



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY AUGUST 11, 2021, 4:00 P.M.

BY VIRTUAL TELECONFERENCE ONLY

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-08-21, ISSUED ON JUNE 11, 2021, 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/95709056905>. 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 JULY 28, 2021, AS MAILED.
 (3 Ayes) (1 Abstention - Commissioner Luna)

3-0
 1 Abstention

III. PUBLIC COMMENT(S):

Regarding Item VII. 1: Deputy County Counsel, Beatrice Liu, urged the Civil Service Commission to adopt the Findings of Fact, and the recommendation of the Administrative Law Judge to sustain the discipline.

IV. APPROVE CONSENT MATTERS - Pages 3 - 5

4-0

V. COMMUNICATION(S):

None

VI. APPEALS (Non-Disciplinary Matters)

None

VII. CLOSED SESSION

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2020-02 - OAH 2020100430 (Social Services Agency).

4-0

2. Public Employment pursuant to Government Code §54957:

None

<p>3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:</p>	<p>None</p>
<p>4. <u>Conference with Legal Counsel – Existing Litigation:</u> 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: Regarding Item VII. 1: By a unanimous vote of 4-0, the Civil Service Commission voted to adopt the Findings of Fact and Conclusions of Law, and to sustain the recommended discipline of the Administrative Law Judge.</p>	<p>4-0</p>
<p>IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS: The Commission Secretary announced that the last meeting in August is canceled (August 25, 2021). The Commission will reconvene on September 8, 2021.</p>	
<p>X. ADJOURNMENT</p>	<p>4-0</p>

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar -

1. Correspondence from Appellant withdrawing appeal, Case No. 2021-05, OAH 2021070203. **Remove from Hearing Calendar.**

B. Reinstatement Request(s) -

1. Janine M. Bedon, Library Clerk II, County Library.
2. Francis Ilaio, Deputy Sheriff's Recruit, Sheriff's Office.
3. Solomon Kiflom, Appraiser II, Assessor's Office.
4. Shatoya McCall, Specialist Clerk I, Health Care Services Agency.
5. Lynda Rodriguez, Specialist Clerk II, Information Tech Department.

C. Voluntary Demotions -

1. Jasmin Aranda, Senior Supervising Auditor to Senior Auditor, Auditor-Controller Office.
2. Ann Barot Koffler, Gain Employment Counselor Supervisor to Supervising Eligibility Technician, Social Services Agency.

D. Comparable Transfer(s) - None

E. Transfer CSC (Rule 1732) - None

F. Examination Actions – for CSC Meeting of August 11, 2021

Promotional-Assembled Examinations

OPEN DATE	EXAMINATION TITLE	LDF
8/9/21	1. Fire Battalion Chief (Promotional)	9/8/21

Open-Assembled Examinations

Open Date	Examination Title	LDF
7/26/21	2. Crime Analyst	8/20/21
7/29/21	3. Early, Periodic, Screening, Diagnosis and Treatment Coordinator	8/23/21
7/29/21	4. Senior Hazardous Materials Specialist (LOP)	8/23/21
8/9/21	5. Scientific Program Manager	9/3/21
8/9/21	6. Vector Ecologist	9/3/21
8/16/21	7. Program Specialist (Consumer/Family Option)	9/10/21
8/16/21	8. Senior Hazardous Materials Specialist	9/10/21
8/23/21	9. Division Director BHCS (Skilled Med Prof/Mental Health)	9/17/21

IV. CONSENT MATTERS - APPROVED

Extend Eligible Lists

- 10. Lieutenant, Exam #18-8620-01, Terminate on 9/30/21.
- 11. Registered Nurse IV (**PHN Option**), Exam #19-5320-01, Terminate on 1/19/22.

Miscellaneous

- 12. Extend the last day for filing for **Child Support Specialist III**, Exam #20-1403-01 from 7/19/21 to 7/30/21.
- 13. Extend the last day for filing for **Departmental Communications Manager**, Exam #20-0322-01 from 7/19/21 to 7/30/21.
- 14. Extend the last day for filing for **Division Director**, Exam #21-6126-01 from 7/26/21 to 8/9/21.
- 15. Cancel the **Program Specialist (Registered Dietitian, Certified Diabetes Educator, Spanish Speaking)**, Exam #20- 0305-03, effective 10/30/20.

G. Eligible Lists

Created Approved and Ordered Promulgated:

- 1. Fund Development and Grant Specialist, Exam # 21-0310-01.
- 2. Therapy Aide, Exam #19-5825-01.

H. Classification Recommendations

Department	Regarding:	
ACERA	1. Reallocate one position of 0219 - Administrative Specialist II, to 1352 - Retirement Technician.	21-37223
Community Development Agency	2. Reallocate one position of 0419 - Information Systems Analyst (Database Administration), to 0423 - Information Systems Coordinator (Database Administration).	21-36888
Social Services Agency	3. Reallocate one position of 1128 - Specialist Clerk I, to 1132 - Eligibility Support Clerk	22-37374
Sheriff's Office	4. Reallocate one position of 8755 – Sheriff's Technician, to 0219 - Administrative Specialist II.	21- 36583

I. Specialty Designations

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| Community Development Agency | 1. Approve specialty designation for position #303273
Job Code 2961 – Housing and Community Development Technician I (Cantonese/Mandarin Speaking), Effective 8/22/21. |
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IV. CONSENT MATTERS - APPROVED

<p>Health Care Services Agency</p>	<ol style="list-style-type: none"> 2. Approve specialty designation for position #310281 Job Code 5770 - Public Health Investigator (Spanish Speaking), Effective 8/22/21. 3. Approve specialty designation for position #311082 Job Code 5799 - Nutrition Assistant II (Spanish Speaking), Effective 8/22/21. 4. Remove specialty designation for position #401473 Job Code 0305 P - Program Specialist Project (Dental), Effective 8/21/21. 5. Approve specialty designation for position #401473 Job Code 0305 P - Program Specialist Project (COVID), Effective 8/22/21. 6. Remove specialty designation for position #402400 0305 P - Program Specialist Project (Quality Improvement Specialty), Effective 8/22/21.
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J. Classification Specifications

<p>ACMEA – General Government</p>	<ol style="list-style-type: none"> 1. Adopt the revised classification specification of job code 6785 - Employment Counselor Supervisor.
<p>BTC – Building & Construction Trades Council</p>	<ol style="list-style-type: none"> 2. Adopt the revised and retitled classification specification of job code 9576 - Lead Traffic Painter.
<p>HARD – Hayward Area Recreation & Park District</p>	<ol style="list-style-type: none"> 3. Recommend the Board of Supervisors establish the classification of job code 1100H – Administrative Assistant, and adopt the classification specification. 4. Adopt the revised classification specification of job code 1132H - Parks Supervisor. 5. Recommend the Board of Supervisors establish the classification of job code 1150H – Management Analyst, and adopt the classification specification. 6. Recommend the Board of Supervisors establish the classification of job code 1185H – Accounting Technician, and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

Joe Angelo

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JOE ANGELO, Secretary to Civil Service Commission