



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, March 1, 2017

(Minutes Subject to Approval at March 15, 2017 Meeting)

The Civil Service Commission will meet **Wednesday, March 15, 2017** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **All Present**
(Remote locations: S. Booth and B. Luna)

Secretary: **K. Mount**

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF FEBRUARY 15, 2017 AS MAILED. 5-0

III. PUBLIC COMMENTS: None

IV. APPROVED CONSENT MATTERS - Pages 2 - 4 5-0

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
(Six cases)
2. **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: No Actions

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

Interim Director, Kathy Mount, announced that at the next meeting on March 15, 2017, there will be a training presentation for the Commissioners on the Classification process.

X. ADJOURNMENT 5-0

III. CONSENT MATTERS - APPROVED

A. Hearing Calendar

Correspondence from the Office of Administrative Hearings, order to dismiss Case No. 2016-17; OAH No. 2016100298; both parties have reached a settlement agreement. Removed from hearing calendar.

B. Voluntary Demotion(s)

Lisa Pauline Baria, Emergency Services Dispatcher I to Sheriff's Technician, Sheriff's Office

C. Examination Actions – for CSC Meeting of March 1, 2017

Ordered on 1/13/17 open assembled examinations:

1. Civil Legal Secretary, LDF 2/14/17

Ordered on 2/4/17 open assembled examinations

2. Information Systems Specialist, LDF 3/1/17

Ordered on 2/14/17 open assembled examinations

3. Rehabilitation Counselor II, LDF 3/13/17

Ordered on 2/15/17 open assembled examinations

4. Family Support Care Coordinator, LDF 3/13/17

Ordered on 2/15/17 open assembled examinations

5. Community Outreach Worker II, LDF 3/13/17

Reinstated eligible lists:

6. Specialist Clerk II, #15-1129-01, terminate on 4/15/17

7. Supervising Clerk II, #15-1129-01, terminate on 4/1/17

Extended eligible list:

8. Captain, #14-8625-01, terminate on 9/2/17

Miscellaneous:

9. Extended the last day for filing for Fire Information Systems Manager, exam #16-8211-01 from 2/7/17 to 2/21/17.

10. Extended the last day for filing for Civil Legal Secretary, exam #17-1242-01, from 2/7/17 to 2/22/17.

D. Eligible Lists

Created, approved and ordered promulgated:

1. Behavioral Health Clinical Supervisor, #16-6525-01

2. Building Inspector II, #16-8310-01

3. Deputy Director, General Services Agency (Capital Programs), #16-0194-01

4. Family Support Case Manager, #16-6707-01

5. Fire Department Telecommunication Technician, #16-8214-01

III. CONSENT MATTERS - APPROVED

D. Eligible Lists - continued

Created, approved and ordered promulgated:

6. Graphic Designer, #16-1865-01
7. Principal Librarian, #16-4180-01
8. Procurement Administrator, #16-0185-01
9. Programs Performance Management and Accreditation Director, #16-5760-01
10. Social Worker II, #16-6715-01

E. Classification Recommendations - Approved

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 6706, Family Support Care Coordinator to 6707, Family Support Case Manager (17-29170). 2. Reallocate one position of 6706, Family Support Care Coordinator to 6707, Family Support Case Manager (17-29171). 3. Reallocate one position of 0207P, Senior Management Analyst Project to 0315P, Health Care Program Administrator II Project (Homeless Program Specialty) (17-29176). 4. Reallocate one position of 0220, Supervising Administrative Specialist to 0219, Administrative Specialist II (17-29177). 5. Reallocate one position of 6706, Family Support Care Coordinator to 6707, Family Support Case Manager (17-29206). 6. Reallocate one position of 6706, Family Support Care Coordinator to 6707, Family Support Case Manager (17-29207).
Sheriff's Office	<ol style="list-style-type: none"> 7. Reallocate one position of 1310, Account Clerk II to 1314, Accounting Specialist I (17-28388). 8. Reallocate one position of 1142, Administrative Assistant to 8755, Sheriff's Technician (17-29182).

III. CONSENT MATTERS - APPROVED

F. Specialty Designations - Approved

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none">1. Approve the specialty designation for one position #310798, job code 6510, Behavioral Health Clinician II, (Male Only Specialty), effective 3/12/17.2. Approve the specialty designation for one position #402400, job code 0305P, Program Specialist Project (Quality Improvement Specialty), effective 3/12/17.
Public Defender	<ol style="list-style-type: none">3. Approve the specialty designation for one position #301593, job code 3125, Deputy Public Defender (Realignment Specialty), effective 3/12/17.

G. Classification Specifications - Approved

	<ol style="list-style-type: none">1. Adopt the revised classification specification for 9230, Electrician.2. Recommend that the Board of Supervisors establish the classification of 5782, Epidemiology Research Scientist and adopt the classification specification.3. Adopt the revised classification specification for 6056, Workforce Board Systems Administrator.
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ADJOURNMENT

There being no further business, the meeting was adjourned.



Kathy Mount, Secretary to Civil Service Commission