



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, February 11, 2009

(Minutes Subject to Approval at February 25, 2009 Meeting)

The Civil Service Commission will meet **Wednesday, February 25, 2009** at 4:00 p.m.
in Room 222 of the Lakeside Plaza Building.

PRESENT

Commissioners: **O. Long, A. Lum, B. Luna, B. Tate**
(Absent: **D. Brown-Kuria**)

Acting Director: **S. Amano**

County Counsel: **R. Karlsson**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF JANUARY 28, 2009 AS MAILED. 4-0

III. APPROVED CONSENT MATTERS - 4-0

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. CONFIDENTIAL MATTERS - APPROVED 4-0

VII. FINDINGS OF FACT AND RECOMMENDATION (S)

(For Disciplinary Matters - The Commission may refer these items for confidential discussion.)

1. Public Employee Discipline/Dismissal/Release - Case No. 08-03 (Sheriff's Office).
2. Public Employee Discipline/Dismissal/Release - Case No. 08-08 (General Services Agency).

VIII. CLOSED SESSION - HELD FOR ITEMS VII.-1. AND VII.-2.

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:

For Item VII.-1. the Commission upheld the Findings of Fact and Recommendation by a vote of 4-0 in Case #08-03.

For Item VII.-2. the Commission upheld the Findings of Fact and Recommendation by a vote of 4-0 in Case #08-08.

X. ADJOURNMENT 4-0

III. CONSENT MATTERS - APPROVED

A. Hearing Calendar

Consensus Agreement from Attorney Justine Hinderliter and Attorney Stephen M. Fuerch to consolidate Case No, 2008-13 and Case No. 2009-01.

B. Reinstatement Request(s)

Anita Johnson, Eligibility Technician I, Social Services Agency
Kerry A. Kelly, Child Welfare Worker II, Social Services Agency
Frank Sales, Clerk Intermittent I, Treasurer/Tax Collector

C. Voluntary Demotion(s)

Adeliada Bocanegra, Sheriff's Recruit to Sheriff's Technician, Sheriff's Office
Aaron Coleman, Supervising Clerk II to Administrative Specialist I, Social Services Agency
Rebecca Adrenne' Tijiboy, Sheriff's Recruit to Sheriff's Technician, Sheriff's Office

D. Examination Actions - February 4, 2009

Ordered promotional-assembled examination:
Disability Programs Manager, LDF 3/2/09
Bonds and Finance Manager, LD 3/2/09

Ordered open-assembled examinations:
Golf Course Caretaker (Hayward Parks & Recreation Dept.), LDF 3/2/09

E. Examination Actions - February 11, 2009

Ordered promotional-assembled examination:
Staff Development Specialist, LDF 3/9/09
Ordered open-assembled examinations:
Information Systems Analyst, LDF 3/9/09
Retirement Specialist I, LDF 3/9/09

Suspended continuous examination:
Accountant Auditor, #M003, effective 1/29/09

Designated Personal Computer & Network Systems Analyst, ACERA, exam #N028 as an alternate list to fill Personal Computer & Network Systems Specialist, ACERA.

F. Eligible Lists

Created, approved and ordered promulgated:
Fire Department Specialist Clerk, #N071
Gardener II, #N133
Library Assistant II, #N134
Principal Administrative Analyst, #N138
Principal Human Resource Analyst, #N082
Supervising Clerk III, #N149
Supervising Criminalist, #N140
Telecommunications Equipment Installer, #N135

III. CONSENT MATTERS - APPROVED	
G. <u>Classification Recommendations</u> - Approved	
Department:	Re:
Assessor's Office	1. Reallocate one position of 1120, Clerk II to 2508, Assessor's Technician II (09-00606). 2. Reallocate one position of 2507, Assessor's Technician II to 2508, Assessor's Technician III (09-00608). 3. Reallocate one position of 2507, Assessor's Technician II to 2508, Assessor's Technician III (09-00720).
Health Care Services Agency	4. Reallocate one position of 0416, Information Systems Specialist to 0418, Technical Support Analyst (09-00346).
Probation Department	5. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (Specialty Designation: Spanish Speaking) (08-01364).
Sheriff's Office	6. Reallocate one position of 1862, Senior Offset Equipment Operator to 8530, Manager, Photographic and Printing Services (09-00792).
Social Services Agency	7. Reallocate one position of 6715, Social Worker II to 6720, Social Worker III (09-00347). 8. Reallocate one position of 6715, Social Worker II to 6720, Social Worker III (09-00348). 9. Reallocate one position of 6715, Social Worker II to 6720, Social Worker III (09-00349). 10. Reallocate one position of 1120, Clerk II to 1131, Data Input Clerk (09-00777). 11. Reallocate three positions of 1090, Retired Annuitant I to 1091, Retired Annuitant II (09-00782).
Zone 7	12. Allocate one additional position of 4935, Safety Technician II, Zone 7 (09-00714).

III. CONSENT MATTERS - APPROVED

H. Specialty Designations - Approved

Department:

Health Care Services Agency

Re:

1. Remove the specialty designation, #311091, job code #5799, Nutrition Assistant II, (Spanish Speaking Specialty), effective 2/22/09.
2. Remove the specialty designation, #311122, job code #0419, Information Systems Analyst (System Administration Specialty), effective 2/22/09.
3. Approve the specialty designation, # 309992, #0308, Supervising Program Specialist, (Community Organizing Specialty), effective 2/22/09.
4. Approve the specialty designation, #400172, job code #6701, Community Outreach Worker II, (Spanish Speaking Specialty), effective 2/22/09.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Stephen Amano, Acting Secretary