



***Summary Action Minutes***  
**ALAMEDA COUNTY**  
***CIVIL SERVICE COMMISSION***

**Wednesday, March 11, 2009**

**(Minutes Subject to Approval at March 25, 2009 Meeting)**

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

**PRESENT**

Commissioners: **All Present**

Acting Director: **S. Amano**

County Counsel: **R. Karlsson**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF FEBRUARY 25, 2009 AS MAILED. 5-0**

**III. APPROVED CONSENT MATTERS - 5-0**

**IV. COMMUNICATION(S) No Actions**

**V. APPEALS (Non-Disciplinary Matters) No Actions**

**VI. CONFIDENTIAL MATTERS APPROVED 5-0**

**VII. FINDINGS OF FACT AND RECOMMENDATION (S) No Actions**  
(For Disciplinary Matters - The Commission may refer these items for confidential discussion.)

**VIII. PUBLIC COMMENTS:**  
**Rudy Esparza introduced a new staff member of the Human Resources Services Department, Jennifer Brizel, Principal Human Resource Analyst.**

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

**X. ADJOURNMENT - 5-0**

**III. CONSENT MATTERS - APPROVED**

**A. Reinstatement Request(s)**

Shella Cabradilla, Clerk Intermittent I, Registrar of Voters  
 Stefanie Taylor, Procurement & Contracts Specialist II, General Services Agency

**B. Examination Actions - March 4, 2009**

Reopened continuous examination:  
 Account Clerk I, LDF 3/20/09

**C. Examination Actions - March 11, 2009**

Ordered open-assembled examination:  
 Management Analyst, LDF 4/6/09

Ordered open-continuous examination:  
 Payroll Records Clerk, LDF 4/6/09

Suspended continuous examinations:  
 Registered Nurse I, exam #J065, effective 2/26/09  
 Registered Nurse II, exam #J064, effective 2/26/09

**D. Eligible Lists**

Created, approved and ordered promulgated:  
 Associate Deputy Public Defender, #M137  
 Criminalist I, #N153  
 Social Services Program Manager, #N132  
 Training Officer, Behavioral Health Care Services, #N101

**E. Classification Recommendations - Approved**

<b>Department:</b>	<b>Re:</b>
Community Development Agency	1. Reallocate one position of 2953, Assistant Deputy Director, Community Development Agency to 2954, Director of Operations & Management Services, Community Development Agency (09-00492).
County Administrator's Office	2. Reallocate one position of 0299N, Administrative Intern Services-As-Needed to 1091, Retired Annuitant II (09-00888).

<b>III. CONSENT MATTERS - APPROVED</b>	
<b>E. <u>Classification Recommendations</u> - Approved</b>	
<b>Department:</b>	<b>Re:</b>
County Counsel	3. Allocate one additional position of 1091, Retired Annuitant II (09-00864).
Health Care Services Agency	4. Reallocate one position of 5789, Assistant Director, Emergency Services Medical District to 5083, Deputy Division Director, Public Health (09-00325).  5. Reallocate one position of 5660, Registered Environmental Health Specialist Trainee to 5665 Registered Environmental Health Specialist (09-00893).
Retirement Association	6. Reallocate one position of 1091, Retired Annuitant II to 1120, Clerk II (09-00921).
Social Services Agency	7. Reallocate one position of 1090, Retired Annuitant I to 1091, Retired Annuitant II (09-00662).  8. Reallocate one position of 1120, Clerk II to 6797, Staff Development Supervisor (09-00848).
<b>G. <u>Classification Specifications</u> - Approved</b>	
	1. Adopt the revised classification specification for 0247, Program Manager, Alameda County Art Commission.  2. Recommend that the Board of Supervisors establish the classification specification 2090, Public Art Program Coordinator and adopt the classification specification.  3. Revise and retitle 0471, Workforce Planning and Development Center Manager to 0471, Workforce Planning and Development Manager and adopt the revised classification specification.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

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Stephen Amano, Acting Secretary