



# Summary Action Minutes

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

WEDNESDAY, APRIL 19, 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](mailto: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](mailto: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/84805698804> 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 APRIL 5, 2023, AS MAILED.**

**4-0**

**III. PUBLIC COMMENTS:**

**None**

**IV. APPROVED CONSENT MATTERS - Pages 3 - 6**

**4-0**

**V. COMMUNICATION(S):**

**None**

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

**None**

#### **VII. CLOSED SESSION**

**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**

<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> The Secretary announced that Human Resource Services staff and the Information Technology Department are collaborating on a future plan to incorporate technological enhancements for Civil Service Commission meetings being held in its current location. Additionally, staff is exploring other County locations where integrated technologies currently exist.	
<b>X. ADJOURNMENT</b>	<b>4-0</b>

**IV. CONSENT MATTERS - APPROVED**

**A. Hearing Calendar - None**

**B. Reinstatement Request(s)**

1. Kristin Boer, Admin Specialist II, Human Resources Services Department.
2. Kimberly Green, Specialist Clerk II, Health Care Services Agency.
3. Alvin Latayan, Human Resources Assistant II, Human Resource Services Department.
4. Veronica Paras Wong, Library Clerk II, County Library.

**C. Voluntary Demotions**

1. Nia Moorer, Veterans Service Representative to Eligibility Services Technician III, Social Services Agency.

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

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

**F. Examination Actions – for CSC Meeting of April 19, 2023**

**Open-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF Last Day to File
3/31/23	1. Electrician	4/26/23
4/3/23	2. Secretary II	4/27/23
4/4/23	3. Firefighter Recruit - EMT	5/5/23
4/4/23	4. Firefighter Recruit - Paramedic	5/5/23
4/4/23	5. Senior Land Surveyor	4/28/23
4/17/23	6. Tree Trimmer-Climber	5/12/23

**Open Continuous Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
3/30/23	7. Sheriff's Safety Aide	continuous
4/6/23	8. Forensic Behavioral Health Clinician I	continuous
4/6/23	9. Forensic Behavioral Health Clinician II	continuous

**Re-Open Continuous Examinations**

RE-OPEN DATE	EXAMINATION TITLE	LDF
3/31/23	10. Agricultural and Standards Aide SAN	Continuous

**IV. CONSENT MATTERS - APPROVED**

**Reinstate Eligible Lists**

Title	Examination Number	Terminate On
11. Juvenile Institutional Officer Associate	21-6214-01	12/31/23
12. Physician IV	20-5141-01	10/19/23
13. Treasurer-Tax Collector's Specialist I	21-1601-01	10/19/23

**Miscellaneous**

14. Change the **Agricultural and Standards Aide SAN**, Exam #22-8202N-01, from an open assembled exam to a continuous exam effective 12/9/22.
15. Extend the last day for filing for **Bridge Tender**, Exam #23-9616-01, from 4/7/23 to 4/21/23.
16. Extend the last day for filing for **Criminalist II**, Exam #23-8524-01, from 3/27/23 to 4/11/23.
17. Extend the last day for filing for **Criminalist III**, Exam #23-8525-01, from 3/27/23 to 4/11/23.
18. Extend the last day for filing for **Departmental Human Resources Manager (Promotional)**, Exam #22-0426-01, from 3/27/23 to 4/7/23.
19. Extend the last day for filing for **Principal Administrative Analyst**, Exam #21-0255-01, from 4/7/23 to 4/14/23.

**G. Eligible Lists**

**Created Approved and Ordered Promulgated:**

1. Behavioral Health Clinical Supervisor, Exam #22-6525-01.
2. Civil Paralegal, Exam #22-1583-01.
3. Division Commander (Promotional), Exam #23-8635-01.
4. Financial Analyst, Social Services Agency, Exam #22-0209-01.
5. Financial Services Director, SSA, Exam #23-6075-01.
6. Information Systems Manager, Exam #22-0420-01.
7. Lieutenant (Promotional), Exam #22-8620-01.
8. Public Works Inspector III, Construction, Exam #22-2162-01.
9. Supervising Therapist, Exam #22-5870-01.

