



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY SEPTEMBER 8, 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://us06web.zoom.us/j/82183923730>. 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 AUGUST 11, 2021 AS MAILED.	4-0
III. PUBLIC COMMENTS:	None
IV. APPROVED CONSENT MATTERS - Pages 3 - 7	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	None
2. Public Employment pursuant to Government Code §54957:	None
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:	None
4. 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 Actions
IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: <p>At the Civil Service Commission meeting of April 7, 2021, Commissioner Chang announced his intent to resign at the end of his term this year. With his term ending prior to the next Commission meeting, Commissioner Chang announced that today's meeting will be his last (September 8, 2021).</p> <p>Fellow Commissioners, and the Commission Secretary thanked Commissioner Chang, and expressed great appreciation for his many years of dedicated and conscientious service on the Civil Service Commission for Alameda County.</p> <p>Chief Assistant County Counsel, Andrea Weddle, announced that she will not attend the Civil Service Commission meeting on September 22, 2021. Senior Deputy County Counsel, Kathleen Pacheco, will serve in her place.</p>	
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED		
A. Hearing Calendar		
1. Correspondence from Denise Eaton-May of the Law Offices of Denise Eaton-May withdrawing appeal, Case No. 2020-08, OAH 2021040087. Remove from Hearing Calendar.		
B. Reinstatement Request(s)		
1. Sandra Espejo, Financial Services Specialist I, Social Services Agency.		
2. Solomon Kiflom, Appraiser II, Assessor's Office.		
3. Minmin Tan, Specialist Clerk I, Health Care Services Agency.		
C. Voluntary Demotions -		
1. Jose Laquian, Sheriff's Technician to Sheriff's Safety Aide, Sheriff's Office.		
2. Donna Wade, Secretary II to Specialist Clerk II, Probation Department.		
D. Comparable Transfer(s) - None		
E. Transfer CSC (Rule 1732) - None		
F. Examination Actions – for CSC Meeting of September 8, 2021		
Promotional-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
8/18/21	1. Assessment Supervisor II	9/13/21
8/27/21	2. Captain	9/22/21
Open-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
8/6/21	3. Librarian I	8/30/21
8/6/21	4. Librarian II	8/30/21
8/20/21	5. Library Page	9/13/21
8/23/21	6. Administrative Specialist I	9/17/21
9/1/21	7. Accounting Specialist I	9/27/21
Re-Open Continuous Examinations		
RE-OPEN DATE	EXAMINATION TITLE	LDF
8/23/21	8. Registered Environmental Health Specialist	9/7/2021
8/20/21	9. Assistant Water Resource Planner, Zone 7	9/13/21

IV. CONSENT MATTERS - APPROVED		
Extend Eligible Lists		
Title	Examination Number	Termination Date
10. Assistant Public Defender	18-3126-01	12/31/21
11. Human Resources Technician	19-0278-01	1/7/22
12. Supervising Eligibility Technician	19-1473-01	3/23/22
13. Child Welfare Supervisor	20-6750-01	4/7/22
14. Adult Protection Supervisor	20-6770-01	4/7/22
Miscellaneous		
15. Extend the last date of filing for Planner I , Exam #20-2925-01, from 8/7/21 to 8/16/21.		
16. Extend the last day for filing for Division Director , Exam #21-6126-01 from 8/9/21 to 8/23/21.		
G. Eligible Lists		
Create Approve and Order Promulgated:		
<ol style="list-style-type: none"> 1. Auto Mechanic, Exam #21-9420-01. 2. Chief Deputy Tax Collector (Promotional), Exam #21-0070-01. 3. Chief, Environmental Health - Certified Unified Program Agency (CUPA), Exam #21-5657-01 4. Child Support Program Manager, Exam #20-1410-01. 5. Clerk II HARD, Exam #21-1180H-01. 6. Electrician, Exam #20-9230-01. 7. Employee Benefits Technician I, Exam #21-0265-01. 8. Facilities Manager, Exam # 21-9690-01. 9. Fire Department Financial Accounting Specialist (Promotional), Exam #21-8165-01. 10. Fire Department Plan Checker, Exam #21-8131-01. 11. Human Resources and Risk Management Analyst, Exam #21-0279H-01. 12. Junior Engineer, Exam #21-2010-01. 13. Public Health Investigator, Exam #20-5770-01. 14. Public Works Fleet Supervisor, Exam #21-9529-01. 15. Quality Assurance Associate Administrator, BHC, Exam #20-5081-01. 16. Service Support Specialist, Exam #21-1133-01. 17. Stationary Engineer, GSA, Exam #21-9670-01. 18. Supervising Therapist, Exam #21-5870-01. 19. Sustainability Program Manager (Promotional), Exam #21-0178-01. 20. Vector Control Manager, Exam # 21-5693-01. 		

