



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

WEDNESDAY, FEBRUARY 8, 2023, 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/84477909399>. 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 Monica Lee

Sam Gee, Interim 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 Recommendation to Adopt Findings for Continued Teleconference Meetings

**By unanimous vote (4-0) 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).**

4-0

**III. APPROVED THE MINUTES OF JANUARY 25, 2023, AS MAILED.**

4-0

**IV. PUBLIC COMMENTS:**

None

**V. APPROVED CONSENT MATTERS - Pages 3 - 5**

4-0

**VI. COMMUNICATION(S):**

County Counsel Presentation Regarding Teleconference Meeting Options – Review of CA Government Code Section 54953

No Action

**VII. APPEALS (Non-Disciplinary Matters)**

None

<b>VIII. CLOSED SESSION</b>	
1. <b>Public Employment pursuant to Government Code §54957:</b>	<b>None</b>
2. <b>Public Employee Discipline/Dismissal/Release pursuant to Government Code Pursuant to Government Code §54957:</b> (One Case)	
3. <b>Conference with Legal Counsel – Potential Litigation:</b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	<b>None</b>
<b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b>	<b>No Action</b>
<b>X. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:</b> The Interim Secretary announced the following correction on the February 8, 2023 agenda: The agenda erroneously reflects the Commission Vice-President as Barbara Luna; it should reflect Vice-President Ross Peterson.	
<b>XI. ADJOURNMENT</b>	<b>4-0</b>

**V. CONSENT MATTERS - APPROVED**

**A. Hearing Calendar - None**

**B. Reinstatement Request(s)**

1. Marlisa Davis, Program Specialist, Social Services Agency.
2. Norma Grajeda, Specialist Clerk I, Community Development Agency.
3. LaShawndra Pruitt, Admin Specialist I, Health Care Services Agency.
4. Wendy Zastawney, Clinical Review Specialist, Health Care Services Agency.

**C. Voluntary Demotions**

1. Ryle Jessie-Williams, Eligibility Services Technician I to Eligibility Support Clerk, Social Services Agency.

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

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

**F. Examination Actions – for CSC Meeting of February 8, 2023**

**Promotional-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	Last Day to File (“LDF”)
1/20/23	1. Lieutenant ( <b>Promotional</b> )	2/15/2023

**Open-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
11/21/22	2. Accountant	12/16/22
1/13/23	3. Financial Services Officer	2/7/23
1/16/23	4. Financial Services Director, SSA	2/10/23
1/25/23	5. Fire Dispatcher	2/21/23
1/25/23	6. Fire Dispatcher Trainee	2/21/23
1/27/23	7. Therapy Aide	2/21/23
1/30/23	8. Child Welfare Worker I	2/24/23

**Open-Continuous Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
1/25/23	9. Deputy Sheriff’s Recruit	Continuous

**Re-Open Continuous Examinations**

RE-OPEN DATE	EXAMINATION TITLE	LDF
1/30/23	10. Associate Program Specialist	2/23/23

**V. CONSENT MATTERS - APPROVED**

1/30/23	11. Program Specialist	2/23/23
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**Suspend Continuous Examinations**

Title	Examination Number	Effective
12. Physician III (Pediatric Option)	21-5139-01	1/19/23

**Reinstate Eligible Lists**

Title	Examination Number	Terminate On
13. Senior Program Specialist	21-0307-01	1/31/24

**Extend Eligible Lists**

Title	Examination Number	Terminate On
14. Crew Leader	21-9515-01	5/9/23
15. Sergeant	21-8617-01	11/23/23
16. Supervising Program Specialist	21-0308-01	2/29/24

**Order an Eligible List Designated as Alternative List**

17. Designate the Supervising Clerk II - Exam #22-1139-01, as an alternate list for Supervising Clerk I.
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**Miscellaneous**

18. Change the **Associate Program Specialist**, Exam #21-0301-01, from open assembled to open continuous, effective 10/12/21.
19. Change the last day for filing for the **Deputy Sheriff's Recruit**, Exam #20-8601-01, from continuous to 1/25/23.
20. Change the **Program Specialist**, Exam #21-0305-01, from open assembled to open continuous, effective 9/21/21.
21. Extend the last day for filing for **Agricultural and Standards Aide SAN**, Exam #22-8202N-01, from 1/18/23 to 2/1/23.
22. Extend the last day for filing for **Associate Right of Way Agent**, Exam #22-2515-01, from 1/23/23 to 2/6/23.
23. Extend the last day for filing for **Fire Department Financial Services Manager**, Exam #22-8141-01, from 1/13/23 to 1/26/23.
24. Extend the last day for filing for **Registered Nurse IV (PHN Option)**, Exam #22-5320-02, from 12/16/22 to 2/21/23.
25. Extend the last day for filing for **Supervising Therapist**, Exam #22-5870-01, from 1/18/23 to 2/21/23.

**G. Eligible Lists**

**Created Approved and Ordered Promulgated:**

1. Auto Mechanic, Exam #21-9420-02.
2. Food Service Worker, Exam #22-7510-01.
3. Literacy Specialist, Exam #22-4121-01.

**V. CONSENT MATTERS - APPROVED**

4. Secretary I, Exam #22-1215-01.
5. Senior Engineer/Geologist, Zone 7 (Promotional), Exam #22-4967-01.

**H. Classification Recommendations**

Department	Regarding:	
Assessor	1. Reallocate 1 position of 2710N - Auditor Appraiser II SAN, to 1091 - Retired Annuitant II	23-40921
	2. Reallocate 1 position of 1139 - Supervising Clerk II, to 1091 - Retired Annuitant II	23-40923
Community Development Agency	3. Reallocate 1 position of 2982 - Economic and Civic Development Specialist III ( <b>Spanish Speaking</b> ), to 2982 P - Economic and Civic Development Specialist III Project	23-41068
Health Care Services Agency	4. Allocate 1 position of 0219 – Administrative Specialist II	23-40615
	5. Reallocate 1 position of 6782 – Employment Specialist II, to 0207 – Senior Management Analyst	23-40960

**I. Specialty Designations**

Community Development Agency	1. Remove specialty designation for position #303273 Job Code 2973 - Housing and Community Development Technician II ( <b>Cantonese/Mandarin Speaking</b> ) Effective 2/19/23
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**J. Classification Specifications**

Unrepresented – Fire Management	1. Adopt the revised classification specification of Job Code 8194 – Fire Department Human Resources Manager.
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**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:  
  
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SAM GEE, Interim Secretary to Civil Service Commission