



*Agenda*  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

WEDNESDAY, SEPTEMBER 7, 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/86272104055>. 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  
 Commissioner Julie Yim  
*Commissioner Monica Lee - Welcome!*

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

<b>I. CALL TO ORDER</b>	
<b>II. REMOTE MEETINGS (AB 361):</b> Civil Service Commission to Receive Oral Staff Report Regarding AB 361 and to Adopt Findings for Continued Teleconference Meetings	
<b>III. APPROVE THE MINUTES OF AUGUST 10, 2022, AS MAILED.</b>	
<b>IV. PUBLIC COMMENTS:</b>	
<b>V. APPROVE CONSENT MATTERS - Pages 3 - 6</b>	
<b>VI. COMMUNICATION(S):</b>	
<b>VII. APPEALS (Non-Disciplinary Matters)</b>  From the Human Resource Services staff in response to Carmelo San Mames' appeal of Minimum Qualification Determination for the Workforce Development Board Director, Recruitment #21-6051-01.  <b>STAFF RECOMMENDATION:</b>	<b>Deny Appeal</b>

<p><b>VIII. CLOSED SESSION</b></p> <ol style="list-style-type: none"><li>1. Public Employment pursuant to Government Code §54957: Job Code 6216, Probation Department</li><li>2. Public Employment pursuant to Government Code §54957: Job Code 6745, Child Welfare Worker II, Social Services Agency</li><li>3. Public Employee Discipline/Dismissal/Release pursuant to Government Code pursuant to Government Code §54957:</li><li>4. <b><u>Conference with Legal Counsel – Potential Litigation:</u></b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9</li></ol>	
<p><b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b></p>	
<p><b>X. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:</b></p>	
<p><b>XI. ADJOURNMENT</b></p>	

<b>V. CONSENT MATTERS -</b>		
<b>A. <u>Hearing Calendar</u></b> Correspondence from Appellant Attorney, Will Yamada of Tribuiano & Yamada, LLP, withdrawing request for appeal hearing for Case No. 2022-01; OAH Case No. 2022060352. <b>Removed from OAH hearing calendar.</b>		
<b>B. <u>Reinstatement Request(s)</u></b> <ol style="list-style-type: none"> <li>1. Joel Ildefonzo, Deputy Sheriff's Recruit, Sheriff's Office.</li> <li>2. Ronald Reyes, Accounting Specialist II, Public Works Agency.</li> <li>3. Felicia Walker, Assessor's Technician, Assessor Office.</li> <li>4. Jianping Yi, Eligibility Services Tech III to Specialist Clerk II, Health Care Services Agency.</li> </ol>		
<b>C. <u>Voluntary Demotions</u> -                      None</b>		
<b>D. <u>Comparable Transfer(s)</u> -                      None</b>		
<b>E. <u>Transfer CSC (Rule 1732)</u>                      None</b>		
<b>F. <u>Examination Actions – for CSC Meeting of September 7, 2022</u></b>		
<b>Open-Assembled Examinations</b>		
<b>OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
8/8/22	1. Secretary I	9/1/22
8/10/22	2. Food Service Worker	9/6/22
8/12/22	3. Administrative Analyst	9/6/22
8/12/22	4. Plumber	9/7/22
8/16/22	5. Deputy Public Guardian-Conservator/Investigator	9/12/22
8/17/22	6. Program/Financial Specialist	9/12/22
8/19/22	7. Nutrition Assistant I	9/12/22
8/19/22	8. Probation Contracts and Grants Administrative Manager	9/12/22
8/24/22	9. Library Clerk I	9/19/22
<b>Re-Open Continuous Examinations</b>		
<b>OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
8/5/22	10. Sergeant	8/31/22
8/9/22	11. Institutional Supervisor I	8/30/22

<b>V. CONSENT MATTERS -</b>		
<b>Terminate Eligible Lists</b>		
<b>Title</b>	<b>Examination Number</b>	<b>Terminate On</b>
12. Human Resources Validation Processor	21-0269-01	9/1/22
<b>Extend Eligible Lists</b>		
<b>Title</b>	<b>Examination Number</b>	<b>Terminate On</b>
13. Captain (Promotional)	21-8625-01	5/17/23
14. Janitor, Detention Facilities	21-7416-01	8/31/23
15. Lieutenant (Promotional)	21-8620-01	12/22/22
<b>Miscellaneous</b>		
<p>16. Cancel the Program Specialist (<b>Adult Clinical Specialty</b>) Exam #22-0305-02 effective 8/3/22.</p> <p>17. Change the <b>Institutional Supervisor I</b>, Exam #21-6217-01, from open assembled to open continuous effective 6/18/21.</p> <p>18. Change the <b>Sergeant (Promotional)</b>, Exam #21-8617-01, from open assembled to open continuous effective 11/22/21.</p> <p>19. Extend the last day for filing for <b>Accounting and Finance Manager, Public Works</b>, Exam #22-0182-01, from 8/22/22 to 9/30/22.</p> <p>20. Extend the last day for filing for <b>Division Director, Behavioral Health Care Services</b>, Exam #22-5094-01, from 8/19/22 to 9/9/22.</p> <p>21. Extend the last day for filing for <b>Fire Public Affairs Manager</b>, Exam #22-8133-01, from 8/8/22 to 9/16/22.</p> <p>22. Extend the last day for filing for <b>Principal Auditor</b>, Exam #22-0151-01, from 8/15/22 to 8/29/22.</p> <p>23. Extend the last day for filing for the <b>Public Information Specialist</b>, Exam #20-0320-01, from 8/19/22 to 9/2/22.</p> <p>24. Extend the last day for filing for <b>Retirement Accountant III</b>, Exam #22-1371-01, from 8/8/22 to 9/12/22.</p> <p>25. Extend the last day for filing for the <b>Youth and Family Services Therapist</b>, Exam #22-6498-01, from 8/2/22 to 8/23/22.</p>		
<b>G. Eligible Lists</b>		
<b>Create Approve and Order Promulgated:</b>		
<p>1. Adult Protective Services Worker II, Exam #22-6765-01.</p> <p>2. Associate County Counsel, Exam #22-3220-01.</p> <p>3. Associate Infrastructure Services Technician, Exam #21-1846-01.</p> <p>4. Capital Programs Manager, Exam #22-2218-01.</p> <p>5. Child Welfare Supervisor (<b>Promotional</b>), Exam #22-6750-01.</p>		

