



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

**Wednesday, June 7, 2017**

**(Minutes Subject to Approval at June 21, 2017 Meeting)**

The Civil Service Commission will meet **Wednesday, June 21, 2017** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

Commissioners: **All Present**

Secretary: **K. Mount**

Chief Assistant

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF MAY 24, 2017 AS MAILED. 5-0**

**III. PUBLIC COMMENTS:**

**Comments from Barbara Hamze, Alameda County Library, in support of Item VI.**

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

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

**VI. APPEALS (Non-Disciplinary Matters)**

Human Resource Services Staff report regarding Omar Hamze's examination appeal of Minimum Qualification determination, for the Library Clerk I and Library Clerk II Recruitments.

**STAFF RECOMMENDATION: Appeal Denied. 5-0**

**VII. CLOSED SESSION**

1. **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:**

**Commissioner Ben Tate on behalf of the entire Commission thanked Kathy Mount for her excellent work with the Civil Service Commission.**

**X. ADJOURNMENT 5-0**

#### IV. CONSENT MATTERS - APPROVED

##### A. Reinstatement Request(s)

1. Peter Baria, Information Systems Specialist, Community Development Agency
2. Qaseem Elmi, Management Analyst, Social Services Agency
3. Nicole D. Smith, Specialist Clerk II, Social Services Agency
4. Helen Yu, Accounting Specialist I, Health Care Services Agency

##### B. Voluntary Demotion(s)

1. Calista Brooks, Emergency Services Dispatcher I to Sheriff's Technician, Sheriff's Office
2. Natsanet Woldemariam, Child Welfare Worker II to Social Worker III, Social Services Agency

##### C. Examination Actions – for CSC Meeting of June 7, 2017

Ordered on 5/18/17 promotional-assembled examination:

1. Appraiser III, LDF 6/12/17

Ordered on 5/31/17 open-continuous examination:

2. Physician III (Psychiatric Specialty), LDF 6/26/17

Reopened on 5/22/17 continuous examination:

3. Field Maintenance Superintendent, LDF 6/5/17

Reopened on 5/26/17 continuous examination:

4. Child Welfare Worker II, LDF 6/7/17

Reinstated eligible list:

5. Librarian I (Services-As-Needed), #15-4130-01; terminate on 12/6/17

Designated the Deputy Director, General Services Agency (Building Maintenance

6. Department), #16-0194-02 as an alternate list for Facilities Manager.

Miscellaneous:

7. Extended the last day for filing for Benefits Analyst, #16-0282-01 from 4/17/17 to 6/2/17.
8. Extended the last day for filing for Assistant Chief Therapist, #16-5873-01 from 5/30/17 to 6/19/17.
9. Changed the Child Welfare Worker II, exam #17-6745-01 from an assembled exam to a continuous exam effective 1/10/17.
10. Extended the last day for filing for Workforce Board Systems Administrator from 5/26/17 to 6/9/17.

**IV. CONSENT MATTERS - APPROVED**

**D. Eligible Lists**

Created, approved and ordered promulgated:

1. Adult Protective Services Supervisor, #17-6770-01
2. Building Maintenance Worker II, #16-9141-01
3. Clinical Review Specialist Supervisor #17-6516-01
4. Criminalist II, #17-8524-01
5. Energy Management Technician, #17-9686-01
6. Environmental Project Manager, #17-9697-01
7. Vector Control Biologist, #17-5690-01

**E. Classification Recommendations - Approved**

Department:	Re:
Community Development Agency	1. Reallocate one position of 2966, Housing & Community Development Specialist III to 0416, Information Systems Specialist (17-29630).
General Services Agency	2. Reallocate one position of 0204, Management Associate II to 0193, Chief Deputy, Administration General Services Agency (17-29643).
Human Resource Services Department	3. Reallocate twenty positions of 0610N, Professional Technical Specialist I Services-As-Needed TAPN to 1095, Program Worker, SEIU Represented (17-29677).
Information Technology Department	4. Reallocate one position of 1305, Account Clerk I to 1310, Account Clerk II (17-29610).
Probation Department	5. Reallocate one position of 0299N, Administrative Intern Services-As-Needed to 6126, Division Director (17-29689).

**F. Specialty Designations - Approved**

Department:	Re:
Health Care Services Agency	1. Approve the specialty designation for one position #402414, job code 0305P, Program Specialist Project, (Managed Care Data Specialty), effective 6/18/17.

**IV. CONSENT MATTERS - APPROVED**

**G. Classification Specifications - Approved**

1. Recommend that the Board of Supervisors establish the classification of 6048, Assistant Chief of Policy and Standards Compliance and adopt the classification specification.
2. Recommend that the Board of Supervisors establish the classification of 6049, Chief of Policy and Standards Compliance and adopt the classification specification.
3. Adopt the revised classification specification series for 1491, Billing Technician I and 1492, Billing Technician II.
4. Adopt the revised classification specification for 1109, Library Page.
5. Revise and retitle 1293N, Clerical Assistant I (Services-As-Needed), TAP to 1293N, Administrative Support I, (Services-As-Needed) TAP and adopt the classification specification.
6. Revise and retitle 1294N, Clerical Assistant II (Services-As-Needed), TAP to 1294N, Administrative Support II, (Services-As-Needed) TAP and adopt the classification specification.
7. Revise and retitle 1781N, Information Technical Support (Services-As-Needed), TAP to 1781N, Information Systems Support I, (Services-As-Needed) TAP and adopt the classification specification.
8. Revise and retitle 1782N, Information Specialist Assistant (Services-As-Needed), TAP to 1782N, Information Systems Support II, (Services-As-Needed) TAP and adopt the classification specification.
9. Revise and retitle 0201N, Fiscal Financial Services Specialist (Services-As-Needed), TAP to 0201N, Accounting/Financial Support II, (Services-As-Needed) TAP and adopt the classification specification.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.



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Kathy Mount, Secretary to Civil Service Commission