



# Summary Action Minutes

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

WEDNESDAY FEBRUARY 24, 2021, 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/97683808277>. 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 THE BROWN ACT, THOSE REQUIRING ACCOMMODATIONS 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 Counsel

I. CALLED TO ORDER		
II. APPROVED THE MINUTES OF FEBRUARY 10, 2021 AS MAILED.		4-0
III. PUBLIC COMMENTS: 1. <b>Regarding Item VI.:</b> Ricardo Guerra made comments in opposition to the Staff Recommendation. 2. <b>Regarding Item VII. 1.: Job Code 6216, Probation Department:</b> Alameda County Chief Probation Officer, Wendy Still made comments in support of the Staff Recommendation.		
IV. APPROVED CONSENT MATTERS - Pages 3 - 7		4-0
V. COMMUNICATION(S):		None
VI. APPEALS (Non-Disciplinary Matters) From the Human Resource Services Staff in response to Luis Carbajal's appeal of Minimum Qualification determination for the Community Outreach Worker II Recruitment. <u>STAFF RECOMMENDATION:</u> Deny Appeal The Civil Service Commission voted 4-0 to deny the appeal.		4-0

<b>VII. CLOSED SESSION</b>	
1. <b>REPORT AND RECOMMENDATION(S):</b> Public Employee Discipline/Dismissal/Release – Case No. 2019-10– OAH No. 2019110936 (Probation Department).	<b>4-0</b>
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:	
3. <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>	
<p><b>On Item VII. 1, by a vote of 4-0, the Commission voted to adopt the Findings of Fact and Conclusions of Law and to affirm the recommendation of the Administrative Law Judge to uphold the discipline.</b></p>	
<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. <u>Hearing Calendar</u> - None</b>	
<b>B. <u>Reinstatement Request(s)</u></b>	
<ol style="list-style-type: none"> <li>1. Vanessa Bradley, Administrative Specialist II, Assessor's Office.</li> <li>2. Yingwei Liu, Administrative Assistant, Health Care Services Agency.</li> <li>3. Verleeta White, Secretary II, Health Care Services Agency.</li> </ol>	
<b>C. <u>Voluntary Demotions</u></b>	
<ol style="list-style-type: none"> <li>1. Kirsten N. Gesler, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office.</li> </ol>	
<b>D. <u>Comparable Transfer(s)</u> - None</b>	
<b>E. <u>Transfer CSC (Rule 1732)</u> - None</b>	
<b>F. <u>Examination Actions – for CSC Meeting of February 24, 2021</u></b>	
<b>Open-Assembled Examinations</b>	
Ordered on 2/1/21	1. Program Services Coordinator, LDF 2/25/21.
Ordered on 2/8/21	2. Assistant Deputy Director, CDA (Housing and Community Development Option), LDF 3/4/21.
Ordered on 2/8/21	3. Division Director, Public Health, LDF 3/4/21.
<b>Re-Open Continuous Examinations</b>	
Reopened on 2/1/21	4. Water Plant Operator II, Zone 7, LDF, 3/8/21.
<b>Terminate Eligible Lists</b>	
	5. Collection Supervisor II, Exam #20-1430-01, Effective 1/26/21.
	6. Infrastructure Services Manager, Exam #20-1837-01, Effective 2/1/21.
<b>Extend Eligible Lists</b>	
	7. Registered Nurse II (PHN Option), Exam #19-5305-01, Terminate on 9/1/21.
	8. Sheriff's Technician, Exam #18-8755-01, Terminate on 4/26/21.
	9. Supervising Program Specialist, Exam #18-0308-01, Terminate on 3/8/21.

