



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY MARCH 10, 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/98302000948>. 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 THE BROWN ACT, THOSE REQUIRING ACCOMMODATIONS 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 FEBRUARY 24, 2021 AS MAILED.	4-0
III. PUBLIC COMMENTS:	None
IV. APPROVED CONSENT MATTERS - Pages 2 - 4	4-0
V. COMMUNICATION(S):	None
VI. APPEALS (Non-Disciplinary Matters)	None
VII. CLOSED SESSION	No Items
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:	No Actions
IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: The Secretary reminded the Commission about the Statement of Economic Interests (Form 700), which is due April 1, 2021.	
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED	
A. <u>Hearing Calendar</u> - None	
B. <u>Reinstatement Request(s)</u>	
<ol style="list-style-type: none"> 1. Kar-Lai Kam, Financial Analyst, Social Services Agency 2. Angelina Miley, Assessor's Technician, Assessor's Office 3. Irene Villagomez, Specialist Clerk II, Health Care Services Agency 4. Alan Yalung, Sheriff's Program/Financial Specialist, Sheriff's Office 	
C. <u>Voluntary Demotions</u> - None	
D. <u>Comparable Transfer(s)</u>	
<ol style="list-style-type: none"> 1. Angela Johanna Cabrera Palacios, Program Specialist, General Services Agency to Social Services Agency. 2. Ellen Dektar, Program Specialist, General Services Agency to Social Services Agency. 	
E. <u>Transfer CSC (Rule 1732)</u> - None	
F. <u>Examination Actions – for CSC Meeting of March 10, 2021</u>	
Promotional-Assembled Examinations	
Ordered on 2/11/21	1. Senior Technical Services Director, LDF 3/8/21.
Open-Assembled Examinations	
Ordered on 2/8/21	2. Child Welfare Worker II, LDF 3/5/21.
Ordered on 2/22/21	3. Appraiser III, LDF 3/18/21.
Ordered on 2/22/21	4. Maintenance and Construction Technician I HARD, LDF 3/22/21.
Ordered on 2/22/21	5. Service Support Specialist, LDF 3/19/21.
Ordered on 2/23/21	6. Health Care Program Administrator II, LDF 3/19/21.
Ordered on 2/24/21	7. Public Health Investigator, LDF 3/22/21.
Ordered on 2/26/21	8. Fire Dispatch Supervisor, LDF 3/22/21.
Ordered on 2/26/21	9. Carpenter, LDF 3/23/21.
Ordered on 2/26/21	10. Therapy Aide, LDF 3/22/21.
Ordered on 2/26/21	11. Fund Development and Grant Specialist, LDF 3/22/21.
Ordered on 3/1/21	12. Firefighter Recruit, LDF 4/16/21.
Ordered on 3/11/21	13. Manager, Computer Operations, LDF 4/5/21.

IV. CONSENT MATTERS - APPROVED	
Re-Open Continuous Examinations	
Reopened on 2/16/21	14. Financial Services Director HCSA, LDF, 2/24/21.
Reopened on 3/3/21	15. Procurement and Contracts Supervisor, Zone 7, LDF 4/2/21.
Terminate Eligible Lists	
	16. Mental Health Specialist II, Exam #18-6491-01, Effective 2/22/21.
Extend Eligible Lists	
	17. Child Support Specialist I, Exam #19-1401-01, Terminate on 10/8/21.
Miscellaneous	
	18. Extend the last day of filing for the Civil Paralegal, Exam #20-1583-01, from 2/16/21 to 2/26/21.
	19. Extend the last day of filing for the Senior Supervising Auditor, Exam #21-0150-01, from 2/22/21 to 3/17/21.
	20. Extend the last day of filing for the Land Surveyor, Exam #21-2148-01, from 2/22/21 to 3/8/21.
	21. Extend the last day of filing for Fire Engineer, Exam #20-8143-01, from 2/2/21 to 3/2/21.
G. Eligible Lists	
Created Approved and Ordered Promulgated:	
<ol style="list-style-type: none"> 1. Associate Program Specialist, Exam #20-0301-01. 2. Auditor-Appraiser I, Exam #20-2705-01. 3. Benefits Accountant, Exam #20-0267-01. 4. Deputy Probation Officer I, Exam #20-6108-01. 5. Groundwater Resources Manager Zone 7, Exam #20-4948-01. 6. Mental Health Specialist III, Exam #19-6492-01. 	
H. Classification Recommendations	
Department:	Regarding:
General Services Agency	<ol style="list-style-type: none"> 1. Reallocate eleven positions of 7410 - Janitor, to 7416 - Janitor, Detention Facilities (21-36553). 2. Reallocate two positions of 7411 - Janitor, Floor Specialist, to 7417 - Janitor Floor Specialist, Detention Facilities (21-36554). 3. Reallocate one position of 7415 - Lead Janitor, to 7418 - Lead Janitor, Detention Facilities (21-36555).

	<ol style="list-style-type: none"> 4. Reallocate fifteen positions of 7410 – Janitor (Detention Fac Security Clear), to 7416 - Janitor, Detention Facilities (Detention Fac Security Clear) (21-36556). 5. Reallocate two positions of 7411 - Janitor, Floor Specialist (Detention Fac Security Clear), to 7417 - Janitor Floor Specialist, Detention Facilities (Detention Fac Security Clear) (21-36557). 6. Reallocate two positions of 7415 – Lead Janitor (Detention Fac Security Clear), to 7418 - Lead Janitor, Detention Facilities (Detention Fac Security Clear) (21-36558).
--	--

I. Specialty Designations


Health Care Services Agency	<ol style="list-style-type: none"> 1. Approve specialty designation for position #311233, job code 5655 - Senior Hazardous Materials Specialist, (Local Oversight Program), effective 3/21/21.
-----------------------------	--

J. Classification Specifications

SEIU 1021	<ol style="list-style-type: none"> 1. Adopt the revised classification specification of job code 1541 - Deferred Compensation Technician.
SEIU Represented	<ol style="list-style-type: none"> 2. Recommend the Board of Supervisors establish the classification of 1174H – Special Needs Program Leader, and adopt the classification specification. 3. Adopt the revised classification specification of job code 1179H, Clerk I (HARD).
UAPD – Union of American Physicians & Dentists	<ol style="list-style-type: none"> 4. Adopt the revised and retitled classification of job code 5519, from Staff Dentist, to Dentist.
Unrepresented-Management	<ol style="list-style-type: none"> 5. Recommend the Board of Supervisors establish the classification of 9212 – Audio Visual Engineer, and adopt the classification specification. 6. Recommend the Board of Supervisors establish the classification of 9214 – Senior Audio Visual Engineer, and adopt the classification specification. 7. Adopt the revised classification specification of job code 0196 - Deputy Director of Detention Facilities Operations.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

 2CC022F934DA404...

JOE ANGELO, Secretary to Civil Service Commission