



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY NOVEMBER 4, 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/97096598991>. 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. CALLED TO ORDER	
II. APPROVED THE MINUTES OF OCTOBER 21, 2020 AS MAILED.	3-0 1 Abstention
III. PUBLIC COMMENTS:	None
IV. APPROVED CONSENT MATTERS - Pages 3 - 7	4-0
V. COMMUNICATION(S):	None
VI. APPEALS (Non-Disciplinary Matters)	None

VII. CLOSED SESSION 1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:	None
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:	None
IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS: Referencing the agenda, IV. CONSENT MATTERS; Item G. Classification Recommendations; Department - Sheriff’s Office: The Commissioners inquired about the purpose of reallocating Retired Annuitant positions, to Deputy Sheriff, Services-As-Needed (SAN) positions. Staff explained that this newly created classification was designed to create a pool of retired annuitants, who are certified and licensed to fulfill similar duties of a Deputy Sheriff for overtime needs, and when positions are temporarily vacant due to vacations, medical leave, special assignments, etc.	
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED	
A. <u>Hearing Calendar</u>	
1. Correspondence from Appellant, requesting an appeal hearing for Case No. 2020-07. Set for hearing.	
B. <u>Reinstatement Request(s)</u>	
1. Mona Palacios, Program Services Coordinator, Health Care Services Agency.	
C. <u>Voluntary Demotions</u>	
1. Christine Hoang, Supervising Accountant to Financial Analyst, SSA, Social Services Agency.	
2. Sara Alvarado, Deputy Sheriff's Recruit, to Sheriff's Technician, Sheriff's Office.	
D. <u>Comparable Transfer(s)</u> - None	
E. <u>Examination Actions – for CSC Meeting of November 4, 2020</u>	
Open-Assembled Examinations	
Ordered on 10/2/20	1. Departmental Facilities Manager, LDF 10/23/20.
Ordered on 10/2/20	2. Associate Program Specialist, LDF 10/27/20.
Ordered on 10/12/20	3. Auditor-Appraiser I, LDF 11/06/20.
Ordered on 10/12/20	4. Supervising Public Works Inspector, LDF 11/06/20.
Ordered on 10/14/20	5. Community Outreach Worker II, LDF 11/9/20.
Ordered on 10/20/20	6. Unit Supervisor, Probation, LDF 11/13/20.
Ordered on 10/28/20	7. Fire Department Account Clerk, LDF 11/23/20.
Ordered on 10/30/20	8. Program Specialist (Registered Dietitian, Certified Diabetes Educator, and Spanish Speaking), LDF 11/23/20.
Re-Open Continuous Examinations	
Re-opened on 10/13/20	9. Building Equipment Maintenance Worker, LDF 10/29/20.
Reinstate Eligible List	
	10. Janitor Supervisor II (Promotional), Exam #19-7423-01, Terminate on 4/30/21.

IV. CONSENT MATTERS - APPROVED	
Extend Eligible Lists	
	11. Unit Supervisor, Probation, Exam #18-6122-01, Terminate on 11/30/20.
	12. Division Director, Exam #19-6126-01, Terminate on 12/31/20.
	13. Stationary Engineer, GSA, Exam #19-9670-01, Terminate on 6/30/21.
	14. Carpenter, Exam # 19-9220-01, Terminate on 6/30/21.
	15. Fire Department EMS Quality Improvement & Education Coordinator, Exam # 18-8164-01, Terminate on 11/20/21.
Miscellaneous	
	16. Extended the last day for filing for examination #20-5141-01, Physician IV, from 10/26/20 to 11/30/20.
	17. Extended the last day for filing for Deputy Sheriff's Recruit, Exam #20-8601-01, from 10/26/20 to continuous.
	18. Extended the last day for filing for Deputy Sheriff I (POST Graduate), Exam #20-8602-01, from 11/6/20 to continuous.
	19. Extended the last day for filing for Deputy Sheriff II (Lateral), Exam #20-8604-01, from 11/6/20 to continuous.
	20. Extended the last day for filing for Registered Nurse IV (PHN Option), Exam #19-5320-01, from 10/26/20 to 11/16/20.
	21. Changed the Building Equipment Maintenance Worker, Exam #19-9665-01, from an Open-Assembled to an Open-Continuous, Effective 1/6/20.
	22. Canceled the Accountant Exam #19-0132-01, Effective 6/15/20.
F. Eligible Lists	
Created Approved and Ordered Promulgated:	
<ol style="list-style-type: none"> 1. Human Resources Assistant I, Exam #19-1121-01. 2. Procurement & Contracts Specialist II, Exam #20-0173-01. 3. Senior Auditor/Accountant, Zone 7, #20-4912-01. 	