IV. CONSENT MATTERS - APPROVED		
H. <u>Classification Recommendations</u>		
Department	Regarding:	
General Services Agency	1. Allocate one additional position of 9240 - Painter	21-37183
	2. Allocate one additional position of 9220 - Carpenter	21-37184
	3. Allocate one additional position of 7210 - Gardener II, General Services Agency	21-37185
	4. Allocate one additional position of 9670 - Stationary Engineer, GSA	21-37186
	5. Allocate one additional position of 9665 - Building Equipment Maintenance Worker	21-37187
	6. Allocate five additional positions of 7410 - Janitor	21-37188
	7. Allocate one additional position of 7415 - Lead Janitor	21-37189
	8. Allocate one additional position of 7411 - Janitor, Floor Specialist	21-37190
Health Care Services Agency	9. Reallocate one position of 0305 – Program Specialist (Epidemiology Opt), to 5777 – Epidemiologist III	21-36906
	10. Reallocate one position of 2126 – Geographic Information Systems Analyst, to 5778 – Supervising Epidemiologist	21-36907
	11. Reallocate one position of 0305 – Program Specialist (Epidemiology Opt), to 5785 – Epidemiologist II	21-36908
	12. Reallocate one position of 0305 – Program Specialist (Epidemiology Opt), to 5785 – Epidemiologist II	21-36909
	13. Reallocate one position of 0305 – Program Specialist (Epidemiology Opt), to 5777 – Epidemiologist III	21-36910
	14. Reallocate one position of 0305 – Program Specialist (Epidemiology Opt), to 5777 – Epidemiologist III	21-36911

IV. CONSENT MATTERS - APPROVED	
	<p>15. Reallocate one position of 0207 P – Senior Management Analyst Project (Spanish Speaking), to 5777 – Epidemiologist III 21-37034</p> <p>16. Reallocate one position of 0305 – Program Specialist (MPCAH Option), to 0206 – Management Analyst (MPCAH Option) 21-37139</p> <p>17. Reallocate one position of 0307 – Senior Program Specialist (HIV Epidemiology), to 5778 – Supervising Epidemiologist 22-37423</p> <p>18. Reallocate one position of 5344 – Communicable Disease Surveillance Practitioner, to 5778 – Supervising Epidemiologist 22-37428</p>
Sheriff's Office	<p>19. Reallocate one position of 8617 – Sergeant, to 8620 - Lieutenant 22-37467</p>
Zone 7	<p>20. Allocate one additional position of 4983 - Construction Maintenance Laborer, Zone 7 22-37438</p>
I. <u>Specialty Designations</u>	
Community Development Agency	<p>1. Remove specialty designation for position #303220 Job Code 0423 - Information Systems Coordinator (Database Administration), Effective 9/19/2021.</p>
Health Care Services Agency	<p>2. Approve specialty designation for position #310118 Job Code 5325 - Registered Nurse V (PHN), Effective 9/19/21.</p> <p>3. Remove specialty designation for position #310489 Job Code 5139N - Physician III N (Psychiatric Option), Effective 9/19/21.</p> <p>4. Approve specialty designation for position #310613 Job Code 0207 - Senior Management Analyst (Managed Care Data), Effective 9/19/21.</p> <p>5. Remove specialty designation for position #310919 Job Code 0320 - Public Information Specialist (Behavior Hlth Managed Option), Effective 9/19/21.</p> <p>6. Approve specialty designation for position #311261 Job Code 5649 - Environmental Health Technician (Household Waste Option), Effective 9/19/21.</p>

IV. CONSENT MATTERS - APPROVED

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| | 7. Remove specialty designation for position #401456
Job Code 5097 - Consumer/Family Relations Program Assistant
(Consumer/ Family Option), Effective 9/19/21.
8. Approve specialty designation for position #403388
Job Code 0305 - Program Specialist (Detention Fac Security Clear),
Effective 9/19/21. |
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J. Classification Specifications

ACMEA – General Management	1. Adopt the revised and retitled classification specification of job code 6051, from Workforce Investment Board Director, to Workforce Development Board Director.
BTC – Building & Construction Trades Council	2. Adopt the revised classification specification of job code 9405 – Auto Service Worker. 3. Adopt the retitled classification specification of job code 9576, from Lead Traffic Painter, to Public Works Traffic Painter.
SEIU 1021	4. Adopt the revised classification specification of job code 2964 – Housing and Community Development Specialist I. 5. Adopt the revised classification specification of job code 2965 – Housing and Community Development Specialist II. 6. Adopt the revised classification specification of job code 2966 – Housing and Community Development Specialist III.
Unrepresented – Management	7. Adopt the revised and retitled classification specification of job code 5065, from Conditional Release & Criminal Justice Services Director, to Assistant Director, Forensic, Diversion, & Re-Entry System of Care. 8. Adopt the revised and retitled classification specification of job code 5074, from Forensic, Diversion, & Re-Entry Services Director, to Forensic, Diversion, & Re-Entry System of Care Director.

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