



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, January 4, 2017

(Minutes Subject to Approval at January 18, 2017 Meeting)

The Civil Service Commission will meet **Wednesday, January 18, 2017 at 4:00 p.m.**
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**

Secretary: **K. Mount**

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF DECEMBER 7, 2016 AS MAILED. 5-0

III. APPROVED CONSENT MATTERS - Pages 3 - 9 5-0

IV. COMMUNICATION(S) No Actions

V. APPEALS (Non-Disciplinary Matters) No Actions

VI. ELECTION OF CIVIL SERVICE COMMISSION OFFICERS

The Commission unanimously voted 5-0 to re-elect Commissioner Ben Tate for President and Commissioner Arlene Lum as Vice-President to the Civil Service Commission.

VII. CLOSED SESSION - HELD for Item VII.-1.

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2016-08; – OAH No. 2016051245 (Sheriff's Office). **4-1**
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Four cases)
3. **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:

For Closed Session Item VII.-1. the Commission voted 4-1 to adopt the Findings of Fact and uphold the decision of the Administrative Law Judge.

(Ayes: Booth, Chang, Lum, Tate Noes: Luna)

IX. PUBLIC COMMENTS:

Deputy County Counsel, Beatrice Liu, spoke in support of Item VII.-1.

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

Interim HRS Director, Kathy Mount introduced the three new Human Resource Services Trainees: Lee Lewis, Jessica Cherry and Megan O'Donoghue.

XI. ADJOURNMENT 5-0

III. CONSENT MATTERS - APPROVED

A. Hearing Calendar

1. Correspondence from James Henderson, attorney with Messing Adams & Jasmine, requesting an appeal hearing for Case No. 2017-01. Set for hearing.
2. Correspondence from Michael Rains, attorney with Rains Lucia Stern, requesting an appeal hearing for Case No. 2017-02. Set for hearing.
3. Correspondence from the Law Offices of William Rapoport, requesting an appeal hearing for Case No. 2017-03. Set for hearing.

B. Reinstatement Request(s)

1. Ana Clara Mesquita, Procurement and Contracts Specialist I, General Services Agency
2. Ronald H. Broach, Deputy Sheriff's Recruit, Sheriff's Office
3. Robert M. Palma, Deputy Sheriff's Recruit, Sheriff's Office
4. Karina Gonzalez, Specialist Clerk I, Social Services Agency

C. Voluntary Demotion(s)

1. Susan Canalin, Administrative Specialist II to Departmental Personnel Officer Trainee, General Services Agency

D. Examination Actions – for CSC Meeting of January 4, 2017

Ordered on 12/16/16 promotional-assembled examination:

1. Chief, Appraisal Division, LDF 1/10/17

Ordered on 12/22/16 promotional-assembled examination:

2. Supervising Eligibility Technician, LLDF 1/17/17

Ordered on 11/2/16 open-assembled examination:

3. Senior Billing Technician, LDF 11/28/16

Ordered on 11/23/16 open-assembled examination:

4. Behavioral Health Clinician I, LDF 12/19/16

Ordered on 11/29/16 open-assembled examination:

5. Deputy Public Defender, LDF 1/6/17

Ordered on 12/1/16 open-assembled examination:

6. Deputy Sheriff's Recruit, LDF 12/27/16

Ordered on 12/2/16 open-assembled examination:

7. Supervising DNA Criminalist, LDF 12/27/16

Ordered on 12/6/16 open-assembled examination:

8. Medical Records Manager, LDF 1/3/17

Ordered on 12/9/16 open-assembled examination:

9. Medical Transcriptionist, LDF 1/3/17

Ordered on 12/12/16 open-assembled examination:

10. Family Support Case Manager, LDF 1/6/17

11. Mental Health Specialist II, LDF 1/6/17

III. CONSENT MATTERS - APPROVED

D. Examination Actions – for CSC Meeting of January 4, 2017 - continued

Ordered on 12/13/16 open-assembled examination:

12. Principal Librarian, LDF 1/9/17

Ordered on 12/14/16 open-assembled examination:

13. Senior Supervising Auditor, LDF 1/9/17

Ordered on 12/16/16 open-assembled examination:

14. Building Maintenance Worker II, LDF 1/10/17

Ordered on 12/19/16 open-assembled examination:

15. Fire Department Telecommunication Technician, LDF 1/13/17

Ordered on 12/20/16 open-assembled examination:

16. Estate Investigator, LDF 1/17/17

Ordered on 12/23/16 open-assembled examination:

17. Specialist Clerk II, LDF 1/17/17

Ordered on 12/30/16 open-assembled examination:

18. Principal Auditor, LDF 1/24/17

Ordered open-continuous examination:

