



# Agenda

## ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, MAY 3, 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/87821730705> 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. CALL TO ORDER**

**II. APPROVE THE MINUTES OF APRIL 19, 2023, AS MAILED.**

**III. PUBLIC COMMENTS:**

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

**V. COMMUNICATION(S):**

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

**VII. 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. **Conference with Legal Counsel – Potential Litigation:** Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

<b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b>	
<b>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>	
<b>X. ADJOURNMENT</b>	

**IV. CONSENT MATTERS -**

**A. Hearing Calendar - None**

**B. Reinstatement Request(s)**

1. Vivian Singleton, Behavioral Clinician II, Health Care Services Agency.

**C. Voluntary Demotions**

1. Janet Joy Grady, Eligibility Services Technician I to Service Support Specialist, Social Services Agency.

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

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

**F. Examination Actions – for CSC Meeting of May 3, 2023**

**Promotional Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF Last Day to File
4/13/23	1. Senior Program Systems Coordinator	5/12/23

**Open Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
4/12/23	2. Senior Supervising Auditor	5/8/23
4/19/23	3. Auditor Associate I	5/15/23

**Reinstate Eligible Lists**

Title	Examination Number	Terminate On
4. Supervising Accountant	20-0140-02	10/31/23

**Miscellaneous**

5. Extend the last day for filing for **Departmental Facilities Manager (Promotional)**, Exam #23-0223-01, from 4/10/23 to 5/1/23.
6. Extend the last day for filing for **Juvenile Institutional Officer**, Exam #23-6214-01, from 4/17/23 to 5/15/23.
7. Extend the last day for filing for **Criminalist I**, Exam #23-8523-01, from 4/10/23 to 4/24/23.
8. Extend the last day for filing for the **Child Welfare Worker II**, Exam #23-6745-01 from 2/15/23 to 4/13/23.

**G. Eligible Lists**

**Create Approve and Order Promulgated:**

1. Accountant, Exam #22-0132-01.
2. Accounting Specialist II, Exam #22-1316-01.
3. Accounting Technician, Exam #22-1315-01.

**IV. CONSENT MATTERS -**

4. Captain (Promotional), Exam #22-8625-01.
5. Consumer/Family Relations Program Assistant, Exam #20-5097-01.
6. Heavy Truck Driver, Exam #22-9325-01.
7. Mapping Technician III, Exam #23-2303-01.
8. Social Worker III, Exam #22-6720-01.
9. Water Plant Operator II, Zone 7, Exam #23-4943-01.

**H. Classification Recommendations**

Department	Regarding:
<b>General Services Agency</b>	1. Reallocate 1 position of 2218 - Capital Programs Manager, to 23-41372 2219 - Program Manager, Detention Facilities
<b>Health Care Services Agency</b>	2. Reallocate 1 position of 23-40280 5080 - Quality Assurance Administrator, BHCS, to 5094 - Division Director, Behavioral Health Care Services 3. Allocate 1 position of 23-40667 6700 - Community Outreach Worker I ( <b>Emergency Medical Srvs Opt</b> ) 4. Reallocate 1 position of 23-41185 5797N - Health Services Consultant SAN, to 6701 - Community Outreach Worker II ( <b>Emergency Medical Srvs Opt</b> ) 5. Reallocate 1 position of 23-41258 1220 - Secretary II, to 1142 - Administrative Assistant 6. Reallocate 1 position of 23-41259 0305 - Program Specialist, to 0216 - Supervising Financial Services Specialist 7. Reallocate 1 position of 23-41260 1462 - Health Care Claims Examiner II, to 0206 - Management Analyst 8. Reallocate 1 position of 23-41287 6513 - Behavioral Health Crisis Intervention Specialist II, to 6492 - Mental Health Specialist III 9. Reallocate 1 position of 23-41307 6491 - Mental Health Specialist II ( <b>Consumer/Family Specialty</b> ), to 6492 - Mental Health Specialist III 10. Reallocate 1 position of 23-41309 0207 - Senior Management Analyst, to 0308 - Supervising Program Specialist

