



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, April 26, 2017

(Minutes Subject to Approval at May 10, 2017 Meeting)

The Civil Service Commission will meet **Wednesday, May 10, 2017** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **A. Lum, B. Tate (From Remote Locations: S. Booth & B. Luna)**

Absent: D. Chang

Secretary: **K. Mount**

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF APRIL 12, 2017 AS MAILED. 4-0

III. PUBLIC COMMENTS: None

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

V. COMMUNICATION(S)

Kathy Mount, Interim Director, Human Resource Services Department presentation on the Re-entry Training Program to the Civil Service Commission.

STAFF RECOMMENDATION: Recommend that the Board of Supervisors establish the classification of 1095, Program Worker, SEIU Represented and that the Commission adopt the classification specification. **Approved 4-0**

VI. APPEALS (Non-Disciplinary Matters) None

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: None

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

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Comparable Transfer(s)

Diedra Perry, Program Specialist to Program/Financial Specialist, Social Services Agency

B. Examination Actions – for CSC Meeting of April 26, 2017

Ordered on 4/6/17 open assembled examination:

1. Chief Deputy of Administration, General Services Agency, LDF 5/1/17

Ordered on 4/14/17 open assembled examination:

2. Accounting Specialist II, LDF 5/9/17

Ordered on 4/19/17 open assembled examination:

3. Firefighter Recruit, LDF 5/26/17

Ordered on 4/26/17 open assembled examinations:

4. Heavy Equipment Mechanic, LDF 5/22/17
5. Auditor Associate I, LDF 5/22/17

Ordered on 4/10/17 open-continuous examinations:

6. Water Plant Operator III, Zone 7, LDF 5/5/17
7. Legal Process Clerk I, LDF 5/5/17

Reinstated eligible lists:

8. Gardener I, General Services Agency, #15-7205-01, terminate on 10/12/17
9. Program Systems Coordinator (Promotional), #14-0303-01, terminate on 7/13/17

Extended eligible lists:

10. Adult Protective Services Worker II, #16-6765-01, terminate on 8/25/17
11. Elections Technician, #16-1282-01, terminate on 12/30/17
12. Supervising Appraiser II, #15-2625-01, terminate on 9/30/17

Miscellaneous

13. Changed Legal Process Clerk I, exam #16-1511-01 from an assembled exam to continuous, effective 8/15/16
14. Extended the last day for filing for Housing & Community Development Specialist III, exam #16-2966-01, from 4/17/17 to 5/15/17

C. Eligible Lists

Created, approved and ordered promulgated:

1. Bonds & Finance Technician I, #17-2968-01
2. Identification Supervisor, #16-1286-01
3. Information Technology Manager (Promotional), #17-1835-01
4. Senior Registered Environmental Health Specialist (Promotional), #16-5667-01
5. Social Worker III, #16-6720-01
6. Supervising Welfare Investigator, #17-6778-01
7. Therapy Aide, #16-5825-01

IV. CONSENT MATTERS - APPROVED

D. Classification Recommendations - Approved

Department:	Re:
General Services Agency	1. Reallocate one position of 7710, Laundry Service Worker to 1129, Specialist Clerk II (17-29421).
Health Care Services Agency	2. Allocate one additional position of 6186P, Court Appointed Special Advocate (CASA) Volunteer Program Assistant Project (17-29419). 3. Allocate one additional position of 6186P, Court Appointed Special Advocate (CASA) Volunteer Program Assistant Project (17-29420). 4. Reallocate one position of 0305P, Program Specialist Project to 6927P, Program Services Coordinator Project (Equity and Social Justice Specialty) (17-29438). 5. Reallocate one position of 0305P, Program Specialist Project to 0206P, Management Analyst Project (17-29441). 6. Reallocate one position of 6701, Community Outreach Worker II to 0207P, Senior Management Analyst Project (17-29442). 7. Reallocate one position of 1305, Account Clerk I to 1129, Specialist Clerk II (17-29458). 8. Reallocate one position of 1215, Secretary I to 1220, Secretary II (17-29459). 9. Reallocate one position of 1091, Retired Annuitant II to 6527, Behavioral Health Clinical Manager (17-29460). 10. Reallocate one position of 0206, Management Analyst to 0206P, Management Analyst Project (17-29461).

IV. CONSENT MATTERS - APPROVED

D. Classification Recommendations - Approved

Department:	Re:
Human Resource Services	11. Reallocate forty positions of 0610N, Professional Technical Specialist I Services-As-Needed TAPN to 0611N, Professional Technical Specialist II Services-As-Needed TAPN (17-29472). 12. Reallocate one position of 0610N, Professional Technical Specialist I Services-As-Needed TAPN to 0611N, Professional Technical Specialist II Services-As-Needed TAPN (17-29478).
Public Defender	13. Allocate two additional positions of 3110P, Associate Deputy Public Defender Project (Immigration Specialty) (17-29260). 14. Allocate one additional position of 3110P, Associate Deputy Public Defender Project (Immigration Specialty) (17-29262). 15. Reallocate one position of 3125, Deputy Public Defender to 3125P, Deputy Public Defender Project (17-29463).
Sheriff's Office	16. Reallocate one position of 1093, Retired Annuitant - Safety II to 1091, Retired Annuitant II (17-29462).

E. Specialty Designations - Approved

Department:	Re:
Social Services Agency	1. Remove the specialty designation for one position #308183, job code 1132, Eligibility Support Clerk (Vietnamese Speaking Specialty), effective 5/6/17. 2. Approve the specialty designation for one position #308183, job code 1132, Eligibility Support Clerk (Spanish Speaking Specialty), effective 5/7/17.

IV. CONSENT MATTERS - APPROVED

F. Classification Specifications - Approved

1. Adopt the revised classification specification for 6115, Deputy Probation Officer III.
2. Adopt the revised classification specification for 2954, Director of Operations and Management Services, Community Development Agency.
3. Adopt the revised classification specification series of 0213, Financial Services Specialist I and 0214, Financial Services Specialist II.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Kathy Mount, Secretary to Civil Service Commission