



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

**Wednesday, May 6, 2020, 4:00 P.M.**

**(Minutes Subject to Approval at the May 20, 2020 Meeting)**

The Civil Service Commission will hold its next meeting by Teleconference only, on

**Wednesday, May 20, 2020, at 4:00 p.m.**

**NO PHYSICAL LOCATION WILL BE AVAILABLE FOR TELECONFERENCE MEETINGS. THE PUBLIC MAY OBSERVE THE MEETING BY JOINING A LIVE WEBINAR POSTED ON THE CIVIL SERVICE COMMISSION WEBSITE 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

|  |  |                   |
|--|--|-------------------|
| <b>I. CALLED TO ORDER</b>  |  |                   |
| <b>II. APPROVED THE MINUTES OF APRIL 22, 2020 AS MAILED.</b>   |  | <b>4-0</b>        |
| <b>III. PUBLIC COMMENTS:</b>   |  | <b>None</b>       |
| <b>IV. APPROVED CONSENT MATTERS - Pages 2 - 4</b>  |  | <b>4-0</b>        |
| <b>V. COMMUNICATION(S)</b><br><br>From the Human Resource Services Staff regarding Abolishing 20 Unused/Obsolete Classifications per Alameda County Charter, Civil Service, Section 36. (a.); and Civil Service Commission Rule 1200, <u>Authority</u> .<br><b>STAFF RECOMMENDATION:</b> Submit to Board of Supervisors for Approval.<br><br><b>The Civil Service Commission unanimously voted to Submit Abolishing 20 Unused/Obsolete Classifications to the Board of Supervisors for Approval.</b> |  | <b>4-0</b>        |
| <b>VI. APPEALS (Non-Disciplinary Matters)</b>  |  | <b>None</b>       |
| <b>VII. CLOSED SESSION</b>   |  |                   |
| 1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (One Case)<br>2. <b>Conference with Legal Counsel - Potential Litigation:</b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9   |  |                   |
| <b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b>  |  | <b>No Actions</b> |
| <b>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>   |  | <b>None</b>       |
| <b>X. ADJOURNMENT</b>  |  | <b>4-0</b>        |

**IV. CONSENT MATTERS - APPROVED**

**A. Reinstatement Request(s)**

1. Joselito Villaflor, Program/Financial Specialist, Social Services Agency

**B. Voluntary Demotions**

2. Monica Ha, Emergency Service Dispatcher I to a Legal Process Clerk I, Sheriff's Office

**C. Examination Actions – for CSC Meeting of May 6, 2020**

**Open-Assembled Examinations**

|                    |  |
|--------------------|--|
| Ordered on 4/16/20 | 1. Fire Public Affairs Manager, LDF 5/11/20      |
| Ordered on 4/17/20 | 2. Information Systems Specialist, LDF 5/11/20   |
| Ordered on 4/20/20 | 3. Instrument Technician II, Zone 7, LDF 5/14/20 |

**Continuous Examinations**

|                      |  |
|----------------------|--|
| Re-opened on 4/27/20 | 4. Psychiatric Mental Health Nurse Practitioner, exam #18-5384-01, LDF 5/22/20 |
|----------------------|--|


**Miscellaneous**

5. Extended the last day for filing for Chief Human Resources Administrator, exam #20-0465-01 from 04/17/20 to 05/22/20
6. Extended the last day for filing for Pediatric Physical Therapist, exam #20-5860-01 from 4/21/20 to 6/19/20
7. Extended the last day for filing for Associate Civil Engineer / Professional Geologist, Zone 7, exam #20-4965-01 from 4/30/20 to 5/29/20
8. Extended the last day for filing for Hazardous Materials Specialist CUPA, exam #20-5650-01 from 5/4/20 to 7/1/20
9. Extended the last day for filing for Senior Hazardous Materials Specialist CUPA, exam #20-5655-01 from 3/16/20 to 7/1/20
10. Changed Psychiatric Mental Health Nurse Practitioner, exam #18-5384-01, from open assembled to open-continuous effective 9/10/19

**D. Eligible Lists**

**Created, Approved and Ordered Promulgated:**

1. Sergeant (Promotional), exam #19-8617-01
2. Collection Supervisor II, exam #20-1430-01
3. Division Commander (Promotional), exam #20-8635-01
4. Water Plant Operator II, Zone 7, exam #20-4943-01
5. Water Plant Operator III, Zone 7, exam #20-4944-01

| IV. CONSENT MATTERS - <b>APPROVED</b>  |  |
|--|--|
| E. <u>Classification Recommendations</u>   |  |
| Department:  | Regarding:   |
| Community Development Agency<br><br>Removed by HRS Dept.  | 1. Reallocate one position of 2952, Deputy Director, Community Development Agency, to 2960, Housing and Community Development Manager (20-35044)<br>2. Reallocate one position of 2966, Housing and Community Development Specialist III, to 2960 Housing and Community Development Manager (20-35045)<br><del>3. Reallocate one position of 2957, Healthy Housing Rehabilitation Specialist III, to 2996, Healthy Homes Community Development Specialist (Project) III (20-35049)</del>   |
| Health Care Services Agency  | 4. Allocate one additional position of 0305, Program Specialist (20-34019)<br>5. Reallocate one position of 0305, Program Specialist, to 5665, Environmental Health Specialist (20-35015)<br>6. Reallocate two positions of 1310, Account Clerk II, to two positions of 1314, Accounting Specialist I (20-35016)<br>7. Reallocate two positions of 6510, Behavioral Clinician II, to two positions of 6513 Behavioral Health Crisis Intervention Specialist II (20-34968).<br>8. Reallocate one position of 6510, Behavioral Clinician II, to 6513 Behavioral Health Crisis Intervention Specialist II (20-34969). |
| Sheriff's Office   | 9. Reallocate one position of 1212, Transcriptionist, to 8755, Sheriff's Technician (20-35005)   |
| Zone 7   | 10. Reallocate one position of 4967, Senior Engineer / Geologist, Zone 7, to 4965 Associate Civil Engineer, Zone 7 (20-35024).   |

**IV. CONSENT MATTERS - APPROVED**

**F. Specialty Designations**

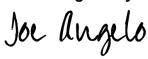
| Department:                  | Regarding:   |
|------------------------------|--|
| Health Care Services Agency  | 1. Approve the specialty designation for position #310535, job code 6510, Behavioral Health Clinician II, ( <b>Spanish Speaking Specialty</b> ), effective 5/17/20.<br><br>2. Remove the specialty designation for one position #310909, job code 0305, Program Specialist, (Behavioral Health Managed Care Specialty), effective 5/17/20. |
| Community Development Agency | 3. Approve the specialty designation for four positions, job code 6927, Program Services Coordinator, (Homeless Program Specialty), Positions: #402281, #403280, #403283, #403284  |

**G. Classification Specifications**

|                           |   |
|---------------------------|---|
| ACMEA, General Management | 1. Recommend the Board of Supervisors establish the classification of 5142, ALL IN Physician, and adopt the classification specification.   |
| Unrepresented Management  | 2. Recommend the Board of Supervisors establish the classification of 5151, Forensic Pathologist, and adopt the classification specification.                                     |
| Unrepresented Management  | 3. Recommend the Board of Supervisors establish the classification of 8561N, Sheriff’s Office Pilot – Services As Needed (SAN), and adopt the classification specification.       |
| Unrepresented Management  | 4. Recommend the Board of Supervisors establish the classification of 8562N, Sheriff’s Office Chief Pilot – Services As Needed (SAN), and adopt the classification specification. |

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:  
  
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Joe Angelo, Secretary to Civil Service Commission