



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

Wednesday, May 10, 2017

(Minutes Subject to Approval at May 24, 2017 Meeting)

The Civil Service Commission will meet **Wednesday, May 24, 2017** at 4:00 p.m.
in Room 201 of the Lakeside Plaza Building.

PRESENT

Commissioners: **S. Booth, D. Chang, B. Luna, B. Tate**
(Absent: **A. Lum**)

Secretary: **K. Mount**

County Counsel: **A. Weddle**

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF APRIL 26, 2017 AS MAILED. 4-0

III. PUBLIC COMMENTS: None

IV. APPROVED CONSENT MATTERS - Pages 3 - 5 4-0

V. COMMUNICATION(S) No Actions

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION - HELD for Items VII.-1. And VII.-2.

1. Request for Stay of Administrative Appeal Hearing - Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957 - Case No. 2017-02 (Sheriff's Office). **Granted 4-0**
2. Request for Stay of Administrative Appeal Hearing - Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957 - Case No. 2017-03 (Sheriff's Office). **Granted 4-0**
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Four cases)
4. **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. by a vote of 4-0 the Commission granted the request for a stay of the Administrative Appeal Hearing and approved the execution of the proposed order.

For Closed Session Item VII.-2. by a vote of 4-0 the Commission granted the request for a stay of the Administrative Appeal Hearing and approved the execution of the proposed order.

IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: None

X. ADJOURNMENT 4-0

IV. CONSENT MATTERS - APPROVED

A. Reinstatement Request(s)

1. Renita Alexander, Procurement & Contracts Assistant, General Services Agency
2. Brian Chao, Retirement Specialist I, Alameda County Retirement (ACERA)
3. Evelyn Pang Hom, Library Clerk II Services-As-Needed, Library
4. Lorna Kata, Account Clerk II, Sheriff's Office
5. Melissa Shkidt, Library Page, Library
6. Saundra A. Gatson, Civil Legal Secretary, Office of the County Counsel

B. Examination Actions – for CSC Meeting of May 10, 2017

Ordered on 5/1/17 promotional-assembled examination:

1. Principal Engineer, Geologist, Zone 7, LDF 5/25/17

Ordered on 4/20/17 open-assembled examination:

2. Senior Accountant, LDF 5/15/17

Ordered on 4/21/17 open-assembled examination:

3. Medical Clerk, LDF 5/16/17

Ordered on 4/25/17 open-assembled examination:

4. Deputy Director Behavioral Health Care Services, LDF 5/22/17

Ordered on 4/26/17 open-assembled examination:

5. Park Maintenance Worker, Hayward Area Recreation & Park Dist., LDF 5/22/17

Ordered on 4/28/17 open-assembled examination:

6. Environmental Project Manager, LDF 5/23/17

Ordered on 5/5/17 open-assembled examination:

7. Heavy Truck Driver, LDF 5/30/17

Reopened on 5/2/17 continuous examination:

8. Family Support Case Manager, LDF 5/15/17

Terminated eligible lists on 4/27/17:

9. Bridge Tender, #16-9616-01
10. Chief Counsel, ACERA, #16-1340-01

Extended eligible lists:

11. Program Specialist, #15-0305-14, terminate on 8/11/17
12. Specialist Clerk I, #15-1128-02, terminate on 9/8/17

Miscellaneous:

13. Corrected the opening date for Auditor Associate I, exam #17-1527-01, from 4/26/17 to open on 5/3/17 with a last day to file of 5/30/17.
14. Changed the Family Support Case Manager, exam #16-6707-01, from an assembled exam to a continuous exam effective 12/12/16.
15. Extended the last day for filing for the Building Official, exam #17-8345-01, from 4/28/17 to 5/5/17.

IV. CONSENT MATTERS - APPROVED

C. Eligible Lists

Created, approved and ordered promulgated:

1. Child Welfare Worker II, #17-6745-01
2. Information Systems Specialist, #17-0416-01
3. Principal Appraiser (Promotional), #17-2630-01
4. Program Specialist (Maternal Child Adolescent Health Option), #16-0305-02
5. Public Defender Investigator I, #17-8576-01
6. Rehabilitation Counselor II, #17-6640-01

D. Classification Recommendations - Approved

Department:	Re:
Auditor-Controller	<ol style="list-style-type: none"> 1. Reallocate one position of 0150, Senior Supervising Auditor to 0151, Principal Auditor (17-29505). 2. Reallocate one position of 0204, Management Associate II to 0151, Principal Auditor (17-29509).
Health Care Services Agency	<ol style="list-style-type: none"> 3. Reallocate one position of 0219, Administrative Specialist II to 0217, Financial Services Officer (17-29440). 4. Reallocate one position of 1310, Account Clerk II to 1128, Specialist Clerk I (17-29473). 5. Reallocate one position of 7879, Health Services Trainee to 5305, Registered Nurse II (Public Health Nurse Specialty) (17-29496).
Human Resource Services	<ol style="list-style-type: none"> 6. Reallocate one position of 0278, Human Resources Technician to 0464, Disability Programs Technician (Disability Program Administration) (17-29469). 7. Reallocate one position of 0278, Human Resources Technician to 0464, Disability Programs Technician (Disability Program Administration) (17-29470). 8. Reallocate one position of 0278, Human Resources Technician to 0464, Disability Programs Technician (17-29471).
Probation	<ol style="list-style-type: none"> 9. Reallocate one position of 6270, Camp Superintendent to 6235, Superintendent, Probation (17-27996).

IV. CONSENT MATTERS - APPROVED

D. Classification Recommendations - continued

Department:	Re:
Sheriff's Office	10. Reallocate two positions of 1093, Retired Annuitant - Safety II to 1091, Retired Annuitant II (17-29506). 11. Reallocate one position of 1314, Accounting Specialist I to 0132, Accountant (17-29508).

E. Specialty Designations Approved

Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #400894, job code 0305, Program Specialist, (Community Mental Health Specialty), effective 5/21/17. 2. Remove the specialty designation for one position #310040, job code 5305, Registered Nurse II, (Maternal Child Adolescent Health/Public Health Nurse Certification Specialty), effective 5/20/17. 3. Approve the specialty designation for one position #310040, job code 5305, Registered Nurse II, (Public Health Nurse Certification Specialty), effective 5/21/17.
Human Resource Services Department	4. Remove the specialty designation for two positions #300848, 300882, job code 0278, Human Resources Technician, (Disability Program Administration Specialty), effective 5/21/17.

F. Classification Specifications Approved

	1. Adopt the revised classification specification for 1240, Legal Secretary.
--	--

ADJOURNMENT

There being no further business, the meeting was adjourned.



Kathy Mount, Secretary to Civil Service Commission