



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY, OCTOBER 5, 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/83668463239>. 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
 Commissioner Julie Yim
 Commissioner Monica Lee

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 Oral Staff Report Regarding AB 361 and to Adopt Findings for Continued Teleconference Meetings By unanimous vote (5-0) 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).	5-0
III. APPROVED THE MINUTES OF SEPTEMBER 21, 2022, AS MAILED. (4 Ayes) (1 Abstention: Commissioner Luna)	4 Ayes 1 Abstention
IV. PUBLIC COMMENTS:	None
V. APPROVED CONSENT MATTERS - Pages 3 - 6 WITH THE CORRECTION AS FOLLOWS: Reference Page 5; Item V., Consent Matters; Heading H., <u>Classification Recommendations</u> ; Transaction Number 8; Social Services Agency, Job Code 0206 should read: Management <u>Analyst</u>	5-0
VI. COMMUNICATION(S):	None
VII. APPEALS (Non-Disciplinary Matters)	None

VIII. CLOSED SESSION 1. Public Employment pursuant to Government Code §54957: 2. Public Employee Discipline/Dismissal/Release pursuant to Government Code pursuant to Government Code §54957: 3. <u>Conference with Legal Counsel – Potential Litigation:</u> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	None None None
IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	No Action
X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:	None
XI. ADJOURNMENT	5-0

V. CONSENT MATTERS - APPROVED		
A. <u>Hearing Calendar</u> Correspondence from Attorney Joel Weinstein of Mastagni Holdstedt, requesting an appeal hearing for Case No. 2022-06. Set for Hearing.		
B. <u>Reinstatement Request(s)</u> 1. Jena Lee, Specialist Clerk I, Social Services Agency. 2. Molly Meisenheimer, Staff Development Specialist, Library. 3. Sadaf Nazir, Management Analyst P, Health Care Services Agency. 4. Sharmel Shelton, Supervising Financial Services Specialist, Health Care Services Agency.		
C. <u>Voluntary Demotions</u> - None		
D. <u>Comparable Transfer(s)</u> 1. Emily Claassen, Program/Financial Specialist P to Program Specialist, Health Care Services Agency. 2. Eva He, Assistant County Clerk Recorder to Principal Auditor, Auditor-Controller Agency.		
E. <u>Transfer CSC (Rule 1732)</u> None		
F. <u>Examination Actions – for CSC Meeting of October 5, 2022</u>		
Open-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
9/13/22	1. Program Services Coordinator	10/7/22
9/13/22	2. Supervising Environmental Compliance Specialist	10/10/22
9/26/22	3. Auditor	10/21/22
9/26/22	4. Senior Auditor	10/21/22
9/30/22	5. Economic Development Analyst II	10/25/22
Re-Open Continuous Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
10/3/22	6. Senior Program Specialist	10/28/22
Extend Eligible Lists		
Title	Examination Number	Terminate On
7. Sheriff's Multimedia Producer	21-9294-01	1/20/23

V. CONSENT MATTERS - APPROVED

Terminate Eligible Lists		
Title	Examination Number	Terminate On
8. Associate County Counsel	22-3220-01	9/26/22
9. Deputy County Counsel	22-3230-01	9/26/22


- Miscellaneous**
- Change the **Senior Program Specialist**, Exam #21-0307-01, from an open assembled exam to an open continuous exam, effective 5/13/21.
 - Extend the last day for filing for **Chief Rehabilitation Counselor**, Exam #22-6642-01, from 10/3/22 to 10/24/22.
 - Extend the last day for filing for **Forensic Pathologist**, Exam #22-5151-01, from 9/30/22 to 10/31/22.
 - Extend the last day for filing for **Institutional Supervisor I**, Exam #21-6217-01, from 9/20/22 to 10/7/22.
 - Extend the last day for filing for **Probation Contracts and Grants Administrative Manager**, Exam #22-6076-01, from 9/12/22 to 9/21/22.

G. Eligible Lists

- Created Approved and Ordered Promulgated:**
- Administrative Assistant, Exam #22-1142-01.
 - Juvenile Institutional Officer Intermittent, Exam #21-6210N-01.
 - Program Specialist (**Consumer/Family Specialty**), Office of Peer Support Services, Exam #22-0305-01.
 - Supervising Administrative Specialist, Exam #22-0220-01.
 - Workforce Development Board Director, Exam #21-6051-01.
 - Youth and Family Services Therapist, Exam #22-6498-01.

H. Classification Recommendations

Department	Regarding:	
County Administrator's Office	1. Reallocate 1 position of 0245 P – Administrative Analyst Project, to 0259 – Assistant Deputy County Administrator	23-40500
	2. Reallocate 1 position of 0255 – Principal Administrative Analyst, to 0259 – Assistant Deputy County Administrator	23-40501
Health Care Services Agency	3. Reallocate 1 position of 6701 P – Community Outreach Worker II Project, to 6701 – Community Outreach Worker II (Spanish Speaking)	22-39577

V. CONSENT MATTERS - APPROVED		
	4. Reallocate 1 position of 6701 P – Community Outreach Worker II Project (Spanish Speaking), to 6701 – Community Outreach Worker II (Spanish Speaking)	22-39580
	5. Reallocate 1 position of 0305 P – Program Specialist Project (Quality Improvement Specialty), to 0308 P – Supervising Program Specialist Project (Quality Improvement Specialty)	23-40378
Retirement	6. Allocate 1 position of 1091 - Retired Annuitant II	23-40446
Sheriff's Office	7. Reallocate 1 position of 1091 – Retired Annuitant II, to 1090 – Retired Annuitant I	23-40432
Social Services Agency  HRS Correction	8. Reallocate 1 position of 1120 - Clerk II, to 0206 - Management Specialist Analyst	23-40434
	9. Reallocate 1 position of 1120 - Clerk II, to 1132 - Eligibility Support Clerk	23-40435
	10. Reallocate 2 positions of 1120 - Clerk II (Imaging Specialty), to 1132 - Eligibility Support Clerk	23-40450
	11. Reallocate 2 positions of 1120 - Clerk II, to 1132 - Eligibility Support Clerk	23-40452
I. <u>Specialty Designations</u>		
Health Care Services Agency	1. Approve specialty designation for position #310364 Job Code 0206 – Management Analyst (Equity and Social Justice) Effective 10/16/22	
	2. Remove specialty designation for position #310389 Job Code 5315 – Registered Nurse III (PHN Cert Req/TB Option) Effective 10/15/22	
	3. Approve specialty designation for position #310389 Job Code 5315 – Registered Nurse III (PHN) Effective 10/16/22	
	4. Remove specialty designation for position #310522 Job Code 5139N – Physician III SAN (Psychiatric Option) Effective 10/16/22	
	5. Remove specialty designation for position # 310649 Job Code 5139N – Physician III SAN (Psychiatric Option) Effective 10/16/22	

V. CONSENT MATTERS - APPROVED

- 6. Approve specialty designation for position #403645
Job Code 6927 – Program Services Coordinator (**Homeless Program Specialty**)
Effective 10/16/22

J. Classification Specifications

**ACMEA –
General
Management**

- 1. Adopt the revised and retitled classification of
Job Code 0191 – from Safety and Emergency Preparedness Manager,
General Services Agency, to Safety and Emergency Preparedness Manager,
GSA.
- 2. Adopt the revised classification specification of
Job Code 5086 – Maternal Paternal Child and Adolescent Administrator.
- 3. Recommend the Board of Supervisors establish the classification of
Job Code 5087 – Children Medical Services Administrator and adopt the
classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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JOE ANGELO, Secretary to Civil Service Commission