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>Miscellaneous</b>	
	10. Extended the last day of filing for the Senior Emergency Services Coordinator, Exam #20-8723-01, from 2/2/21 to 2/16/21.
	11. Extended the last day for filing for the Human Resources Validation Processor, Exam #20-0269-01, from 6/22/20 to 3/5/21.
	12. Extended the last day for filing for the Senior Supervising Auditor, Exam #21-0150-01, from 2/8/21 to 2/22/21.
<b>G. Eligible Lists</b>	
<b>Created Approved and Ordered Promulgated:</b>	
<ol style="list-style-type: none"> <li>1. Program Specialist, Exam #20-0305-01.</li> <li>2. School Health Services Administrator, CHSC, Exam #20-6645-01.</li> <li>3. Sheriff's Safety Aide, Exam #20-8752-01.</li> <li>4. Treasurer-Tax Collector's Specialist III (Promotional), Exam #20-1603-01.</li> </ol>	
<b>H. Classification Recommendations</b>	
<b>Department:</b>	<b>Regarding:</b>
ACERA	<ol style="list-style-type: none"> <li>1. Reallocate one position of 1344 – Retirement Support Specialist, to 1353 – Senior Retirement Technician (21-36409).</li> <li>2. Reallocate one position of 1344 – Retirement Support Specialist, to 1353 – Senior Retirement Technician (21-36410).</li> </ol>
Child Support Services	<ol style="list-style-type: none"> <li>3. Reallocate one position of 1157 – Call Center Supervisor, Department of Child Support Services, to 6793 – E-Studio Instructional Design Trainer (21-36467).</li> <li>4. Reallocate one position of 1406 – Child Support Supervisor II, to 6796 – Staff Development Specialist (21-36468).</li> <li>5. Reallocate one position of 1406 – Child Support Supervisor II, to 6796 – Staff Development Specialist (21-36469).</li> </ol>
County Counsel	6. Reallocate one position of 1091 – Retired Annuitant II, to 1090 – Retired Annuitant I (21-36530)
General Services Agency	<ol style="list-style-type: none"> <li>7. Reallocate <b>eight</b> positions of 7410 - Janitor, to 7416 - Janitor, Detention Facilities (21-36504).</li> <li>8. Reallocate <b>three</b> positions of 7410 - Janitor, to 7416 - Janitor, Detention Facilities (21-36505).</li> </ol>

IV. CONSENT MATTERS - <b>APPROVED</b>	
	<p>9. Reallocate <b>two</b> positions of 7410 - Janitor, to 7418 - Lead Janitor, Detention Facilities (21-36506).</p> <p>10. Reallocate one position of 7415 – Lead Janitor, to 7418 - Lead Janitor, Detention Facilities (21-36507).</p> <p>11. Reallocate <b>two</b> positions of 7410 - Janitor, to 7417 - Janitor Floor Specialist, Detention Facilities (21-36508).</p> <p>12. Reallocate <b>two</b> positions of 7410 – Janitor, to 7418 - Lead Janitor, Detention Facilities (21-36509).</p> <p>13. Reallocate <b>two</b> positions of 7410 - Janitor, to 7417 - Janitor Floor Specialist, Detention Facilities (21-36510).</p> <p>14. Reallocate <b>three</b> positions of 7410 - Janitor (Detention Fac Security Clear), to 7416 - Janitor, Detention Facilities (Detention Fac Security Clear) (21-36511).</p> <p>15. Reallocate <b>eight</b> positions of 7410 - Janitor, to 7416 - Janitor, Detention Facilities (21-36512).</p>
<p>Health Care Services Agency</p>	<p>16. Reallocate one position of 0307 – Senior Program Specialist (Homeless Program Specialty), to 0308 – Supervising Program Specialist (Homeless Program Specialty) (21- 36306).</p> <p>17. Reallocate one position of 0217- Financial Services Officer, to 0215 - Senior Financial Services Specialist (21-36485).</p>
<p>Probation</p>	<p>18. Reallocate one position of 6990N - Transportation Worker SAN, to 6118 - Probation Specialist (21- 36457).</p> <p>19. Reallocate one position of 6990N - Transportation Worker SAN, to 6118 - Probation Specialist (21- 36458).</p> <p>20. Reallocate one position of 6990N - Transportation Worker SAN, to 6118 - Probation Specialist (21- 36459).</p> <p>21. Reallocate one position of 6990N - Transportation Worker SAN, to 6118 - Probation Specialist (21- 36460).</p> <p>22. Reallocate one position of 6990N - Transportation Worker SAN, to 6118 - Probation Specialist (21- 36461).</p> <p>23. Reallocate one position of 6990N - Transportation Worker SAN, to 6118 - Probation Specialist (21- 36462).</p> <p>24. Reallocate one position of 1215 – Secretary I, to 6118 - Probation Specialist (21-36466).</p>

