



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY NOVEMBER 18, 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/95971044488>. 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 NOVEMBER 4, 2020 AS MAILED.	4-0
III. PUBLIC COMMENTS:	None
IV. APPROVED CONSENT MATTERS - Pages 3 - 5	4-0
V. COMMUNICATION(S):	None
VI. APPEALS (Non-Disciplinary Matters)	None
VII. CLOSED SESSION	None
1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:	
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: County Counsel for the Civil Service Commission, Andrea Weddle, announced that she will not be in attendance at the December 2, 2020, Civil Service Commission meeting. Sitting in as Counsel for that meeting, will be Kathleen Pacheco.	
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED	
A. <u>Hearing Calendar</u>	
<ol style="list-style-type: none"> 1. Correspondence from Denise Eaton-May, Attorney with Law Offices of Denise Eaton-May, requesting an appeal hearing for Case No. 2020-08. Set for hearing. 2. Correspondence from Angela Osayande, SEIU Local 1021, and Kerianne Steele of Weinberg, Roger & Rosenfeld, requesting an appeal hearing for Case No. 2020-09. Set for hearing. 	
B. <u>Reinstatement Request(s)</u>	
<ol style="list-style-type: none"> 1. Alessandra Margarita Caro, Child Welfare Worker II, Social Services Agency 2. Patricia Martin, Sheriff's Safety Aide, Sheriff's Department 3. Jessica Osmond, Behavioral Clinician II – P, Health Care Services Agency 	
C. <u>Voluntary Demotions</u> - None	
D. <u>Comparable Transfer(s)</u> - None	
E. <u>Examination Actions – for CSC Meeting of November 18, 2020</u>	
Promotional-Assembled Examinations	
Ordered on 10/30/20	1. Treasurer-Tax Collector's Specialist III, LDF 11/24/20.
Open-Assembled Examinations	
Ordered on 10/20/20	2. Customer Services Representative, LDF 11/23/20.
Open Continuous Examinations	
Opened on 11/2/20	3. Deputy Sheriff – Services-As-Needed (SAN), LDF Continuous.
Reinstate Eligible List	
	<ol style="list-style-type: none"> 4. Librarian II, Exam #19-4140-01, Terminate on 4/29/21 5. Accounting Specialist II, Exam #18-1316-02, Terminate on 5/12/21.
Extend Eligible Lists	
	6. Janitor, Floor Specialist, Exam #19-7411-01, Terminate on 3/31/21.
Order Eligible List Designated Alternative List	
	7. Designate the Associate Civil Engineer/Professional Geologist, Zone 7 , Exam #20-4965-01, as an alternate list for Assistant Engineer/Geologist, Zone 7 .

IV. CONSENT MATTERS - APPROVED	
Miscellaneous	
	8. Extended the last day for filing for Public Works Inspector III, Construction, Exam #20-2162-01, from 11/2/20 to 11/23/20.
	9. Extended the last day for filing for Senior Therapist, Exam #19-5865-01, from 10/28/20 to 11/30/20.
	10. Extended the last day for filing for Library Manager II, Exam #19-4178-01, from 10/29/20 to 11/5/20.
	11. Extended the last day for filing for Building Equipment Maintenance Worker, Exam #19-9665-01, from 10/29/20 to 11/13/20.
F. Eligible Lists	
Created, Approved and Ordered Promulgated:	
<ol style="list-style-type: none"> 1. Administrative Assistant, Exam #19-1142-01. 2. Assistant Engineer, Exam #20-2015-01. 3. Capital Programs Manager, #20-2218-01. 4. Deputy Director, General Services Agency (Capital Programs) #20-0194-01. 5. Fire Dispatcher, Exam #20-8220-01. 6. Information Systems Technician II, Exam #20-0411-01. 7. Legal Secretary, Exam #19-1240-01. 8. Maintenance & Construction Technician II HARD (Promotional), Exam #20-1121H-01. 9. Street Sweeper Operator, Exam #20-9317-01. 	
G. Classification Recommendations	
Department:	Regarding:
General Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 7410 - Janitor, to 7423 - Janitor Supervisor II (21-35913). 2. Reallocate one position of 9695 - Real Estate Projects Manager, to 9702 - Real Estate Program Manager (21-36080). 3. Reallocate one position of 0220 - Supervising Administrative Specialist, to 0236 - Transportation And Parking Manager (21-36102).
Sheriff's Office	<ol style="list-style-type: none"> 4. Reallocate one position of 1093 - Retired Annuitant - Safety II, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35935). 5. Reallocate two positions of 1093 - Retired Annuitant - Safety II, to 8603N - Deputy Sheriff - Services-As-Needed (SAN) (21-35936).

IV. CONSENT MATTERS - APPROVED

H. Specialty Designations -


Department:	Regarding:
Health Care Services Agency	1. Approve specialty designation for position 402322, job code 5650 - Hazardous Materials Specialist (Household Hazardous Waste Specialty), effective 11/29/20.

I. Classification Specifications

Unrepresented – Fire Non-Management	1. Adopt the revised classification specification of job code 8136 - Reserve Firefighter.
Unrepresented - HCSA Management	2. Adopt the revised classification specification of job code 5046 - County Health Officer.
SEIU 1021	3. Adopt the revised classification specification of job code 2961/2973 - Housing And Community Development Technician I/II.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

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Joe Angelo, Secretary to Civil Service Commission