



# Summary Action Minutes

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

WEDNESDAY November 3, 2021, 4:00 P.M.

BY VIRTUAL TELECONFERENCE ONLY

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/85792879267>. 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 Ross Peterson

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

**I. CALLED TO ORDER**

<b>II. APPROVED THE MINUTES OF October 20, 2021, AS MAILED.</b>	3-0
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<b>III. PUBLIC COMMENTS:</b>	None
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<b>IV. APPROVED CONSENT MATTERS - Pages 3 - 7</b>	3-0
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<b>V. COMMUNICATION(S):</b>	None
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<p><b>VI. APPEALS (Non-Disciplinary Matters)</b></p> <p>1. From the Human Resource Services Staff in response to Jessica Perkinson's appeal of Minimum Qualification determination for the Administrative Specialist II Recruitment.  <u>STAFF RECOMMENDATION:</u> Deny Appeal</p> <p style="padding-left: 40px;"><b>By unanimous vote (3-0), the Commission denied the appeal.</b></p> <p>2. From the Human Resource Services Staff in response to Jesusa Santos' appeal of Minimum Qualification determination for the Administrative Specialist II Recruitment.  <u>STAFF RECOMMENDATION:</u> Deny Appeal</p> <p style="padding-left: 40px;"><b>By unanimous vote (3-0), the Commission denied the appeal.</b></p>	<p>3-0</p> <p>3-0</p>
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<b>VII. CLOSED SESSION</b>	<b>None</b>
<b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b>	<b>No Actions</b>
<b>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>  The Secretary to the Civil Service Commission sadly reported that Alameda County Board of Supervisors Member, Wilma Chan, has passed away due to a recent, tragic accident. Through the dishearting news, the Civil Service Commission expressed condolences to the family, and closed its meeting in respectful remembrance and in honor of the numerous contributions that Board Member Wilma Chan made in public service, and as an invaluable member of the Alameda County Board of Supervisors.	
<b>X. ADJOURNMENT</b>	<b>3-0</b>

<b>IV. CONSENT MATTERS - APPROVED</b>		
<b>A. <u>Hearing Calendar</u></b>		
1. Correspondence from Deputy County Counsel, Tivonna Stern withdrawing appeal; Settlement Agreement reached; Case No. <b>2020-06, OAH 2021040889. Remove from Hearing Calendar.</b>		
<b>B. <u>Reinstatement Request(s)</u></b>		
1. Rafael Velasquez, Deputy Sheriff's Recruit, Sheriff's Office.		
<b>C. <u>Voluntary Demotions</u> - None</b>		
<b>D. <u>Comparable Transfer(s)</u> -</b>		
1. Alexandra Arroyo, Program/Financial Specialist to Program Specialist P, Health Care Services Agency.		
2. Lauren Rankin, Program/Financial Specialist P to Program Specialist, Health Care Services Agency.		
<b>E. <u>Transfer CSC (Rule 1732)</u> - None</b>		
<b>F. <u>Examination Actions – for CSC Meeting of September 22, 2021</u></b>		
<b>Open-Assembled Examinations</b>		
<b>OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
10/8/21	1. Financial Services Specialist II	11/1/21
10/8/21	2. Juvenile Institutional Officer	11/1/21
10/8/21	3. Lead Customer Services Representative, DCSS	11/1/21
10/11/21	4. Crew Leader	11/4/21
10/11/21	5. Field Maintenance Superintendent	11/4/21
10/11/21	6. Juvenile Institutional Officer Intermittent	11/4/21
10/12/21	7. Associate Program Specialist	11/5/21
10/15/21	8. Assistant Director, Finance and Contracts, Probation Department	11/8/21
10/21/21	9. Registered Nurse V (PHN Option)	11/15/21
10/22/21	10. Medical Leaves & Accommodation Services Case Manager	11/22/21
10/22/21	11. Medical Leaves & Accommodation Services Technician	11/22/21
10/26/21	12. Environmental Health Technician	11/22/21
10/26/21	13. Psychiatric Mental Health Nurse Practitioner	11/22/21

IV. CONSENT MATTERS - APPROVED		
<b>Re-Open Continuous Examinations</b>		
RE-OPEN DATE	EXAMINATION TITLE	LDF
10/8/21	14. Family Support Case Manager	11/5/21
10/8/21	15. Mental Health Specialist II	Continuous
<b>Reinstate Eligible Lists</b>		
Title	Examination Number	Terminate On
16. Deputy Sheriff Recruit	20-8601-01	10/11/22
17. Janitor Supervisor II	19-7423-01	4/18/22
<b>Extend Eligible Lists</b>		
Title	Examination Number	Terminate On
18. Administrative Assistant	19-1142-01	3/18/22
19. Deputy Sheriff I (Post Grad)	20-8602-01	10/21/22
20. Deputy Sheriff II (Lateral)	20-8604-01	10/21/22
21. Fire Dispatcher	20-8220-01	5/18/22
22. Maintenance & Construction Technician II (HARD)	20-1121H-01	5/18/22
<b>Order Eligible List Designated Alternative List</b>		
23. Designate the <b>Senior Financial Services Specialist, Exam #21-0215-01</b> , as an alternate list for <b>Financial Services Specialist II</b> .		
<b>Miscellaneous</b>		
24. Extend the last day of filing for Fire Department Benefits Specialist, Exam # 21-8189-01, from 10/25/21 to 11/8/21.		
25. Extend the last day for filing for Hazardous Materials Specialist (CUPA), Exam # 21-5650-03, from 10/18/21 to 11/1/21.		
26. Extend the last day for filing for Institutional Supervisor II, Exam #21-6225-01, from 10/18/21 to 11/1/21.		
27. Extend the last day for filing for Parks Supervisor, Exam #21-1132H-01, from 10/21/21 to 11/4/21.		
28. Extend the last day for filing for Procurement and Contract Supervisor, Zone 7 , Exam # 21-4956-01, from 10/18/21 to 11/10/21.		
29. Extend the last date for filing for Senior Employment Specialist, Exam 21-6780-01, from 10/8/21 to 11/26/21.		

