



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY JULY 28, 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/99733315240>. 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 (**Absent**)
 Commissioner Dan Chang
 Commissioner Ross Peterson

Joe Angelo, Secretary to
 Civil Service Commission
 Andrea Weddle,
 Chief Assistant County Counsel

I. CALLED TO ORDER

II. APPROVE THE MINUTES OF JULY 14, 2021 AS MAILED. CORRECTION: The July 14, 2021 Minutes are approved with the correction to identify the Commissioner who abstained related to approval of the June 30, 2021 Minutes. The vote is corrected as follows: (3 Ayes) (1 Abstention: Commissioner Luna)	3-0
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III. PUBLIC COMMENTS:	None
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IV. APPROVE CONSENT MATTERS - Pages 3 - 5	3-0
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V. COMMUNICATION(S):	None
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VI. APPEALS (Non-Disciplinary Matters)	None
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VII. CLOSED SESSION

1. Public Employment pursuant to Government Code §54957:	None
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2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:	None
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3. Conference with Legal Counsel – Existing Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	
VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	No Action
IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:	None
X. ADJOURNMENT	3-0

IV. CONSENT MATTERS - APPROVED		
A. Hearing Calendar -		None
B. <u>Reinstatement Request(s)</u> -		None
C. <u>Voluntary Demotions</u> -		None
D. <u>Comparable Transfer(s)</u> -		None
E. <u>Transfer CSC (Rule 1732)</u> -		None
F. <u>Examination Actions – for CSC Meeting of July 28, 2021</u>		
Promotional-Assembled Examinations		
Open Date	Examination Title	LDF
7/12/21	1. Fire Department Deputy Chief (Promotional)	8/10/21
8/3/21	2. Fire Battalion Chief (Promotional)	9/2/21
Open-Assembled Examinations		
Open Date	Examination Title	LDF
7/9/21	3. Transportation Worker	8/4/21
7/15/21	4. Legal Process Clerk I	8/11/21
7/16/21	5. Administrative Support Manager	8/10/21
7/16/21	6. Epidemiologist II	8/9/21
7/22/21	7. Hazardous Materials Specialist LOP	8/16/21
7/22/21	8. Vector Control Manager	8/16/21
Open-Continuous Examinations		
Open Date	Examination Title	LDF
7/6/21	9. Juvenile Institutional Officer Associate	Continuous
Re-Open-Continuous Examinations		
Open Date	Examination Title	LDF
7/12/21	10. Sustainability Project Manager (Sustainable Transportation Program)	8/6/21
7/17/21	11. Building Maintenance Worker II	8/2/21
Extend Eligible Lists		
	12. Sustainability Project Manager, Exam #20-0176-01, Terminate on 1/29/22.	

IV. CONSENT MATTERS - APPROVED	
	13. Building Maintenance Worker II, Exam #20-9141-01, Terminate on 1/15/22.
Miscellaneous	
	14. Extended the last date of filing for Auditor Associate I , Exam #21-1527-01, from 7/6/21 to 7/16/21.
	15. Changed the Sustainability Project Manager (Sustainable Transportation Program) Exam #20-0176-01, from an assembled exam to a continuous exam, effective 3/6/20.
	16. Changed the Building Maintenance Worker II , Exam #20-9141-01, from an assembled exam to a continuous exam, effective 2/18/20.
	17. Extended the last day for filing for Institutional Supervisor I , Exam #21-6217-01 from 7/12/21 to 8/2/21.
	18. Extended the last day for filing for Sheriff's Safety Aide , Exam #20-8752-01, from 4/19/21 to continuous.
G. Eligible Lists	
Created Approved and Ordered Promulgated:	
	<ol style="list-style-type: none"> Deputy Public Defender, Exam #21-3125-01. Forensic, Diversion & Re-Entry Services Director, Exam #21-5074-01. Human Resource Validation Processor, Exam # 20-0269-01. Infrastructure Services Technician, Exam #20-1828-01. Manager, Janitorial Services (Promotional), Exam #21-7425-01. Senior Nutritionist, Exam #21-5794-01.
H. Classification Recommendations	
Department	Regarding:
Assessor	1. Reallocate two positions of 1296N – Clerk Intermittent I SAN, to 21-37049 2623 – Supervising Appraiser I.
	2. Reallocate one position of 1296N - Clerk Intermittent I SAN, to 21-37309 0323 - Assessor's External Affairs Manager.
Fire Department	3. Reallocate one position of 8154 - Fire Department Secretary II, to 22-37335 8189 - Fire Department Benefits Specialist.
Health Care Services Agency	4. Reallocate one position of 6515 - Clinical Review Specialist (Spanish Speaking), to 21-37046 5325 - Registered Nurse V (Psychiatric Option).

IV. CONSENT MATTERS - APPROVED

Human Resource Services	5. Reallocate one position of 0466 - County Training and Organizational Development Specialist, to 0485 - Training and System Specialist.	22-37334
Sheriff's Office	6. Allocate one additional position of 5151 - Forensic Pathologist. 7. Allocate two additional positions of 8604 - Deputy Sheriff II.	21-37224 21-37308

I. Specialty Designations


Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove specialty designation for position #310802 Job Code 6525 - Behavioral Health Clinical Supervisor (Criminal Justice), Effective 8/8/21. 2. Approve specialty designation for position #311158 Job Code 0315 - Health Care Program Administrator II (Emergency Preparedness Profess) Effective 8/8/21. 3. Approve specialty designation for position #400046 Job Code 0305, Program Specialist (COVID) Effective 8/8/21. 4. Approve specialty designation for position #403282 Job Code 6927 - Program Services Coordinator (Homeless Program Specialty) Effective 8/8/21.
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J. Classification Specifications

Unrepresented -Management	<ol style="list-style-type: none"> 1. Adopt the revised and retitled classification specification of job code 0294, from Human Resources Division Manager, to Human Resource Services Division Manager. 2. Adopt the revised and retitled classification specification of job code 0463, from Disability Program Administrator, to Medical Leaves & Accommodation Services Administrator. 3. Adopt the revised and retitled classification specification of job code 0467, from Disability Programs Case Manager, to Medical Leaves & Accommodation Services Case Manager. 4. Adopt the revised and retitled classification specification of job code 0468, from Disability Program Supervisor, to Medical Leaves & Accommodation Services Supervisor.
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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