



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, May 20, 2009

(Minutes Subject to Approval at June 3, 2009 Meeting)

The Civil Service Commission will meet **Wednesday, June 3, 2009** at 4:00 p.m.
in Room 222 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**

Interim Secretary: **K. Winer**

County Counsel: **B. Washington**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF MAY 6, 2009 AS MAILED. 5-0

III. APPROVED CONSENT MATTERS - 5-0

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services staff regarding the appeal of Kathy Rieves, request for reconsideration of denial of reclassification of Legal Secretary to Criminal Legal Secretary.

STAFF RECOMMENDATION: Appeal Denied 4-1
(Ayes: Brown-Kuria, Lum, Luna, Tate - Noes: Long)

VI. CONFIDENTIAL MATTERS - APPROVED 5-0

VII. FINDINGS OF FACT AND RECOMMENDATION (S) No Actions

VIII. PUBLIC COMMENTS:

Rudy Esparza, Principal Analyst for Human Resource Services informed the Commission that several more classification appeals will be forthcoming in the next few months.

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

Decision was made to schedule a Civil Service Commission Retreat for July 15, 2009 at 12 noon at the Conference Center. The regularly scheduled Civil Service Meeting will be held at 4:00 pm on July 15, 2009 as posted.

X. ADJOURNMENT 5-0

III. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

Barbara Becker, Program/Financial Specialist, Health Care Services Agency

B. Examination Actions - May 13, 2009

Ordered open-assembled examinations:

Clinical Case Manager, School-Based, LDF 6/8/09

Marriage & Family Therapist II, LDF 6/8/09

Redevelopment Specialist II, LDF 6/8/09

Estate Manager/Investigator, LDF 6/8/09

Assessor's Technician I, LDF 6/8/09

Ordered Reopen continuous examination:

Accounting Specialist II, LDF 5/22/09

Suspended continuous examination:

Retirement System Program Analyst, ACERA, #O008, effective 5/13/09

Terminated eligible list:

Mental Health Specialist II (Consumer Option), #M062

Designated Secretary II (STEP UP), exam #1220S as an alternate list for Secretary I (STEP UP).

C. Examination Actions - May 20, 2009

Reopened continuous examination:

Eligibility Technician I, LDF 6/3/09

Eligibility Technician III (Promotional), LDF 6/29/09

Miscellaneous:

Changed Eligibility Technician III (Promotional), exam #N146, from an assembled examination to a continuous examination effective 12/3/08.

D. Eligible Lists

Created, approved and ordered promulgated:

Fire Engineer, #O001

Information Systems Analyst, #O014

Library Clerk I (Promotional), #O021

Manager, Photographic and Printing Services Unit, #O028

Retirement Specialist I, #O017

Supervising Microbiologist, #O030

Staff Development Specialist, #O016

III. CONSENT MATTERS - APPROVED

E. Classification Recommendations - Approved

Department:	Re:
County Administrator's Office	1. Allocate one additional position of 0270P, Economic Development Analyst II (Project) (09-01351).
County Counsel	2. Allocate four additional positions of 3230P, Deputy County Counsel (Project) (09-00932). 3. Allocate one additional position of 1242P, Civil Legal Secretary (Project) (09-00935). 4. Allocate one additional position of 1583P, Civil Paralegal (Project) (09-00936).
Health Care Services Agency	5. Reallocate one position of 6510P, Psychiatric Social Worker II (Project) to 6510, Psychiatric Social Worker II (09-01340). 6. Reallocate one position of 0419, Information Systems Analyst to 0418, Technical Support Analyst (09-01701). 7. Reallocate one position of 0419, Information Systems Analyst to 0418, Technical Support Analyst (09-01702). 8. Reallocate one position of 1305, Account Clerk I to 0214, Financial Services Specialist II (09-01726).
Retirement	9. Reallocate one position of 1129, Specialist Clerk II to 0219, Administrative Specialist II (09-00736).
Social Services Agency	10. Reallocate twenty-four positions of 1471, Eligibility Technician II to 1120P, Clerk II (Project) (09-01313).
Zone 7	11. Allocate one additional position of 4966, Associate Control Systems Engineer, Zone 7 (09-00818). 12. Allocate one additional position of 4996, Electrician, Zone 7 (09-01349). 13. Allocate two additional positions of 4994, Instrument Technician, Zone 7 (09-01350).

III. CONSENT MATTERS - APPROVED

F. Specialty Designations - Approved

Department:	Re:
Auditor-Controllers Agency	1. Approve the specialty designation of one position, #300231, job code #0419, Information Systems Analyst, (Network/Server Administration Specialty), effective 5/31/09.
Public Works Department	2. Approve the specialty designation of one position, #303400, job code #2015, Assistant Engineer, (Hydrology/Hydraulics Specialty), effective 5/31/09. 3. Approve the specialty designation of one position, #303424, job code #2020, Associate Engineer, (Hydrology/Hydraulics Specialty), effective 5/31/09.

G. Classification Specifications - Approved

	<ol style="list-style-type: none"> 1. Adopt the revised classification specification for #4903, Assistant General Manager, Finance, Zone 7. 2. Recommend that the Board of Supervisors establish the classification specification #4905, Assistant General Manager, Personnel, Zone 7 and adopt the classification specification. 3. Adopt the revised classification specification series for #0250, Economic Development Analyst Trainee, #0251, Economic Development Analyst I, #0270, Economic Development Analyst II. 4. Revise and retitle #5644, Clinical Pharmacist Specialist to #5644, Pharmacist, Behavioral Health Care Services and adopt the revised classification specification. 5. Recommend that the Board of Supervisors establish the classification specification #5645, Senior Pharmacist, Behavioral Health Care Services and adopt the classification specification.
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ADJOURNMENT

There being no further business, the meeting was adjourned.

Kay Winer, Interim Secretary