

A G E N D A

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

Wednesday, April 22, 2020, 4:00 P.M. BY VIRTUAL TELECONFERENCE ONLY

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20, ISSUED ON MARCH 17, 2020, THIS MEETING WILL BE HELD BY TELECONFERENCE ONLY. NO PHYSICAL LOCATION WILL BE AVAILABLE FOR TELECONFERENCE MEETINGS. YOU MAY OBSERVE THE MEETING BY JOINING THE LIVE STREAMING AT https://zoom.us/j/93179523478. WRITTEN PUBLIC COMMENT MAY BE SUBMITTED BY E-MAIL TO Nina.Hinton3@acgov.org PRIOR TO THE BEGINNING OF THE MEETING. SPOKEN PUBLIC COMMENT WILL BE ACCEPTED THROUGH THE TELECONFERENCING MEETING. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND BROWN ACT, THOSE REQUIRING ACCOMODATIONS FOR THE MEETING SHOULD NOTIFY THE COMMISSION SECRETARY AT (510) 272-6435 OR Nina.Hinton3@acgov.org AT LEAST 24 HOURS PRIOR TO THE MEETING. TELECONFERENCING GUIDELINES: MEMBERS OF THE PUBLIC MAY OBSERVE AND PARTICIPATE IN MEETINGS BY FOLLOWING THE INSTRUCTIONS IN THE TELECONFERENCING GUIDELINES POSTED ON-LINE AT http://www.acgov.org/hrs/csc/calendar.htm.

Commissioner Arlene Lum, President Commissioner Barbara Luna, Vice-President Commissioner Dan Chang Commissioner Ross Peterson Joe Angelo, Secretary to
Civil Service Commission
Andrea Weddle, Chief Assistant County Counsel

- I. CALL TO ORDER
- II. APPROVE THE MINUTES OF APRIL 8, 2020 AS MAILED.
- **III. PUBLIC COMMENTS:**
- IV. APPROVE CONSENT MATTERS Pages 3 5
- V. COMMUNICATION(S)

From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820, Duration of Probation Period

STAFF RECOMMENDATION: Adopt Rule Change

VI. APPEALS (Non-Disciplinary Matters)

VII. CLOSED SESSION

- 1. Public Employee pursuant to Government Code §54957: Job Code 1132, Eligibility Support Clerk, Social Services Agency
- 2. <u>Conference with Legal Counsel Potential Litigation</u>: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9
- VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:
 - IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:
 - X. ADJOURNMENT

IV. CONSENT MATTERS

A. Reinstatement Request(s)

- 1. Kara Anderson, Departmental Human Resources Officer Trainee, Health Care Services Agency
- 2. Robert Madison, Management Analyst, General Services Agency
- 3. Maria Araujo Medina, Financial Services Specialist II, Health Care Services Agency
- 4. Rodrigo Orduna, Assistant Deputy Director, CDA, Community Development Agency
- 5. TaNisha Young, Supervising Clerk II, Probation Department
- 6. May Fung, Program Specialist, Health Care Services Agency

B. Examination Actions – for CSC Meeting of April 22, 2020

Promotional Assembled Examinations:

Order on 4/13/20

1. Social Work Supervisor, LDF 5/14/20

Open-Assembled Examinations:

Order on 3/30/20

2. Maintenance & Construction Supervisor, Zone 7, LDF 4/24/20

Order on 3/31/20

3. Senior Therapist, LDF 4/24/20

Order on 4/3/20

4. Program Specialist (Registered Dietitian and Certified Diabetes Educator), LDF 4/27/20 Order on 4/6/20

5. Associate Civil Engineer/Professional Geologist, Zone 7, LDF 4/30/20

Order on 4/9/20

6. Assistant Chief Probation Officer, LDF 5/4/20

Order on 4/10/20

7. Deputy Chief Probation Officer, LDF 5/4/20

Order on 4/10/20

8. Safety Officer, LDF 5/4/20

Order on 4/15/20

9. Labor Relations Analyst II, LDF 5/15/20

Order on 4/17/20

10. Fire Department Mechanic II, LDF 5/11/20

IV. CONSENT MATTERS

B. <u>Examination Actions – for CSC Meeting of April 22, 2020</u>

Continuous Examinations:

