



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY January 26, 2022, 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/87831555014>. 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 TELECONFERENCE 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. TELECONFERENCE GUIDELINES: MEMBERS OF THE PUBLIC MAY OBSERVE AND PARTICIPATE IN MEETINGS BY FOLLOWING THE INSTRUCTIONS IN THE TELECONFERENCE 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.	APPROVED THE MINUTES OF JANUARY 12, 2022, AS MAILED.	3-0
III.	PUBLIC COMMENTS:	None
IV.	APPROVED CONSENT MATTERS - Pages 3 - 6	3-0
V.	COMMUNICATION(S):	None
VI.	<p>APPEALS (Non-Disciplinary Matters)</p> <p>From the Human Resource Services staff in response to Patrick Crosby's appeal of the Classification Study Determination to upgrade his original position of Information Systems Analyst to Information Systems Manager.</p> <p>STAFF RECOMMENDATION: Deny Appeal</p> <p>By unanimous vote (3-0), the Commission denied the appeal.</p>	3-0
VII.	CLOSED SESSION	None

VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	No Action
CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: The Secretary was pleased to announce that at their January 25, 2022 meeting, the Board of Supervisors voted to appoint a new member to the Civil Service Commission, Julie Yim . The Secretary shared aspects of her professional background, as well as her statement of desired contributions as she serves on the Civil Service Commission. The Commission shared in welcoming newly appointed Commissioner Yim.	
IX. ADJOURNMENT	3-0

V. CONSENT MATTERS - APPROVED		
A. <u>Hearing Calendar</u> - 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 January 26, 2022</u>		
Promotional Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
2/1/22	1. Fire Captain (Promotional)	3/3/22
2/22/22	2. Fire Battalion Chief (Promotional)	3/24/22
Open-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
12/29/21	3. Infrastructure Services Analyst	1/24/22
1/10/22	4. Building Maintenance Laborer	2/3/22
1/12/22	5. Senior Management Analyst	2/7/22
1/14/22	6. Gardener I, General Services Agency	2/7/22
1/18/22	7. Environmental Health Technician (Household Waste Option)	2/11/22
1/18/22	8. Program Specialist (Family Specialty)	2/11/22
12/20/21	9. Associate Youth and Family Services Therapist	1/14/22
Open-Continuous Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
1/18/22	10. Behavioral Health Crisis Intervention Specialist I	Continuous
Re-Open-Continuous Examinations		
REOPEN DATE	EXAMINATION TITLE	LDF
1/14/22	11. Deputy Division Director, Public Health	02/15/22

V. CONSENT MATTERS - APPROVED		
Reinstate Eligible Lists		
Title	Examination Number	Terminate On
12. Account Clerk II	19-1310-01	4/7/22
13. Assistant Public Defender	18-3126-01	6/30/22
Extend Eligible Lists		
Title	Examination Number	Terminate On
14. Administrative Secretary	19-1227-01	7/13/22
15. Financial Services Officer	19-0217-01	4/30/22
Order Eligible List Designated Alternative List		
16. Designate the Accounting Specialist II, Exam #21-1316-01, as an alternate list for Fire Department Account Clerk, job code 8160		
17. Designate the Registered Nurse II (PHN Option), Exam #19-5305-01, as an alternate list for Registered Nurse II, job code 5305		
Miscellaneous		
18. Extend the last day of filing for Division Director, Behavioral Health Care Services, (Skilled Med Prof/Mental Health), Exam #21-5094-02, from 12/31/21 to 1/31/22.		
19. Extend the last day of filing for Engineering CAD/D Technician II, Exam #21-2123-01, from 1/5/22 to 1/19/22.		
20. Extend last day of filing for Senior Nutritionist, Exam #21-5794-02, from 1/18/22 to 2/18/22.		
21. Cancel the Supervising Civil Engineer, Exam #21-2025-01, effective 6/29/21.		
22. Change the Deputy Division Director, Public Health, Exam #21-5083-01, from an open assembled exam, to a continuous exam, effective 5/21/21.		
G. Eligible Lists		
Created Approved and Ordered Promulgated:		
1. Assessment Roll Manager (Promotional), Exam #21-2875-01.		
2. Assistant Chief Therapist, Exam #21-5873-01.		
3. Assistant Director, Finance and Contracts, Probation Department, Exam #21-6074-01		
4. Bridge and Pump Supervisor, Exam #21-9521-01.		
5. Chief Departmental Human Resources Administrator, Exam #21-0465-01.		
6. Library Driver-Clerk, Exam #21-9310-01.		
7. Psychiatric Mental Health Nurse Practitioner, Exam #21-5384-01.		

V. CONSENT MATTERS - APPROVED	
8. Senior Employment Specialist, Exam #21-6780-01.	
H. Classification Recommendations	
Department	Regarding:
County Administrator's Office	1. Reallocate one position of 0206 - Management Analyst (Children's Policy Planning&Dev), to 22-38087 0219 - Administrative Specialist II
Fire Department	2. Reallocate one position of 8193 – Fire Department Human Resources Specialist, to 22-38111 8175 – Fire Department Financial Services Analyst
Health Care Services Agency	3. Reallocate one position of 1120 - Clerk II, to 22-37431 0419 - Information Systems Analyst 4. Reallocate one position of 0416 - Information Systems Specialist, to 22-37432 0420 - Information Systems Manager 5. Reallocate one position of 1310 - Account Clerk II, to 22-37433 0419 - Information Systems Analyst 6. Reallocate one position of 6316 - Clinical Psychologist, to 22-37434 0219 - Administrative Specialist II 7. Reallocate one position of 5056 - Assistant Director, Health Care Services Agency, to 22-38005 6647 - Children and Youth Initiatives Director 8. Reallocate one position of 1314 - Accounting Specialist I, to 22-38045 1316 - Accounting Specialist II
Public Works Agency	9. Reallocate one position of 9575 - Traffic Painter, to 22-37866 9576 - Public Works Traffic Painter
I. Specialty Designations	
Health Care Services Agency	1. Remove specialty designation for position #309999 Job Code 1129 - Specialist Clerk II (Human Resources) Effective 2/6/22. 2. Remove specialty designation for position #403412 Job Code 1129 - Specialist Clerk II (Spanish Speaking) Effective 2/6/22.

V. CONSENT MATTERS - APPROVED	
J. Classification Specifications	
Unrepresented- Management	1. Adopt the revised classification specification of Job Code 0485 – Training and System Specialist.
Unrepresented- Fire Management	2. Adopt the revised classification specification of Job Code 8130 – Fire Department Division Chief.
<p>ADJOURNMENT</p> <p>There being no further business, the meeting was adjourned.</p> <p>DocuSigned by:  2CC022F934DA404...</p> <hr/> <p>JOE ANGELO, Secretary to Civil Service Commission</p>	