<b>IV. CONSENT MATTERS - APPROVED</b>	
	<p>25. Reallocate one position of 1120 – Clerk II, to 1128 - Specialist Clerk I (21-36473).</p> <p>26. Reallocate one position of 1120 – Clerk II, to 1128 - Specialist Clerk I (21-36474).</p> <p>27. Reallocate one position of 1120 – Clerk II, to 1128 - Specialist Clerk I (21-36475).</p> <p>28. Reallocate one position of 1120 – Clerk II, to 1128 - Specialist Clerk I (21-36476).</p> <p>29. Reallocate one position of 1093 - Retired Annuitant, Safety II, to 6031P- Probation Re-Entry Services Coordinator, Project (21-36479).</p> <p>30. Reallocate one position of 6115 - Deputy Probation Officer III, to 6115P – Deputy Probation Officer III, Project (21-36481).</p>
Sheriff's Office	31. Allocate one additional position of 5151 - Forensic Pathologist (21-36407).
<b>I. Specialty Designations</b>	
Community Development Agency	<p>1. Remove specialty designation for position #303251, 2960 - Housing and Community Development Manager (<b>Housing and Community Developmt</b>) effective 3/6/21.</p> <p>2. Approve specialty designation for position #303251, job code 2960 - Housing and Community Development Manager, (<b>Housing Development Proj Mgr</b>), effective 3/7/21.</p> <p>3. Remove specialty designation for position #402660, 2960 - Housing and Community Development Manager (<b>Housing and Community Developmt</b>) effective 3/6/21.</p> <p>4. Approve specialty designation for position #402660, 2960 - Housing and Community Development Manager (<b>Housing Development Proj Mgr</b>) effective 3/7/21.</p> <p>5. Remove specialty designation for position #402661, 2960 - Housing and Community Development Manager (<b>Housing and Community Developmt</b>) effective 3/6/21.</p> <p>6. Approve specialty designation for position #402661, 2960 - Housing and Community Development Manager (<b>Housing Development Proj Mgr</b>) effective 3/7/21.</p>

**IV. CONSENT MATTERS - APPROVED**

Health Care Services  
Agency

7. Remove specialty designation for position #309937, job code 0423 - Information Systems Coordinator, (**Applications Development & Sup**).
8. Remove specialty designation for position #310079, job code 0307 - Senior Program Specialist, (**PHN**), effective 3/7/21.
9. Remove specialty designation for position #310416, job code 0305 - Program Specialist, (**Injury Prevention**), effective 3/7/21.
10. Remove specialty designation for position #310785, job code 1128 - Specialist Clerk I, (**Spanish Speaking**), effective 3/7/21.
11. Remove specialty designation for position #401850, job code 6927 - Program Services Coordinator, (**School Health Svcs Specialty**), effective 2/24/21.
12. Approve specialty designation for position #403412, job code 1129 - Specialist Clerk II, (**Spanish Speaking**), effective 3/7/21.

**J. Classification Specifications**

ACMEA – General  
Management

13. Adopt the revised classification specification of job code 8581, Senior Investigator, Public Defender’s Office.
14. Adopt the revised classification specification of job code 8585, Chief Investigator, Public Defender’s Office.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:



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JOE ANGELO, Secretary to Civil Service Commission