



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY December 15, 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/84251192054>. 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 Ross Peterson

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

I. CALLED TO ORDER

II. REMOTE MEETINGS (AB 361):

Civil Service Commission to Receive Staff Report Regarding AB 361 and Adopt Findings for Continued Teleconference Meetings

By unanimous vote (3-0) the Civil Service Commission ("Commission") finds that there is a continuing state of emergency declared by the Governor of the State of California that encompasses the County of Alameda. The Commission further finds that state and/or local officials have imposed or continue to recommend measures to promote social distancing. Accordingly, the Commission therefore accepts staff's recommendation and adopts Findings for continued teleconferenced meetings in accordance with Government Code section 54953(e).

3-0

III. APPROVED THE MINUTES OF DECEMBER 1, 2021, AS MAILED.

3-0

IV. PUBLIC COMMENTS:

None

V. APPROVED CONSENT MATTERS - Pages 3 - 6

3-0

<p>VI. COMMUNICATION(S):</p> <p>From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820, Duration of Probation Period.</p> <p><u>STAFF RECOMMENDATION:</u> Adopt Rule Change - APPROVED</p>	<p>3-0</p>
<p>VII. APPEALS (Non-Disciplinary Matters)</p>	<p>None</p>
<p>VIII. CLOSED SESSION</p>	<p>None</p>
<p>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</p>	<p>No Actions</p>
<p>X. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:</p> <p>Noting that today’s meeting will be the last for 2021, the Secretary wished everyone a happy holiday season, and expressed sincere thanks to the Commission for another wonderful year of committed service amid significantly challenging and historic times.</p>	
<p>XI. ADJOURNMENT</p>	<p>3-0</p>

V. CONSENT MATTERS - APPROVED		
A. <u>Hearing Calendar</u> - None		
B. <u>Reinstatement Request(s)</u> 1. Andree Reyes, Program Specialist, Social Services Agency. 2. Felicia Marie Vizcarra, Eligibility Support Clerk, Social Services Agency.		
C. <u>Voluntary Demotions</u> - None		
D. <u>Comparable Transfer(s)</u> 1. LaToyia Jones, Service Support Specialist, to Eligibility Support Clerk, Social Services Agency.		
E. <u>Transfer CSC (Rule 1732)</u> - None		
F. <u>Examination Actions – for CSC Meeting of December 15, 2021</u>		
Promotional Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
11/22/21	1. Sergeant	12/17/21
11/29/21	2. Lead Janitor	12/27/21
Open-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
11/29/21	3. Bridge and Pump Supervisor	12/27/21
11/29/21	4. Treasurer-Tax Collector's Specialist I	12/27/21
12/6/21	5. Assistant Deputy Director, Community Development Agency (Homeless Program and Policy Specialty)	12/30/21
12/7/21	6. Agricultural and Standards Aide SAN	1/3/22
Terminate Eligible Lists		
Title	Examination Number	Terminate On
7. Clinical Review Specialist	20-6515-01	12/15/21
Reinstate Eligible Lists		
Title	Examination Number	Terminate On
8. Supervising Clerk II	18-1139-01	6/2/22

V. CONSENT MATTERS - APPROVED

Miscellaneous

9. Extend the last date of filing for Assistant Director, Forensic, Diversion & Reentry System of Care, Exam #21-5065-01, from 11/29/21 to 12/20/21.
10. Extend the last date of filing for Clerk-Recorders Supervisor I, Exam #21-1525-01, from 11/29/21 to 12/6/21.
11. Extend the last date of filing for Clerk-Recorders Supervisor II, Exam #21-1526-01, from 11/29/21 to 12/6/21.
12. Extend the last date of filing for Division Director, Behavioral Health Care Services (**Skilled Med Prof/Mental Health**), Exam #21-5094-02, from 11/30/21 to 12/31/21.
13. Extend the last date of filing for Medical Leaves & Accommodation Services Case Manager, Exam #21-0467-01, from 11/22/21 to 12/7/21.
14. Extend the last date of filing for Retirement Accountant II, Exam #21-1370-01, from 12/3/21 to 12/20/21.
15. Cancel the Procurement and Contracts Supervisor, Zone 7, Exam #21-4956-01, effective 9/23/21.

