



**Summary Action Minutes**  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

WEDNESDAY, SEPTEMBER 21, 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/86941848011>. 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 (*Excused*)  
 Commissioner Ross Peterson  
 Commissioner Julie Yim  
 Commissioner Monica Lee

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

<b>I. CALLED TO ORDER</b>	
<b>II. APPROVED THE MINUTES OF SEPTEMBER 7, 2022, AS MAILED.</b>	<b>4-0</b>
<b>III. PUBLIC COMMENTS:</b>	<b>None</b>
<b>IV. APPROVED CONSENT MATTERS - Pages 3 - 6</b>	<b>4-0</b>
<b>V. COMMUNICATION(S):</b>	<b>None</b>
<b>VI. APPEALS (Non-Disciplinary Matters)</b>	<b>None</b>
<b>VII. CLOSED SESSION</b>	<b>None</b>
Public Employment pursuant to Government Code §54957:	<b>None</b>
Public Employee Discipline/Dismissal/Release pursuant to Government Code Pursuant to Government Code §54957:	<b>None</b>
<b><u>Conference with Legal Counsel – Potential Litigation:</u></b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	<b>None</b>
<b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b>	<b>No Action</b>
<b>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>	<b>None</b>
<b>X. ADJOURNMENT</b>	<b>4-0</b>

**V. CONSENT MATTERS - APPROVED**

**A. Hearing Calendar - None**

**B. Reinstatement Request(s)**

1. Honeylet Soer Bautista, Financial Services Officer, General Services Agency.
2. Cerita Chappell, Specialist Clerk I, Health Care Services Agency.
3. Joceline Gonzalez, Specialist Clerk I, General Services Agency.
4. Felicia Walker, Assessor's Technician, Assessors.
5. Ann Mak Wong, Payroll Records Clerk, Library.
6. Angela Zhang, Labor Relations Analyst I, Human Resources.

**C. Voluntary Demotions - None**

**D. Comparable Transfer(s) - None**

**E. Transfer CSC (Rule 1732) - None**

**F. Examination Actions – for CSC Meeting of September 21, 2022**

**Promotional-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
9/2/22	1. Supervisor, Carpentry, Paint & Lock Services	9/28/22
9/9/22	2. Supervising Auditor-Appraiser II	10/3/22
9/12/22	3. Risk Analyst	10/7/22

**Open-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
8/26/22	4. Bridge Tender	9/20/22
9/6/22	5. Chief Rehabilitation Counselor	10/3/22
9/7/22	6. Fire Department EMS Quality Improvement & Education Coordinator	10/3/22
9/7/22	7. Fire Department Plan Checker	10/3/22
9/8/22	8. Construction Maintenance Laborer, Zone 7	10/3/22
9/9/22	9. Information Systems Manager	10/3/22
9/9/22	10. Public Defender Investigator I	10/3/22
9/13/22	11. Children and Youth Initiatives Director	10/7/22
9/16/22	12. Accounting Specialist II	10/10/22

**V. CONSENT MATTERS - APPROVED**

**Open-Continuous Examinations**

REOPEN DATE	EXAMINATION TITLE	LDF
9/2/22	13. Chief Forensic Pathologist	Continuous

**Re-Open Continuous Examinations**

REOPEN DATE	EXAMINATION TITLE	LDF
8/31/22	14. Fund Development and Grant Specialist	9/30/22

**Extend Eligible Lists**

Title	Examination Number	Terminate On
15. Sheriff's Program/Financial Specialist	20-0237-01	3/14/23

**Miscellaneous**

1. Extend the last day for filing for **Accounting Specialist I**, Exam #22-1314-01, from 8/29/22 to 9/26/22.
2. Extend the last day for filing for **Division Director, Behavioral Health Care Services**, Exam #22-5094-01, from 9/9/22 to 9/30/22.
3. Extend the last day for filing for **Food Service Worker**, Exam #22-7510-01, from 9/6/22 to 9/27/22.
4. Extend the last day for filing for **Forensic Pathologist**, Exam #22-5151-01, from 9/1/22 to 9/30/22.
5. Extend the last day for filing for **Institutional Supervisor I**, Exam #21-6217-01, from 8/30/22 to 9/20/22.
6. Extend the last day for filing for **Procurement Manager, Zone 7**, Exam #22-4956-01, from 8/29/22 to 9/20/22.

**G. Eligible Lists**

**Created Approved and Ordered Promulgated:**

1. Associate Civil Engineer, Exam #22-2021-01.
2. Auditor Associate I, Exam #22-1527-01.
3. Deputy Director, Public Health Nursing (**PHN Option**), Exam #22-5390-01.
4. Housing and Community Development Specialist II, Exam #21-2965-01.
5. Human Resources Analyst, Zone 7, Exam #22-4909-01.
6. Information Systems Coordinator, Exam #21-0423-01.
7. Procurement & Contracts Assistant (**Promotional**), Exam #22-1480-01.
8. Senior Financial Services Specialist, Exam #22-0215-01.
9. Water Facilities Supervisor, Zone 7 (**Promotional**), Exam #22-4990-01.
10. Water Resources Manager, Zone 7, Exam #22-4980-02.

