



# Summary Action Minutes ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, JULY 29, 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/96863932948>. WRITTEN PUBLIC COMMENT MAY BE SUBMITTED BY E-MAIL TO [Nina.Hinton3@acgov.org](mailto: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](mailto: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 Court

I.	CALLED TO ORDER	
II.	APPROVED THE MINUTES OF JULY 15, 2020 AS MAILED.	4-0
III.	PUBLIC COMMENTS: A. David Tuttle, Operating Engineers, Local 3, expressed concern about possible layoffs and the potential of job loss. He was directed to contact Margarita Zamora, Labor Relations Manager. B. David Nelson, Chief Executive Officer, ACERA - Regarding Item VII.1., spoke in support of the decision of the Administrative Law Judge.	
IV.	APPROVED CONSENT MATTERS - Pages 3 - 6	4-0
V.	COMMUNICATION(S)	None
VI.	APPEALS (Non-Disciplinary Matters)	None

<b>VII. CLOSED SESSION</b>  <b>1. REPORT AND RECOMMENDATION(S):</b> Public Employee Discipline/Dismissal/Release – Case No. 2019-06 OAH No. 2019090358 (ACERA)	<b>3 Ayes</b> <b>1 Abstention</b>
<b>2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:</b> (One case)	
<b>3. <u>Conference with Legal Counsel - Potential Litigation:</u></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>For Closed Session Item VII.1.,</b> by a vote of 3 to 0, with Commissioner Peterson abstaining, the Commission voted to accept the Findings of Fact and Conclusions of Law made by the Administrative Law Judge, adopting the Administrative Law Judge’s Report and Recommendation, and affirming her recommendation.	<b>3 Ayes</b> <b>1 Abstention</b>
<b>IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:</b>	<b>None</b>
<b>X. ADJOURNMENT</b>	<b>4-0</b>

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>A. Hearing Calendar -</b>	<b>None</b>
<b>B. Reinstatement Request(s)</b>	
1. Katy Chiang-Wu, Information Systems Analyst, Health Care Services Agency. 2. Sharon Moore, Disability Program Case Manager, Human Resource Services Department.	
<b>C. Voluntary Demotions -</b>	<b>None</b>
<b>D. Examination Actions – for CSC Meeting of July 29, 2020</b>	
<b>Open-Assembled Examinations</b>	
Ordered on 7/7/20	1. Capital Programs Manager, LDF 7/31/20.
Ordered on 7/13/20	2. Building Maintenance Laborer, LDF 8/6/20.
Ordered on 7/15/20	3. Tree Trimmer-Climber, LDF 8/10/20.
Ordered on 7/17/20	4. Associate Civil Engineer, LDF 8/21/20.
Ordered on 7/21/20	5. Quality Assurance/Quality Control Technician, LDF 8/14/20.
<b>Promotional-Continuous Examinations</b>	
Ordered on 7/13/20	6. Senior Assessor's Technician, LDF 8/7/20.
<b>Reinstate Eligible Lists</b>	
	7. Supervising Administrative Specialist, Exam #18-0220-01, terminate on 10/10/20.
	8. Supervising Appraiser II, Exam #19-2625-01, terminate on 1/18/21.
<b>Extend Eligible Lists</b>	
	9. Fire Department Plan Checker, Exam #18-8131-02, terminate on 8/14/21.
	10. Sheriff's Safety Aide, Exam #19-8752-01, terminate on 11/28/20.
<b>Miscellaneous</b>	
	11. Canceled examination Training & Education Center Organizational Development Manager, Exam #19-0471-01, effective 12/26/19.

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>E. <u>Eligible Lists</u></b>	
<b>Create Approve and Order Promulgated:</b>	
<ol style="list-style-type: none"> <li>1. Lead Customer Services Representative, Department Child Support Services, Exam #19-1155-01.</li> <li>2. Registered Nurse IV (<b>PHN Option</b>), Exam #19-5320-01.</li> <li>3. Maintenance and Construction Worker, Exam #19-9152-01.</li> <li>4. Supervisor, Buildings and Plant Maintenance, Exam #19-9680-01.</li> <li>5. Energy Project Manager, Exam #19-9696-01.</li> <li>6. Sustainability Project Manager (<b>Sustainable Transportation Program</b>), Exam #20-0176-01.</li> <li>7. Labor Relations Analyst II, Exam #20-0284-01.</li> <li>8. Child Welfare Worker II, Exam #20-6745-01.</li> <li>9. Fire Department Division Chief, Exam #20-8130-01.</li> <li>10. Fire Department Mechanic II, Exam #20-8158-01.</li> </ol>	
<b>F. <u>Classification Recommendations</u></b>	
<b>Department:</b>	<b>Regarding:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Allocate one additional position of 0306, Program/Financial Specialist (20-34726).</li> <li>2. Allocate one additional position of 6525, Behavioral Health Clinical Supervisor (20-35239).</li> <li>3. Allocate two additional positions of 6640, Rehabilitation Counselor II (20-35240).</li> <li>4. Allocate two additional positions of 0305, Program Specialist (20-35243).</li> <li>5. Reallocate one position of 0132, Accountant to 0322, Departmental Communications Manager (21-35443).</li> </ol>
<b>G. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Regarding:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Approve specialty designation for position #312597, job code 5320, Registered Nurse IV, (<b>MCAH/PHN Specialty</b>), effective 8/9/20.</li> </ol>
Community Development Agency	<ol style="list-style-type: none"> <li>2. Remove specialty designation for position #402659, job code 2966, Housing and Community Development Specialist III (<b>Housing Development Project Coordinator Specialty</b>), effective 8/9/20.</li> </ol>

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>H. <u>Classification Specifications</u></b>	
<b>ACMEA – Confidential Management, Zone 7</b>	1. Adopt the revised classification of job code 4904, Human Resources Technician, Zone 7.
<b>ACMEA – General Management</b>	2. Adopt the revised classification of job code 2622, Assessor’s Representative. 3. Adopt the revised classification of job code 2623, Supervising Appraiser I. 4. Adopt the revised classification of job code 2625, Supervising Appraiser II. 5. Adopt the revised classification of job code 2630, Principal Appraiser. 6. Adopt the revised classification of job code 2720, Supervising Auditor-Appraiser II. 7. Adopt the revised classification of job code 2725, Principal Auditor-Appraiser. 8. Adopt the revised and retitled classification of job code 5066, from Early Connections System of Care Coordinator, to Early Childhood Mental Health Coordinator.
<b>SEIU 1021</b>	9. Adopt the revised classification of job code 2610, Appraiser I. 10. Adopt the revised classification of job code 2615, Appraiser II. 11. Adopt the revised classification of job code 2620, Appraiser III. 12. Adopt the revised classification of job code 2705/2710, Auditor-Appraiser I/II. 13. Adopt the revised classification of job code 2715, Auditor-Appraiser III.
<b>Unrepresented - General Management</b>	14. Adopt the revised classification of job code 2624, Training Officer, Assessor.

**Unrepresented – General  
Management, Zone 7**

15. Recommend the Board of Supervisors establish the classification of 4948, Groundwater Resources Manager, Zone 7, 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