



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, MARCH 22, 2023, 4:00 P.M.

In-Person and Remote/Teleconference Participation

IN-PERSON PARTICIPATION:

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201, Oakland CA

Remote/Teleconference Location: 4501 Pleasanton Avenue, Pleasanton, CA

These meeting sites are open to the public. Written public comment may be submitted by email to Nina.Hinton3@acgov.org prior to the beginning of the meeting. Spoken public comment will be accepted in-person and remotely. 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.

REMOTE/TELECONFERENCE PARTICIPATION:

Members of the public may observe and participate in meetings remotely by joining the live stream at <https://us06web.zoom.us/j/88163770162> and 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 Ross Peterson, Vice-President
 Commissioner Barbara Luna
 Commissioner Monica Lee

Sam Gee, Interim Secretary to
 Civil Service Commission
 Andrea Weddle,
 Chief Assistant County Counsel

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF MARCH 22, 2023, AS MAILED.
 (3-0 Ayes) (1 Abstention - Commissioner Lee)

3-0
1 Abstention

III. PUBLIC COMMENTS:

None

IV. APPROVED CONSENT MATTERS - Pages 3 - 6

4-0

V. COMMUNICATION(S):

None

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services staff in response to Danielle Moore's appeal of Minimum Qualification determination for the Program/Financial Specialist, Recruitment #22-0306-01.

STAFF RECOMMENDATION: Deny Appeal

The Commission voted unanimously (4-0) to deny the appeal.

4-0

VII. CLOSED SESSION

None

1. Public Employment pursuant to Government Code §54957:

None

2. Public Employee Discipline/Dismissal/Release pursuant to Government Code Pursuant to Government Code §54957:

None

3. Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	None
VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	No Action
IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:	None
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar - None

B. Reinstatement Request(s)

1. Perry Lee Crew, Jr., Child Welfare Worker II, Social Services Agency
2. Michelle Figueroa, Deputy Probation Officer I, Probation Department
3. Latoya Levine, Specialist Clerk II, Health Care Services Agency
4. Ariana Mejia-Ortega, Sheriff's Technician, Sheriff's Office
5. Joshua Paulos, Behavioral Clinician II, Health Care Services Agency
6. Laurel Pendleton, Management Analyst, Social Services Agency
7. Shukura Reynolds, Management Analyst, Health Care Services Agency
8. Nanecia Windom, Eligibility Support Clerk, Social Services Agency

C. Voluntary Demotions

1. Raul Rodriguez, Literacy Specialist to Librarian I, County Library.

D. Comparable Transfer(s) - None

E. Transfer CSC (Rule 1732) - None

F. Examination Actions – for CSC Meeting of March 22, 2023

Promotional-Assembled Examinations

OPEN DATE	EXAMINATION TITLE	Last Day to File ("LDF")
3/1/23	1. Departmental Human Resources Manager	3/27/23
3/13/23	2. Chief, Assessment Services Division	4/6/23

Open-Assembled Examinations

OPEN DATE	EXAMINATION TITLE	LDF
2/28/23	3. Criminalist II	3/27/23
2/28/23	4. Criminalist III	3/27/23
2/28/23	5. Supervising Facilities Inspector	3/27/23
3/1/23	6. Human Resources Technician	3/31/23
3/3/23	7. Assistant Director, Finance and Contracts, Probation Department	4/3/23
3/3/23	8. Juvenile Institutional Officer	3/27/23
3/6/23	9. Training and System Specialist	3/30/23
3/7/23	10. Deputy Fire Marshal	3/31/23
3/10/23	11. Community Outreach Worker II	4/3/23

IV. CONSENT MATTERS - APPROVED

3/13/23	12. Bridge Tender	4/7/23
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Re-Open Continuous Examinations

RE-OPEN DATE	EXAMINATION TITLE	LDF
3/1/23	13. Associate Civil Engineer	3/31/23
3/10/23	14. Mental Health Specialist II	4/4/23