19. Assistant Public Guardian-Conservator, LDF 1/14/17

Terminated eligible list:

20. Retirement Support Specialist, #15-1344-01, effective 12/5/16

Reinstated eligible lists:

21. Stationary Engineer, General Services Agency, #14-9670-01, terminate on 2/28/17

22. Fingerprint Technician, #14-1283-01, terminate on 6/6/17

23. Deputy Sheriff's Recruit, #15-8601-01, terminate on 8/31/17

24. Sheriff Safety Aide, #14-8752-01, terminate on 1/30/17

Extended eligible lists:

25. Child Support Supervisor II, #14-1406-01, terminate on 6/30/17

26. Child Support Program Manager, #14-1410-01, terminate on 6/30/17

27. Employment Counselor, #15-6784-01, terminate on 6/9/17

28. Supply Clerk I, #15-1705-01, terminate on 6/9/17

29. Account Clerk II, #15-1310-01, terminate on 7/6/17

30. Pediatric Occupational Therapist, #14-5850-01, terminate on 12/30/17

31. Pediatric Physical Therapist, #14-5860-01, terminate on 12/30/17

32. Registered Nurse II, #14-5305-01, terminate on 12/30/17

33. Sr. Registered Environmental Health Specialist, #15-5667-01, terminate on 7/6/17

34. Vector Control Biologist Supervisor, #15-5667-01, terminate on 7/6/17

35. Assistant Public Defender, #15-3126-01, terminate on 2/3/18

III. CONSENT MATTERS - APPROVED

D. Examination Actions – for CSC Meeting of January 4, 2017 - continued

- 36. Designated the Disability Program Supervisor, #16-0468-01 as an alternate list for Disability Program Case Manager (#0467).

Miscellaneous:

- 37. Extended the last day for filing for Treasurer-Tax Collector Specialist III, exam #16-1603-01, to 12/27/16.
- 38. Consolidated the Deputy Sheriff’s Recruit exams #15-8601-01 and exam #15-8601-02 effective 12/18/16.
- 39. Effective 11/14/16, extended the last day for filing for Fire Department Financial Services Analyst, exam #16-8175-01 to 1/17/17.

E. Eligible Lists

Created, approved and ordered promulgated:

- 1. ACCESS Program Clinical Manager, #16-6517-01
- 2. Accountant (Promotional), #16-0132-01
- 3. Administrative Analyst, #16-0245-01
- 4. Appeals Officer, #16-6738-01
- 5. Auditor, #16-0143-01
- 6. Clinical Case Manager, #16-6643-01
- 7. Program Specialist (Dental Specialist), #15-0305-05
- 8. Program Specialist (Early Care and Education), #16-0305-03
- 9. Senior Clinical Case Manager, CHSC, #16-6646-01
- 10. Senior Code Enforcement Investigator, #16-8764-01
- 11. Senior Vector Control Biologist, #16-5691-02
- 12. Social Worker I, #16-6710-01
- 13. Supervising Legal Clerk, #16-1514-01
- 14. Survey Technician I, #16-2140-01

F. Classification Recommendations - Approved

Department:	Re:
Alameda County Fire Department	1. Reallocate one position of 8154, Fire Department Secretary II to 8159, Fire Department Specialist Clerk (17-28904).
Community Development Agency	2. Allocate two additional positions of 2966, Housing & Community Development Specialist III (17-28796).

III. CONSENT MATTERS - APPROVED

F. Classification Recommendations - Approved

Department:	Re:
General Services Agency	3. Reallocate one position of 9218, Carpenter Assistant to 9125, Building Maintenance Laborer (17-28901). 4. Reallocate one position of 0194, Deputy Director, General Services Agency to 0185, Procurement Administrator (17-28969).
Health Care Services Agency	5. Reallocate one position of 0214, Financial Services Specialist II to 0207, Senior Management Analyst (17-28788). 6. Allocate one additional position of 1142, Administrative Assistant (17-28883). 7. Allocate one additional position of 1142P, Administrative Assistant Project (17-28884). 8. Allocate one additional position of 0219P, Administrative Specialist II Project (17-28885). 9. Allocate one additional position of 0214P, Financial Services Specialist II Project (17-28886). 10. Allocate one additional position of 0219P, Administrative Specialist II Project (17-28887). 11. Allocate one additional position of 0305P, Program Specialist Project (17-28888). 12. Allocate one additional position of 0320, Public Information Specialist (17-28889). 13. Allocate one additional position of 1129P, Specialist Clerk II Project (17-28891). 14. Allocate one additional position of 1142P, Administrative Assistant Project (17-28892). 15. Allocate one additional position of 0325P, Community Relations Coordinator Project (17-28893). 16. Allocate one additional position of 0416P, Information Systems Specialist Project (17-28894). 17. Allocate one additional position of 0206P, Management Analyst Project (17-28895). 18. Allocate two additional positions of 0305P, Program Specialist Project (17-28896).