IV. CONSENT MATTERS - APPROVED

4. Hazardous Materials Specialist, Certified Unified Program Agency (CUPA) Specialty, Exam #20-5650-01.
5. Probation Re-Entry Services Coordinator, Exam #20-6031-01.
6. Gardener I, General Services Agency, Exam #20-7205-01.
7. Food Service Worker, Exam #20-7510-01.
8. Deputy Agricultural Commissioner/Sealer Of Weights And Measures, Exam #20-8421-01.

G. Classification Recommendations

Department:	Regarding:
Community Development	<ol style="list-style-type: none"> 1. Reallocate one position of 2990 - Healthy Homes Manager, to 2953 - Assistant Deputy Director, Community Development Agency (20-35255). 2. Reallocate one position of 1215 - Secretary I, to 1142 - Administrative Assistant (21-35809). 3. Reallocate one position of 2990 - Healthy Homes Manager, to 5305 - Registered Nurse II (PHN) (21-35810).
County Administrator	<ol style="list-style-type: none"> 4. Allocate one additional position of 0244 - Local Agency Formation Commission Clerk (21-35953). 5. Allocate one additional position of 0248 - Local Agency Formation Commission Analyst (21-35954).
General Services Agency	<ol style="list-style-type: none"> 6. Reallocate one position of 2215 - Architect, to 9701 - Senior Project Manager, GSA (20-35144).
Health Care Services Agency	<ol style="list-style-type: none"> 7. Allocate one additional position of 6510 - Behavioral Clinician II (20-35241). 8. Allocate five additional positions of 6491 - Mental Health Specialist II (20-35242). 9. Allocate one additional position of 1145 - Administrative Support Manager (20-35244). 10. Allocate one additional position of 1142 - Administrative Assistant (20-35245). 11. Allocate one additional position of 1138 - Supervising Clerk I (20-35246) 12. Allocate two additional positions of 1129 - Specialist Clerk II (20-35247) 13. Allocate four additional position of 5139 - Physician III (20-35248) 14. Reallocate one position of 6510 - Behavioral Clinician II, to 0305 - Program Specialist (21-35552).

IV. CONSENT MATTERS - APPROVED	
	<p>15. Reallocate one position of 5021 - Ancillary Support Worker, Health Care Services Agency, to 1220 - Secretary II (21-35596).</p> <p>16. Reallocate one position of 5667 - Senior Registered Environmental Health Specialist, to 5655 - Senior Hazardous Materials Specialist (21-35609).</p> <p>17. Reallocate one position of 5799 - Nutrition Assistant II, to 0315 - Health Care Program Administrator II (21-35626).</p>
<p>Probation</p>	<p>18. Reallocate one position of 1128 - Specialist Clerk I, to 1314 - Accounting Specialist I (21-35633)</p>
<p>Sheriff's Office</p>	<p>19. Reallocate one position of 1090 - Retired Annuitant I, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35937).</p> <p>20. Reallocate one position of 1093 - Retired Annuitant - Safety II, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35938).</p> <p>21. Reallocate two positions of 1093 - Retired Annuitant - Safety II, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35939).</p> <p>22. Reallocate seven positions of 1093 - Retired Annuitant - Safety II, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35940).</p> <p>23. Reallocate one position of 1093 - Retired Annuitant - Safety II, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35941).</p> <p>24. Reallocate two positions of 1093 - Retired Annuitant - Safety II, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35942).</p> <p>25. Reallocate one position of 1093 - Retired Annuitant - Safety II, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35943).</p> <p>26. Reallocate two positions of 1093 - Retired Annuitant - Safety II, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35944).</p> <p>27. Reallocate one position of 1090 - Retired Annuitant I, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35945).</p>

IV. CONSENT MATTERS - APPROVED

H. Specialty Designations -

Department:	Regarding:
Health Care Services Agency	<ol style="list-style-type: none">1. Remove specialty designation for position 310013, job code 5320 - Registered Nurse IV (PHN Specialty), effective 11/14/20.2. Approve specialty designation for position 310013, job code 5320 - Registered Nurse IV (PHN/TB Specialty), effective 11/15/20.

I. Classification Specifications - None

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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Joe Angelo, Secretary to Civil Service Commission