G. Eligible Lists

Created Approved and Ordered Promulgated:

1. Assessment Supervisor II (Promotional), Exam #21-2851-01.
2. Auditor, Exam #21-0143-01.
3. Behavioral Health Crisis Intervention Specialist I, Exam #21-6512-02.
4. Hazardous Materials Specialist (CUPA) Certified Unified Program Agency, Exam #21-5650-03.
5. Human Resources Manager, Zone 7 (Promotional), Exam # 21-4919-01.
6. Library Page, Exam #21-1109-01.

H. Classification Recommendations

Department	Regarding:	
Sheriff's Office	1. Allocate one additional position of 6500 - Youth and Family Services Supervisor	22-37719
	2. Allocate two additional positions of 6498 - Youth and Family Services Therapist	22-37720
Health Care Services Agency	3. Reallocate one position of 1128 - Specialist Clerk I, to 0215 - Senior Financial Services Specialist	22-37430
	4. Reallocate one position of 6510 - Behavioral Clinician II (Homeless Program Specialty), to 5305 - Registered Nurse II (Homeless Program Specialty)	22-37486
	5. Reallocate one position of 6646 - Senior Clinical Case Manager, CHSC, to 0305 - Program Specialist	22-37487

V. CONSENT MATTERS -		APPROVED
	6. Reallocate one position of 6515 - Clinical Review Specialist 0308 - Supervising Program Specialist	22-37563
	7. Reallocate one position of 0305 - Program Specialist (Subst Use Disorder/Criminal Ju), to 0308 - Supervising Program Specialist	22-37714
	8. Reallocate one position of 1129 – Specialist Clerk II, to 0219 – Administrative Specialist II	22-37722
	9. Reallocate one position of 0318 - Developmental Disabilities Coordinator, to 0306 - Program/Financial Specialist	22-37903
Social Services Agency	10. Reallocate one position of 1120 - Clerk II, to 1132 - Eligibility Support Clerk	22-37896
	11. Reallocate one position of 1128 - Specialist Clerk I, to 1132 - Eligibility Support Clerk	22-37897
I. <u>Specialty Designations</u>		
Health Care Services Agency	1. Remove specialty designation for position #310002 Job Code 0305 - Program Specialist, (MPCAH Option) Effective 12/26/21.	
	2. Remove specialty designation for position #311026 Job Code 5770 - Public Health Investigator (Cantonese/Mandarin Speaking), Effective 12/26/21.	
	3. Approve specialty designation for position #310796 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21	
	4. Approve specialty designation for position #310812 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21	
	5. Approve specialty designation for position #401121 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21	
	6. Approve specialty designation for position #403397 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21	
	7. Approve specialty designation for position #403398 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21	
	8. Approve specialty designation for position #403399 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21	

V. CONSENT MATTERS - APPROVED


- 9. Approve specialty designation for position #403401
 Job Code 6510 - Behavioral Clinician II (**Detention Medical Facilities Specialty**),
 Effective 12/26/21
- 10. Approve specialty designation for position #403402
 Job Code 6510 - Behavioral Clinician II (**Detention Medical Facilities Specialty**),
 Effective 12/26/21
- 11. Approve specialty designation for position #403403
 Job Code 6510 - Behavioral Clinician II (**Detention Medical Facilities Specialty**),
 Effective 12/26/21
- 12. Approve specialty designation for position #403562
 Job Code 6510 - Behavioral Clinician II (**Detention Medical Facilities Specialty**),
 Effective 12/26/21

J. Classification Specifications

ACMEA – Confidential Management	<ul style="list-style-type: none"> 1. Recommend the Board of Supervisors establish the classification of Job Code 0273 – Human Resources Exam and Certification Supervisor, and adopt the classification specification. 2. Adopt the revised classification specification of Job Code 0279 – Human Resources Analyst Trainee. 3. Adopt the revised classification specification of Job Code 0291 – Human Resources Analyst.
SEIU 1021	<ul style="list-style-type: none"> 4. Adopt the revised classification specification of Job Code 9280 – Telecommunications Technician.
Unrepresented - Management	<ul style="list-style-type: none"> 5. Adopt the revised classification specification of Job Code 0203 – Management Associate I. 6. Adopt the revised classification specification of Job Code 0204 – Management Associate II.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

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JOE ANGELO, Secretary to Civil Service Commission