**IV. CONSENT MATTERS -**

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|--|----------|
| 11. Reallocate 1 position of<br>6492 - Mental Health Specialist III ( <b>Vocational Services Specialty</b> ), to<br>0305 - Program Specialist                                | 23-41342 |
| 12. Reallocate 1 position of<br>0307 - Senior Program Specialist, to<br>1493 - Billing Technician III  | 23-41373 |
| 13. Reallocate 1 position of<br>1492 - Billing Technician II, to<br>1142 - Administrative Assistant  | 23-41374 |
| 14. Reallocate 1 position of<br>5981 - Public Health Nursing Assistant II, to<br>6706 - Family Support Care Coordinator  | 23-41394 |
| 15. Reallocate 1 position of<br>5305 - Registered Nurse II ( <b>PHN Cert/Spanish Speaking</b> ), to<br>6706 - Family Support Care Coordinator ( <b>Spanish Speaking</b> )    | 23-41395 |
| 16. Reallocate 1 position of<br>5305 - Registered Nurse II ( <b>PHN Cert Required</b> ), to<br>6706 - Family Support Care Coordinator ( <b>Cantonese/Mandarin Speaking</b> ) | 23-41396 |
| 17. Reallocate 1 position of<br>0305 - Program Specialist, to<br>6187 - Court Appointed Special Advocates (CASA) Program Manager   | 23-41398 |
| 18. Reallocate 1 position of<br>6510 - Behavioral Clinician II, to<br>6492 - Mental Health Specialist III  | 23-41399 |

**Retirement**

- |  |          |
|--|----------|
| 19. Reallocate 1 position of<br>1343 – Investment Analyst, ACERA, to<br>1346 - Investment Officer, ACERA                                   | 23-41292 |
| 20. Reallocate 1 position of<br>1356 - Retirement Assistant Benefits Manager, to<br>1356 P - Retirement Assistant Benefits Manager Project | 23-41293 |
| 21. Reallocate 1 position of<br>1343 – Investment Analyst, ACERA, to<br>1346 - Investment Officer, ACERA                                   | 23-41294 |
| 22. Reallocate 1 position of<br>1343 – Investment Analyst, ACERA, to<br>1346 - Investment Officer, ACERA                                   | 23-41295 |

**IV. CONSENT MATTERS -**

**I. Specialty Designations**

**Health Care  
 Services  
 Agency**

1. Remove specialty designation for position #306850  
 Job Code 6927 - Program Services Coordinator (**School Health Svcs Specialty**)  
 Effective 5/14/23

**J. Classification Specifications**

**ACMEA**

1. Adopt the revised classification specification of  
 Job Code 6122 - Unit Supervisor Probation.
2. Adopt the revised classification specification of  
 Job Code 6124 - Deputy Chief Probation.
3. Adopt the revised classification specification of  
 Job Code 6126 - Division Director.
4. Adopt the revised classification specification of  
 Job Code 6230 - Assistant Superintendent, Probation.
5. Adopt the revised classification specification of  
 Job Code 6235 - Superintendent, Probation.

**PPOA**

6. Adopt the revised classification specification of  
 Job Code 6210N - Juvenile Institutional Officer Intermittent.
7. Adopt the revised classification specification of  
 Job Code 6214 - Juvenile Institutional Officer Associate.
8. Adopt the revised classification specification of  
 Job Code 6216 - Juvenile Institutional Officer.

**Unrepresented  
 -Management**

9. Adopt the revised classification specification of  
 Job Code 6033 - Probation Community Re-Entry & Outreach Director.
10. Adopt the revised classification specification of  
 Job Code 6048 - Assistant Chief of Policy and Standards Compliance.
11. Adopt the revised classification specification of  
 Job Code 6145 - Assistant Chief Probation Officer.
12. Adopt the revised classification specification of  
 Job Code 6150 - Chief Probation Officer.
13. Adopt the revised classification specification of  
 Job Code 8586 - Supervisor of Professional Standards, Probation.
14. Adopt the revised classification specification of  
 Job Code 8587- Director of Professional Standards, Probation.
15. Adopt the revised classification specification of  
 Job Code 8588 - Investigator, Probation Department.