V. CONSENT MATTERS - **APPROVED**

H. Classification Recommendations

Department	Regarding:
<b>Community Development Agency</b>	<ol style="list-style-type: none"> <li data-bbox="342 373 1502 493">1. Reallocate 1 position of 2996 – Healthy Homes Community Development Specialist III, to 2957 - Healthy Housing Rehabilitation Specialist III <span style="float: right;">23-40242</span></li> <li data-bbox="342 514 1502 714">2. Reallocate 1 position of 2966 P – Housing and Community Development Specialist III Project (<b>Housing Dev Proj Coordinator</b>), to 2966 – Housing and Community Development Specialist III (<b>Housing Dev Proj Coordinator</b>) <span style="float: right;">23-40268</span></li> <li data-bbox="342 724 1502 924">3. Reallocate 1 position of 2966 P – Housing and Community Development Specialist III Project (<b>Housing Dev Proj Coordinator</b>), to 2966 – Housing and Community Development Specialist III (<b>Housing Dev Proj Coordinator</b>) <span style="float: right;">23-40269</span></li> <li data-bbox="342 934 1502 1134">4. Reallocate 1 position of 2966 P - Housing and Community Development Specialist III Project (<b>Housing Dev Proj Coordinator</b>), to 2966 - Housing and Community Development Specialist III (<b>Housing Dev Proj Coordinator</b>) <span style="float: right;">23-40270</span></li> <li data-bbox="342 1144 1502 1323">5. Reallocate 1 position of 2973 P - Housing and Community Development Technician II Project, to 2973 - Housing and Community Development Technician II <span style="float: right;">23-40274</span></li> <li data-bbox="342 1333 1502 1512">6. Reallocate 1 position of 2953 P - Assistant Deputy Director, CDA Project (<b>Housing and Community Developmt</b>), to 2953 - Assistant Deputy Director, CDA (<b>Housing and Community Developmt</b>) <span style="float: right;">23-40275</span></li> <li data-bbox="342 1522 1502 1690">7. Reallocate 1 position of 2998 – Healthy Homes Community Development Technician II, to 2998 P – Healthy Homes Community Development Technician II Project <span style="float: right;">23-40279</span></li> </ol>
<b>Fire Department</b>	<ol style="list-style-type: none"> <li data-bbox="342 1711 1502 1816">8. Reallocate 1 position of 8161- Fire Department Administrative Secretary, to 8154 – Fire Department Secretary II <span style="float: right;">23-40286</span></li> </ol>
<b>Health Care Services Agency</b>	<ol style="list-style-type: none"> <li data-bbox="342 1843 1502 1963">9. Reallocate 1 position of 5139N – Physician III SAN (<b>Psychiatric Option</b>), to 5139 – Physician III (<b>Psychiatric Option</b>) <span style="float: right;">22-40043</span></li> </ol>

<b>V. CONSENT MATTERS - APPROVED</b>		
	10. Reallocate <b>1</b> position of 0418 – Technical Support Analyst, to 0419 – Information Systems Analyst	22-40091
	11. Reallocate <b>1</b> position of 6415 – Medical Social Worker II ( <b>MPCAH Option</b> ), to 0305 – Program Specialist ( <b>HIV Specialty/Opt</b> )	23-40139
	12. Allocate <b>1</b> position of 0305 P - Program Specialist Project	23-40200
	13. Allocate <b>1</b> position of 0206 P - Management Analyst Project	23-40241
	14. Reallocate <b>1</b> position of 5620 – Director of Public Health Lab Services, to 5605 – Microbiologist	23-40348
<b>Sheriff's Office</b>	15. Reallocate <b>1</b> position of 8620 – Lieutenant, to 8617 - Sergeant	23-40351
<b>Social Services Agency</b>	16. Reallocate <b>1</b> position of 1120 - Clerk II, to 1132- Eligibility Support Clerk	22-39880
	17. Reallocate <b>1</b> position of 1120 - Clerk II, to 1132 - Eligibility Support Clerk	22-39882
	18. Reallocate <b>10</b> positions of 6776 - Welfare Investigator II, to 6765 - Adult Protective Services Worker II	23-40353
	19. Reallocate <b>3</b> positions of 6776 - Welfare Investigator II, to 6770 - Adult Protection Supervisor	23-40354
	20. Reallocate <b>1</b> position of 1120 - Clerk II, to 1132 - Eligibility Support Clerk	23-40429
<b>Zone 7</b>	21. Reallocate <b>1</b> position of 4907 - Staff Analyst, Zone 7, to 5000 - Technology Project Coordinator, Zone 7	23-40349

**V. CONSENT MATTERS - APPROVED**

**I. Specialty Designations**

**Health Care Services  
Agency**

1. Remove specialty designation for position #310008  
Job Code 5305 - Registered Nurse II (PHN Cert/Spanish Speaking)  
Effective 10/1/22.
2. Approve specialty designation for position #310008  
Job Code 5305, Registered Nurse II (PHN)  
Effective 10/2/22.

**J. Classification Specifications**

**ACMEA General  
Management**

1. Adopt the revised classification specification of  
Job Code 5786 - Emergency Medical Services Coordinator.

**Unrepresented – Management**

2. Recommend the Board of Supervisors establish the classification of  
Job Code 0497 – Diversity, Equity, and Inclusion Deputy Director,  
and adopt the classification specification.
3. Recommend the Board of Supervisors establish the classification of  
Job Code 0498 – Diversity, Equity, and Inclusion Director, and  
adopt the classification specification.
4. Adopt the revised and retitled classification of  
Job Code 0259 – from County Finance Director, to  
Assistant Deputy County Administrator.
5. Adopt the revised classification specification of  
Job Code 0276 – Human Resources Trainee.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:

*Joe Angelo*

2CC022F934DA404...

\_\_\_\_\_  
JOE ANGELO, Secretary to Civil Service Commission