



Summary of Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY DECEMBER 16, 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/98252833700>. 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 DECEMBER 2, 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	
1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: Job Code 6745, Child Welfare Worker II, Social Services Agency	4-0

<p>2. Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9</p>	
<p>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</p> <p>For Closed Session Item VII.1.: By vote of 4-0, the Commission voted to accept the Recommendation of the Secretary to the Commission, and to deny the request for a hearing.</p>	<p>4-0</p>
<p>IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:</p> <p>The Secretary asked the Commission if they were amenable to receiving ONLY electronic copies of their agenda packets through the end of Spring, as a “pilot” during the COVID-19 surge.</p> <p>The Commission agreed and asked that voluminous documents for Commission review (e.g., OAH Report and Recommendations), also be mailed.</p>	<p>4-0</p>
<p>X. ADJOURNMENT</p>	<p>4-0</p>

IV. CONSENT MATTERS - APPROVED	
A. <u>Hearing Calendar</u> - None	
B. <u>Reinstatement Request(s)</u>	
<ol style="list-style-type: none"> 1. Lettice Binion, Specialist Clerk I, Probation Department. 2. Suzanne Warner, Health Care Systems Integration Administrator, 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 December 16, 2020</u>	
Open-Assembled Examinations	
Ordered on 11/23/20	1. Stationary Engineer, Public Works Agency, LDF 12/21/20.
Ordered on 11/25/20	2. Real Estate Projects Manager, LDF 12/22/20.
Ordered on 12/10/20	3. Senior Hazardous Materials Specialist LOP, LDF 1/5/21.
Ordered on 12/4/20	4. Supervising Criminalist, LDF, 12/29/20.
Reinstate Eligible Lists	
	5. Administrative Specialist II, Exam #19-0219-02, Terminate on 5/25/21.
	6. Divisional Operations Services Manager, Social Services Agency, Exam #19-6125-01, Terminate on 6/1/21.
Extend Eligible Lists	
	7. Probation Specialist, Exam #19-6118-01, Terminate on 2/15/21.
	8. Probation Contracts and Grants Administrative Manager, Exam #19-6076-01, Terminate on 3/4/21.
Miscellaneous	
	9. Extended the last day for filing for Customer Services Representative, Department of Child Support Services, Exam #20-1154-01, from 12/07/20 to 01/08/21.

IV. CONSENT MATTERS - APPROVED

F. Eligible Lists

Created Approved and Ordered Promulgated:

1. Agricultural & Standards Technician, Exam #20-8204-01.
2. Assistant Deputy Director, Community Development Agency (Zoning), (Promotional), Exam #20-2953-01.
3. Auditor, Exam #20-0143-01.
4. Building Maintenance Laborer, Exam #20-9125-01.
5. Child Support Attorney III, Exam #20-3152-01.
6. Hazardous Materials Specialist (Local Oversight Program), Exam #20-5650-02.
7. Information Systems Specialist, Exam #20-0416-01.
8. Senior Management Analyst, Exam #20-0207-01.

G. Classification Recommendations

Department:	Regarding:
Assessor	1. Reallocated two positions of 1296N - Clerk Intermittent I Services-as-Needed (SAN), to 0219 - Administrative Specialist II (21-35934).
Child Support Services	2. Reallocate one position of 0219 - Administrative Specialist II, to 0322 - Departmental Communications Manager (21-36283).
Probation	3. Reallocate one position of 1128 - Specialist Clerk I, to 1129 - Specialist Clerk II (20-34538).
Retirement	4. Reallocate one position of 1352 - Retirement Technician, to 1353 - Senior Retirement Technician (21-36289). 5. Reallocate one position of 1352 - Retirement Technician, to 1353 - Senior Retirement Technician (21-36290).
Social Services Agency	6. Reallocate one position of 1120 - Clerk II, to 1128 - Specialist Clerk I (20-35354). 7. Reallocate one position of 1120 - Clerk II, to 1128 - Specialist Clerk I (20-35355). 8. Reallocate one position of 6796 - Staff Development Specialist, to 6793 - E-Studio Instructional Design Trainer (21-36255).

IV. CONSENT MATTERS - APPROVED

H. Specialty Designations

Department:	Regarding:
General Services Agency	1. Remove specialty designation for position 312318, job code 7410 - Janitor (Detention Facility Security Clearance), effective 12/27/20.

I. Classification Specifications

Unrepresented - Management	1. Recommend the Board of Supervisors establish the classification of 5074 – Forensic, Diversion, & Re-Entry Services Director, and adopt the classification specification.
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ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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Joe Angelo, Secretary to Civil Service Commission