**H. Classification Recommendations**

Department	Regarding:	
Health Care Services Agency	1. Reallocate 1 position of 1128 - Specialist Clerk I, to 1142 - Administrative Assistant	23-41055
	2. Reallocate 1 position of 1460 - Medical Records Technician, to 6510 - Behavioral Clinician II	23-41173
	3. Reallocate 1 position of 1128 - Specialist Clerk I ( <b>Spanish Speaking</b> ), to 1142 - Administrative Assistant ( <b>Spanish Speaking</b> )	23-41174

**IV. CONSENT MATTERS - APPROVED**

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| 4. Reallocate 1 position of<br>7879 - Health Services Trainee, to<br>6701 - Community Outreach Worker II   | 23-41256 |
| 5. Reallocate 1 position of<br>6646 - Senior Clinical Case Manager, Center for Healthy Schools<br>and Communities, to<br>0307 - Senior Program Specialist              | 23-41338 |
| 6. Reallocate 1 position of<br>6525 - Behavioral Health Clinical Supervisor ( <b>Homeless Program<br/>Specialty</b> ), to<br>6527 - Behavioral Health Clinical Manager | 23-41345 |
| 7. Reallocate 6 positions of<br>6510 - Behavioral Clinician II ( <b>Detention Medical Facilities</b> ), to<br>6529 - Forensic Behavioral Health Clinician II           | 23-41384 |
| 8. Reallocate 4 positions of<br>6510 - Behavioral Clinician II, to<br>6529 - Forensic Behavioral Health Clinician II   | 23-41385 |
| 9. Reallocate 7 positions of<br>6510 - Behavioral Clinician II, to<br>6529 - Forensic Behavioral Health Clinician II   | 23-41386 |
| 10. Reallocate 1 position of<br>6497 - Marriage and Family Therapist II, to<br>6529 - Forensic Behavioral Health Clinician II  | 23-41387 |
| 11. Reallocate 2 positions of<br>6510 - Behavioral Clinician II ( <b>Detention Medical Facilities</b> ), to<br>6529 - Forensic Behavioral Health Clinician II          | 23-41388 |
| 12. Reallocate 10 positions of<br>6510 - Behavioral Clinician II, to<br>6529 - Forensic Behavioral Health Clinician II   | 23-41389 |
| 13. Reallocate 7 positions of<br>6510 - Behavioral Clinician II, to<br>6529 - Forensic Behavioral Health Clinician II  | 23-41390 |
| 14. Reallocate 10 positions of<br>6510 - Behavioral Clinician II, to<br>6529 - Forensic Behavioral Health Clinician II   | 23-41391 |
| 15. Reallocate 10 positions of<br>6510 - Behavioral Clinician II, to<br>6529 - Forensic Behavioral Health Clinician II   | 23-41392 |

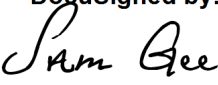
<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>Zone 7</b>	16. Reallocate 1 position of 4997 - Production Manager, Zone 7, to 4976 - Maintenance Manager, Zone 7 <span style="float: right;">23-41381</span>
<b>I. <u>Specialty Designations</u></b>	
<b>Health Care Services Agency</b>	1. Remove specialty designation for position #310148 Job Code 6701 - Community Outreach Worker II ( <b>Cantonese/Mandarin Speaking</b> ) Effective 4/29/23 2. Add specialty designation for position #310148 Job Code 6701 - Community Outreach Worker II ( <b>Spanish Speaking</b> ) Effective 4/30/23 3. Remove specialty designation for position #310590 Job Code 0419 - Information Systems Analyst ( <b>Database Admin/Client Support</b> ) Effective 4/30/23 4. Remove specialty designation for position #401032 Job Code 6515 - Clinical Review Specialist ( <b>Consumer/Family Specialty</b> ) Effective 4/30/23 5. Remove specialty designation for position #401042 Job Code 6515 - Clinical Review Specialist ( <b>Consumer/Family Specialty</b> ) Effective 4/30/23
<b>J. <u>Classification Specifications</u></b>	
<b>ACMEA</b>	1. Recommend the Board of Supervisors establish the classification of Job Code 6530 - Forensic Behavioral Health Clinical Supervisor, and adopt the classification specification. 2. Recommend the Board of Supervisors establish the classification of Job Code 6531 - Forensic Behavioral Health Clinical Manager, and adopt the classification specification.
<b>Unrepresented - Management</b>	3. Adopt the revised classification specification of Job Code 0176 -Sustainability Project Manager. 4. Adopt the revised classification specification of Job Code 0181 - Sustainability Specialist. 5. Adopt the revised classification specification of Job Code 0265 - Employee Benefits Technician I. 6. Adopt the revised classification specification of Job Code 0266 - Employee Benefits Technician II. 7. Adopt the revised classification specification of Job Code 0483 - Training Center Customer Service and Sales Coordinator.

IV. CONSENT MATTERS - **APPROVED**

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



*Sam Gee*

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**SAM GEE**, Interim Secretary to Civil Service Commission