Reinstate Eligible Lists

Title	Examination Number	Terminate On
15. Administrative Specialist I	21-0218-01	9/1/23
16. Vector Control Biologist	21-5690-02	12/31/23

Extend Eligible Lists

Title	Examination Number	Terminate On
1. Deputy Probation Officer I	20-6108-01	6/30/23

Order an Eligible List Designated as Alternative List

2. Designate the Registered Nurse II PHN #19-5305-01, as an alternate list for Registered Nurse II.

Miscellaneous

3. Cancel the **Deputy Director, Public Works Agency**, Exam 22-2047-01, effective 2/14/22.
4. Change the **Associate Civil Engineer**, Exam #22-2021-01, from open assembled to continuous exam, effective 5/9/22.
5. Extend the last day for filing for **Fire Dispatcher Trainee**, Exam #22-8209-01, from 3/31/23 to 5/1/23.
6. Extend the last day for filing for **Supervising Therapist**, Exam #22-5870-01, from 2/21/23 to 3/20/23.

G. Eligible Lists

Created Approved and Ordered Promulgated:

1. Agricultural and Standards Aide SAN, Exam #22-8202N-01.
2. Associate Deputy Public Defender, Exam #22-3110-01
3. Chief Departmental Human Resources Administrator, Exam #22-0465-02.
4. Fire Department Financial Services Manager, Exam #22-8141-01.
5. Mental Health Specialist III, Exam #22-6492-02.
6. Principal Engineer/Geologist, Zone 7, Exam #22-4970-01.
7. Public Works Inspector II, Construction, Exam #22-2161-01.
8. Treasurer-Tax Collector Accounting and Operations Manager, Exam #22-0141-01.

IV. CONSENT MATTERS - APPROVED	
H. <u>Classification Recommendations</u>	
Department	Regarding:
Community Development Agency	1. Reallocate 1 position of 1120 - Clerk II (Spanish), to 1129 - Specialist Clerk II (Spanish) 23-40672
Information Technology Department	2. Reallocate 1 position of 0418 – Technical Support Analyst, to 1830 – Infrastructure Services Analyst 23-41145
Public Defender’s Office	3. Reallocate 1 position of 3110 P – Associate Deputy Public Defender Project (Immigration), to 3110 – Associate Deputy Public Defender (Immigration) 23-41296
Retirement	4. Reallocate 1 position of 1368 - Retirement System Program Analyst, ACERA, to 1366 - Personal Computer & Network Systems Analyst, ACERA 23-40764
Sheriff’s Office	5. Allocate 1 position of 0140 – Supervising Accountant 23-40983
	6. Allocate 1 position of 0132 – Accountant 23-40984
	7. Reallocate 1 position of 0237 – Sheriff’s Program/Financial Specialist, to 0217 – Financial Services Officer 23-41264
I. <u>Specialty Designations</u> - None	
Health Care Services Agency	1. Approve specialty designation for position #310049 Job Code 5315 - Registered Nurse III (PHN) Effective 4/2/23 2. Approve specialty designation for position #400967 Job Code 5315 - Registered Nurse III (PHN) Effective 4/2/23
J. <u>Classification Specifications</u>	
Unrepresented - Management	1. Adopt the revised classification specification of Job Code 0294 - Human Resource Services Division Manager. 2. Adopt the revised classification specification of Job Code 0481 – Contract Compliance Officer. 3. Adopt the revised classification specification of Job Code 4976 - Maintenance Manager, Zone 7.

IV. CONSENT MATTERS - APPROVED

4. Adopt the revised classification specification of Job Code 6420 – Medical Social Worker Supervisor.
5. Recommend the Board of Supervisors establish the classification of Job Code 5039 – Deputy Director, Office of Homeless Care and Coordination, and adopt the classification specification.
6. Recommend the Board of Supervisors establish the classification of Job Code 5041 – Director, Office of Homeless Care and Coordination, and adopt the classification specification.
7. Recommend the Board of Supervisors establish the classification of Job Code 8422 – Deputy of Agricultural and Standards Services, and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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SAM GEE, Interim Secretary to Civil Service Commission