**V. CONSENT MATTERS -**

6. Deputy County Counsel, Exam #22-3230-01.
7. Division Chief, Auditor, Exam #22-0160-01.
8. Employment Counselor Supervisor (**Promotional**), Exam #22-6785-01.
9. Engineering CAD/D Technician III, Exam #22-2124-01.
10. Fire Department Human Resources Manager, Exam #22-8194-02.
11. Management Analyst, Exam #21-0206-01.
12. Payroll Records Clerk, Exam #22-1125-01.
13. Procurement & Contracts Specialist I (**Promotional**), Exam #22-0172-01.
14. Public Defender Investigator III (Promotional), Exam #22-8579-01.
15. Registered Nurse IV (**PHN Option**), Exam #22-5320-01.
16. Supervising Financial Services Specialist, Exam #22-0216-01.
17. Supervising Hazardous Materials Specialist – Certified Unified Program Agency (**CUPA**), Exam #22-5656-01.
18. Social Work Supervisor (**Promotional**), Exam #21-6730-01.
19. Youth and Family Services Lead Therapist, Exam #22-6499-01.

**H. Classification Recommendations**

Department	Regarding:
<b>Health Care Services Agency</b>	1. Reallocate 1 position of 6707 – Family Support Case Manager, to 6706 – Family Support Care Coordinator <span style="float: right;">22-39785</span>
	2. Reallocate 1 position of 6492 - Mental Health Specialist III, to 6515 - Clinical Review Specialist <span style="float: right;">22-39892</span>
	3. Reallocate 1 position of 6701 P – Community Outreach Worker II Project, to 0416 P – Information Systems Specialist Project <span style="float: right;">22-40092</span>
	4. Reallocate 1 position of 6491 – Mental Health Specialist II ( <b>Consumer/Family Option</b> ), to 6515 – Clinical Review Specialist ( <b>Consumer/Family Specialty</b> ) <span style="float: right;">22-40126</span>
	5. Reallocate 1 position of 6491 – Mental Health Specialist II ( <b>Consumer/Family Option</b> ), to 6515 – Clinical Review Specialist ( <b>Consumer/Family Specialty</b> ) <span style="float: right;">22-40127</span>
<b>Sheriff's Office</b>	6. Allocate 1 position of 8604 – Deputy Sheriff II <span style="float: right;">22-39783</span>
	7. Allocate 1 position of 8617 – Sergeant <span style="float: right;">22-39784</span>
	8. Reallocate 1 position of 0219 – Administrative Specialist II, to 0460 – Departmental Human Resources Officer <span style="float: right;">23-40277</span>

<b>V. CONSENT MATTERS -</b>	
<b>I. <u>Specialty Designations</u></b>	
<b>Health Care Services Agency</b>	<ol style="list-style-type: none"> <li>1. Remove specialty designation for position #309902                      Job Code 0219 – Administrative Specialist II (<b>Hospice Specialty</b>)                      Effective 9/18/22</li> <li>2. Remove specialty designation for position #310218                      Job Code 5315 – Registered Nurse III (<b>Spanish Speaking</b>)                      Effective 9/17/22</li> <li>3. Approve specialty designation for position #310218                      Job Code 5315 – Registered Nurse III (<b>PHN</b>)                      Effective 9/18/22</li> <li>4. Remove specialty designation for position #310335                      Job Code 0219 P – Administrative Specialist II Project (<b>COVID</b>)                      Effective 9/18/22</li> </ol>
<b>Human Resource Services Department</b>	<ol style="list-style-type: none"> <li>5. Remove specialty designation for position #300784                      Job Code 1129 – Specialist Clerk II (<b>STEP-UP Program</b>)                      Effective 9/18/22</li> </ol>
<b>J. <u>Classification Specifications</u></b>	
<b>ACMEA – General Management</b>	<ol style="list-style-type: none"> <li>1. Adopt the revised classification specification of                      Job Code 6525 - Behavioral Health Clinical Supervisor.</li> <li>2. Adopt the revised classification specification of                      Job Code 6527 - Behavioral Health Clinical Manager.</li> </ol>
<b>Unrepresented – Fire Management</b>	<ol style="list-style-type: none"> <li>3. Adopt the revised classification specification of                      Job Code 8141 – Fire Department Financial Services Manager.</li> </ol>