
3. **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:
For Closed Session Item VII.-1. the Commission unanimously voted 5-0 to grant the request of the Probation Department.

IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: None

X. ADJOURNMENT 5-0

III. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Crystal Chung, Eligibility Services Technician I, Social Services Agency
2. David Huey, Program Specialist, Social Services Agency
3. Shae Monet Maile, Eligibility Services Technician I, Social Services Agency

B. Voluntary Demotion(s)

1. Meay Tubtim, Departmental Personnel Officer I to Recruitment Specialist Project, Health Care Services Agency

C. Comparable Transfer(s)

1. Anibal Orlando Cabezas Gomez, Behavioral Clinician II to Rehabilitation Counselor II, Health Care Services Agency

D. Examination Actions – for CSC Meeting of February 1, 2017

Ordered on 1/18/17 promotional-assembled examination:

1. Deputy Director, Community Development Agency (Healthy Homes), LDF 2/14/17

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

2. Junior Engineer, LDF 1/23/17

Ordered on 1/6/17 open-assembled examination:

3. Messenger (Services-As-Needed), LDF 1/31/17

Ordered on 1/11/17 open-assembled examination:

4. Traffic Signal Technician, LDF 2/6/17

Ordered on 1/12/17 open-assembled examination:

5. Therapy Aide, LDF 2/6/17

Ordered on 1/13/17 open-assembled examination:

6. Fire Information Systems Manager, LDF 2/6/17

Ordered on 1/18/17 open-assembled examination:

7. Public Defender Investigator I, LDF 2/15/17

Ordered on 1/25/17 open-assembled examination:

8. Agricultural and Standards Aide, (Services-As-Needed), LDF 2/21/17

Reinstated eligible list:

9. Captain (Promotional), #14-8625-01, terminate on 3/1/17

Extended eligible lists:

10. Fire Department Division Chief (Promotional), #15-8130-01, terminate on 3/2/18
11. Fire Emergency Preparedness Manager, #15-8134-01, terminate on 2/17/18
12. Microbiologist, #15-5605-01, terminate on 6/2/17
13. Procurement & Contracts Assistant, #15-1480-01, terminate on 9/2/17
14. Procurement and Contracts Specialist I, #15-0172-02, terminate on 9/2/17

III. CONSENT MATTERS - APPROVED

D. Examination Actions – for CSC Meeting of February 1, 2017 - continued

15. Designated the Departmental Personnel Officer I, exam #15-0460-01 as an alternate list for Labor Relations Analyst I.

E. Eligible Lists

Created, approved and ordered promulgated:

1. Chief, Appraisal Division (Promotional), #16-2645-01
2. Fire Dispatch Supervisor, #16-8210-01
3. Literacy Specialist, #16-4121-01
4. Program Services Coordinator, #16-6927-02
5. Program Specialist (AIDS Specialty), #16-0305-04
6. Retirement Chief Technology Officer, ACERA, #16-1365-01
7. Supervising Librarian I, #16-4176-01
8. Survey Technician III, #16-2147-01
9. Transportation Worker, #15-6990-01

F. Classification Recommendations - Approved

| Department: | Re: |
|-----------------------------|---|
| General Services Agency | <ol style="list-style-type: none"> 1. Reallocate one position of 0204, Management Associate II to 0193, Chief Deputy, Administrator, General Services Agency (17-29023). |
| Health Care Services Agency | <ol style="list-style-type: none"> 2. Reallocate one position of 1128, Specialist Clerk I to 0305P, Program Specialist Project (Emergency Preparedness Professional) (17-28909). 3. Reallocate one position of 6701, Community Outreach Worker II to 6706, Family Support Care Coordinator (Chinese Speaking) (17-29019). |

| | |
|--|--|
| III. CONSENT MATTERS - APPROVED | |
| F. <u>Classification Recommendations</u> - continued - Approved | |
| Department: | Re: |
| Sheriff's Office | <ol style="list-style-type: none"> 4. Allocate two additional positions of 8604, Deputy Sheriff II (17-28119). 5. Reallocate one position of 8549N, Regional Training Center Instructor Services-As-Needed to 8551N, Regional Training Center Lead Instructor Services-As-Needed (17-29025). |
| G. <u>Specialty Designations</u> - Approved | |
| Department: | Re: |
| General Services Agency | <ol style="list-style-type: none"> 1. Approve the specialty designation for one position #312235, job code 7410, Janitor, (Detention Facility Security Clear Specialty), effective 2/12/17. |
| Health Care Services Agency | <ol style="list-style-type: none"> 2. Approve the specialty designation for one position #310386, job code 5770, Public Health Investigator, (Vietnamese Speaking Specialty), effective 2/12/17. 3. Approve the specialty designation for one position #402401, job code 0305P, Program Specialist (Project), (Homeless Program Specialty), effective 2/12/17. |
| Registrar of Voters | <ol style="list-style-type: none"> 4. Remove the specialty designation for one position #300975, job code 1282, Elections Technician, (Spanish/Chinese Speaking Specialty), effective 2/12/17. |
| Social Services Agency | <ol style="list-style-type: none"> 5. Approve the specialty designation for one position #307156, job code 6796, Staff Development Specialist, (Child Welfare Specialty), effective 2/12/17. |
| H. <u>Classification Specifications</u> - Approved | |
| | <ol style="list-style-type: none"> 1. Adopt the revised classification specification for 8159, Fire Department Specialist Clerk. 2. Adopt the revised classification specification for 1126, Medical Clerk. |

ADJOURNMENT

There being no further business, the meeting was adjourned.



Kathy Mount, Secretary to Civil Service Commission