<b>IV. CONSENT MATTERS - APPROVED</b>	
30. Cancel the Division Director (Skilled Med Prof/Mental Health), Exam #21-5094-01, effective 8/23/2021.	
31. Change the Family Support Case Manager, Exam #20-6707-01, from an open-assembled to an open-continuous, effective 10/9/20.	
<b>G. Eligible Lists</b>	
<b>Created Approved and Ordered Promulgated:</b>	
1. Assessor's Technician, Exam #21-2507-01. 2. Behavioral Health Crisis Intervention Specialist Supervisor, Exam #21-6514-01. 3. Fire Battalion Chief (Promotional), Exam #21-8150-01. 4. Institutional Supervisor I, Exam #21-6217-01. 5. Supervising Accountant, Exam #20-0140-02. 6. Supervising Financial Services Specialist, Exam #20-0216-01.	
<b>H. Classification Recommendations</b>	
<b>Department</b>	<b>Regarding:</b>
Assessor	1. Reallocate <b>two</b> positions of 1296N - Clerk Intermittent I SAN, to 0206 P - Management Analyst Project 22-37721
	2. Reallocate one position of 2620 - Appraiser III, to 2630 - Principal Appraiser 22-37805
Health Care Services Agency	3. Allocate <b>three</b> positions of 6927 - Program Services Coordinator 21-36794
	4. Allocate one position of 0206 - Management Analyst 21-36796
	5. Reallocate one position of 0411 P - Information Systems Technician II Project, to 0206 P - Management Analyst Project 21-37227
	6. Reallocate one position of 5400N - Student Professional Worker N, to 0220 P - Supervising Administrative Specialist Project 22-37656
	7. Reallocate one position of 5400N - Student Professional Worker N, to 0220 P - Supervising Administrative Specialist Project 22-37657
	8. Reallocate one position of 5400N - Student Professional Worker N, to 0220 P - Supervising Administrative Specialist Project 22-37658

IV. CONSENT MATTERS - <b>APPROVED</b>	
	9. Reallocate one position of 1142 - Administrative Assistant, to 0219 - Administrative Specialist II 22-37707
Public Defender	10. Reallocate one position of 1212 - Transcriptionist, to 1240 - Legal Secretary 22-37723
Sheriff's Office	11. Reallocate one position of 1314 - Accounting Specialist I, to 8520 - Crime Laboratory Technician 22-37763
Zone 7	12. Reallocate one position of 4965 - Associate Civil Engineer/Professional Geologist, Zone 7, to 4968 - Senior Water Resources Planner, Zone 7 22-37681
<b>I. <u>Specialty Designations</u></b>	
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Remove specialty designation for position #309896 Job Code 0307 - Senior Program Specialist (<b>MedAdmActivity/TargetCaseMgmt</b>), Effective 11/14/21.</li> <li>2. Approve specialty designation for position #310148 Job Code 6701 - Community Outreach Worker II (<b>Cantonese/Mandarin Speaking</b>), Effective 11/14/21.</li> <li>3. Approve specialty designation for position #310266 Job Code 6720 - Social Worker III (<b>Spanish Speaking</b>), Effective 11/14/21.</li> <li>4. Approve specialty designation for position #310330 Job Code 6701 - Community Outreach Worker II (<b>Spanish Speaking</b>), Effective 11/14/21.</li> <li>5. Remove specialty designation for position #403388 Job Code 0305 - Program Specialist (<b>Detention Fac Security Clear</b>), Effective 11/14/21.</li> </ol>
Public Defender's Office	6. Approve specialty designation for position #301469 Job Code 1128 - Specialist Clerk I ( <b>Spanish Speaking</b> ), Effective 11/14/21.
<b>J. <u>Classification Specifications</u></b>	
UAPD - Union of American Physicians & Dentists	1. Adopt the revised classification specification of Job Code 5139 - Physician III.


**IV. CONSENT MATTERS - APPROVED**

Unrepresented – Fire Management	2. Adopt the revised and retitled classification specification of Job Code 8193, from Fire Department Human Resources Officer, to Fire Department Human Resources Specialist.
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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