III. CONSENT MATTERS - APPROVED

F. Classification Recommendations - Approved

Department:	Re:
Health Care Services Agency	19. Allocate one additional position of 1215P, Secretary I Project (17-28897). 20. Allocate one additional position of 0207P, Senior Management Analyst Project (17-28902). 21. Allocate one additional position of 0207P, Senior Management Analyst Project (17-28903). 22. Allocate one additional position of 1142, Administrative Assistant (17-28941). 23. Allocate one additional position of 0206, Management Analyst (17-28942). 24. Allocate one additional position of 5645, Senior Pharmacist, Behavioral Health Care Services (17-28944). 25. Allocate one additional position of 6910P, Recruitment Specialist, HCSA Project (17-28964). 26. Reallocate one position of 6927P, Program Services Coordinator Project to 6927, Program Services Coordinator (School Health Services Specialty) (17-28966). 27. Reallocate one position of 0278P, Human Resources Technician Project to 0278, Human Resources Technician (17-28968). 28. Reallocate one position of 1314, Accounting Specialist I to 0132, Accountant (17-28988).
Human Resource Services	29. Reallocate one position of 0460, Departmental Personnel Officer I to 0467, Disability Program Case Manager (Disability Program Administration) (17-28070). 30. Reallocate one position of 0460, Departmental Personnel Officer I to 0467, Disability Program Case Manager (Disability Program Administration) (17-28071). 31. Reallocate one position of 0460, Departmental Personnel Officer I to 0467, Disability Program Case Manager (17-28074). 32. Reallocate one position of 0460, Departmental Personnel Officer I to 0467, Disability Program Case Manager (17-28075). 33. Reallocate one position of 1120, Clerk II to 1129, Specialist Clerk II (17-28970).

III. CONSENT MATTERS - APPROVED

F. Classification Recommendations - Approved

Department:	Re:
Human Resource Services	34. Reallocate two positions of 1128, Specialist Clerk I to 1129, Specialist Clerk II (17-28971). 35. Reallocate one position of 1128, Specialist Clerk I to 1129, Specialist Clerk II (17-28972). 36. Reallocate one position of 0460, Departmental Personnel Officer I to 0467, Disability Program Case Manager (Disability Program Administration) (17-28975). 37. Reallocate one position of 0610N, Professional Technical Specialist I Services-As-Needed TAPN to 0462, Departmental Personnel Officer II (17-28976). 38. Reallocate one position of 0610N, Professional Technical Specialist I SAN TAPN to 0219, Administrative Specialist II (17-28996).
Information Technology	39. Reallocate one position of 1310, Account Clerk II to 1305, Account Clerk I (17-28961). 40. Reallocate eleven positions of 1852 Senior Technology Project Manager to 1868, Applications Systems Engineer III (17-28963).
Public Works Agency	41. Reallocate one position of 9355, Heavy Equipment Operator to 9531, Public Works Fleet and Information Systems Manager (17-28905).

G. Specialty Designations - Approved

Department:	Re:
Health Care Services Agency	1. Remove the specialty designation of five position #310583, 310584, 310585, 310586, 310587, job code 6640, Rehabilitation Counselor II, (Vocation Rehabilitation Specialty), effective 12/31/16. 2. Remove the specialty designation of one position #310589, job code 6640, Rehabilitation Counselor II, (Rehabilitation Spanish Speaking Specialty), effective 12/31/16. 3. Approve the specialty designation of six positions #310583, 310584, 310585, 310586, 310587, 310589; job code 6640, Rehabilitation Counselor II, (Vocational Services Specialty), effective 1/15/17.

III. CONSENT MATTERS - APPROVED

H. Classification Specifications - Approved

1. Adopt the revised classification specification for 1288, Central Identification Bureau Manager.
2. Recommend that the Board of Supervisors establish the classification of 0193, Chief Deputy, Administration, General Services Agency and adopt the classification specification.
3. Adopt the revised classification specification for 2952, Deputy Director, Community Development Agency.
4. Adopt the revised classification specification for 8214, Fire Department Telecommunication Technician.
5. Revise and retitle 1283, Fingerprint Technician and adopt the revised classification specification.
6. Adopt the revised classification specification for 1286, Identification Supervisor.
7. Adopt the revised classification specification for 8522, Latent Fingerprint Examiner.

ADJOURNMENT

There being no further business, the meeting was adjourned.



Kathy Mount, Secretary to Civil Service Commission