



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, November 18, 2009, **3:00 P.M.**

Lakeside Plaza Building

1401 Lakeside Drive, Room 222

Commissioner Ben Tate, President
Commissioner Ophelia Long, Vice-President
Commissioner Dupsi Brown-Kuria
Commissioner Arlene Lum
Commissioner Barbara Luna

Kay Winer, Interim Secretary to
Civil Service Commission
Richard Karlsson, County Counsel

I. CALL TO ORDER

II. APPROVE THE MINUTES OF NOVEMBER 4, 2009 AS MAILED.

III. APPROVE CONSENT MATTERS - see Page 2.

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CONFIDENTIAL MATTERS (The Commission may refer these items for confidential discussion).

VII. REPORT AND RECOMMENDATION (S) (For Disciplinary Matters – The Commission may refer these items for confidential discussion.)

1. Public Employee Discipline/Dismissal/Release – Case No. 2009-06: OAH 2009070657 (Human Resource Services)
2. Public Employee Discipline/Dismissal/Release – Case No. 2008-09: OAH 2009020532 (Information Technology)

VIII. CLOSED SESSION

Conference with Legal Counsel – Potential Litigation

Significant exposure to litigation pursuant to Subdivision (B) of Government Code 54956.9

IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:

X. PUBLIC COMMENTS:

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

XII. ADJOURNMENT

III. CONSENT MATTERS

A. Reinstatement Request(s)

Lenijane Fong, Eligibility Technician I, Social Services Agency

Thao K. Nguyen, Eligibility Technician II, Social Services Agency

B. Examination Actions – November 10, 2009

Effective 11/4/09, change Departmental Personnel Officer I, exam #O072 from open assembled to continuous exam and extend the last day for filing to 11/13/09

Terminate eligible lists:

Administrative Support Manager, #H043

Supervising Accountant I, #H070

Miscellaneous:

Designate Administrative Specialist II , exam #O032, as an alternate for
Administrative Support Manager

Designate Clerk II, exam #O004, as an alternate for Mail Clerk

Extend the last day for filing for Child Support Program Manager,
exam #O070, to 11/9/09

C. Examination Actions – November 18, 2009

Order open-assembled examination:

Geographic Information Systems Technician, LDF 12/14/09

Program Specialist, Early Care and Education, LDF 12/14/09

D. Classification Recommendations

Department:

Sheriff's Office

Re:

1. Reallocate two positions of 8752, Sheriff's Safety Aide to 8755, Sheriff's Technician II (10-00732).
2. Reallocate one position of 1093, Retired Annuitant – Safety II to 1091, Retired Annuitant II (10-00747).

III. CONSENT MATTERS	
D. <u>Classification Recommendations</u>(Continued)	
Department:	Re:
Health Care Services Agency	3. Reallocate one position of 0305 Program Specialist, with a specialty designation of Community Organizing, to 0308, Supervising Program Specialist, with a specialty designation of Epidemiology, (10-00684).
E. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	1. Approve the specialty designation of one position, #310347, job code 1126, Medical Clerk (Medical Assistant Certificate/Spanish speaking), effective 11/29/09.
Sheriff's Office	2. Approve the specialty designation of one position, #305332, job code 0305, Program Specialist (Youth Development and Crime Prevention), effective 11/29/09.
F. <u>Classification Specifications</u>	
	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for 0130, Accountant-Auditor. 2. Adopt the revised classification specification series for 0142-0145, Auditor I and Auditor II. 3. Adopt the revised classification specification for 0146, Supervising Auditor. 4. Recommend that the Board of Supervisors establish the classification specification of 0184, Transportation Services Manager and adopt the classification specification.