Reopen on 3/27/20

11. Deputy Sheriff's Recruit, LDF 4/28/20

Reopen on 4/6/20

12. Deputy Sherriff I (POST Graduate), LDF 5/1/20

Reopen on 4/6/20

13. Deputy Sherriff II (Lateral), LDF 5/1/20

Extend the Eligible List

- 1. Lead Call Center Representative, DCSS (Promotional), #17-1155-01, Termination on 8/25/20
- 2. Designate the Registered Nurse II (PHN Option), #19-5305-01, as an alternate list for Registered Nurse II (5305)
- 3. Designate the Specialist Clerk II, #19-1129-01, as an alternate list for Specialist Clerk I (Spanish Speaking) (1128)
- 4. Designate the Financial Services Director, HCSA, #20-0225-01, as an alternate list for Financial Service Director, SSA (6075)

B. <u>Examination Actions – for CSC Meeting of April 22, 2020</u>

Miscellaneous:

- 1. Extend the last day for filing for Deputy Public Defender, exam #20-3125-01 from 03/30/20 to 04/13/20
- 2. Extend the last day for filing for Sustainability Project Manager (Sustainable Transportation Program), exam #20-0176-01, from 3/30/20 to 4/30/20
- 3. Extend the last day for filing for Library Assistant Manager, exam #19-4203-01 from 3/30/20 to 5/1/20
- 4. Extend the last day for filing for Hazardous Materials Specialist (Certified Unified Program Agency (CUPA) Specialty), exam #20-5650-01 from 4/10/20 to 5/4/20
- 5. Extend the last day for filing for Employment Specialist II, Behavioral Health Care Services, exam #19-6782-01 from 4/6/20 to 5/4/20
- 6. Extend the last day for filing for Juvenile Institutional Officer Associate, exam #19-6214-01 from 4/9/20 to 5/11/20
- 7. Extend the last day for filing for Financial Services Specialist I, exam #20-0213-01 from 4/13/20 to 5/11/20

IV. CONSENT MATTERS

B. <u>Examination Actions – for CSC Meeting of April 22, 2020</u>

Miscellaneous:

- 8. Extend the last day for filing for Procurement and Contract Supervisor, Zone 7, exam #20-4956-01 from 4/17/20 to 5/15/20
- 9. Extend the last day for filing for Maintenance and Construction Supervisor, Zone 7, exam #20-4998-01 from 4/24/20 to 5/22/20
- 10. Cancel the Assistant County Counsel, exam #20-3245-01, effective 3/16/20

C. <u>Eligible Lists</u>

Create, approve and order promulgated:

- 1. Human Resources and Risk Management Analyst, HARD, #20-9999-08
- 2. Deputy Probation Officer II, #19-6110-01
- 3. Bridge and Pump Supervisor, exam #19-9521-01

D. Classification Recommendations

Department:	Re:
Fire Department	 Allocate six additional positions of 8191, Fire Department Retired Annuitant (20-35010) Allocate six additional positions of 8192, Fire Department Retired Annuitant Safety (20-35011)
Health Care Services Agency	3. Allocate one additional position of 8604, Deputy Sheriff II (20-34272).
Sheriff's Office	 4. Allocate one additional position of 8617, Sergeant (20-34271). 5. Allocate one additional position of 8604, Deputy Sheriff II (20-34272).

E. Specialty Designations

2. <u>Specially Designations</u>	
Department:	Re:
Health Care Services Agency	1. Allocate the specialty designation for positions #350500, job code 6505/6510, Behavioral Health Clinician I/II, (Spanish Speaking and Male Only Specialty), effective 5/3/20.
	2. Remove the specialty designation for one position #350500, job code 0305, Program Specialist, (Behavioral Health Managed Care Specialty), effective 5/3/20.

F. <u>Classification Specifications</u> - None