



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY, MAY 31, 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/86218831614> 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 MAY 17, 2023, AS MAILED.

4-0

III. PUBLIC COMMENT(S):

Regarding Item VII.1:

1. Attorney Julia Fox commented in support of her client.
2. Deputy County Counsel Tivonna Stern commented in support of the Report and Recommendation and to uphold the Department's decision.

IV. APPROVE CONSENT MATTERS - Pages 3 - 6

4-0

Regarding Item F. 12: Change "Executive Assistant" to "Administrative Assistant"

V. COMMUNICATION(S):

None

VI. APPEALS (Non-Disciplinary Matters)

None

VII. CLOSED SESSION

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2021-07 - OAH 2022020369 (Probation Department).

4-0

<p>2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (8 Cases)</p>	
<p>3. Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9</p>	<p>None</p>
<p>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION: <u>Regarding Agenda Item VII.1:</u> By a unanimous vote of 4-0, the Civil Service Commission voted to adopt the findings of fact and conclusions of law, and to affirm the recommendation of the Administrative Law Judge to uphold the discipline.</p>	<p>4-0</p>
<p>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</p>	<p>None</p>
<p>X. ADJOURNMENT</p>	<p>4-0</p>

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

1. Correspondence from Joel Weinstein, Attorney, Mastagni Holstedt, A.P.C., requesting an appeal withdrawal for **Case No. 2022-06. Remove from Civil Service Commission calendar.**
2. Correspondence from Garrett Porter, Attorney, Mastagni Holstedt, A.P.C., requesting an appeal hearing for **Case No. 2023-03. Set for OAH hearing.**

B. Reinstatement Request(s) - None

C. Voluntary Demotions

1. Raymond Morgan, Deputy Sheriff's Recruit to Sheriff's Safety Aide, Sheriff's Office

D. Comparable Transfer(s) - None

E. Transfer CSC (Rule 1732) - None

F. Examination Actions – for CSC Meeting of May 31, 2023

Promotional Assembled Examinations

OPEN DATE	EXAMINATION TITLE	LDF Last Day to File
4/28/23	1. School Health Services Administrator, CHSC	5/22/23
5/18/23	2. Principal Appraiser	6/12/23

Open Assembled Examinations

OPEN DATE	EXAMINATION TITLE	LDF
5/11/23	3. Program Systems Coordinator	6/5/23
5/18/23	4. Social Worker I	6/12/23
5/19/23	5. Personal Computer & Network Systems Specialist, ACERA	6/12/23
5/22/23	6. Forensic Behavioral Health Clinical Manager	6/16/23
5/22/23	7. Forensic Behavioral Health Clinical Supervisor	6/16/23
5/24/23	8. Departmental Human Resources Officer	6/19/23

Re-Open Continuous Examinations

REOPEN DATE	EXAMINATION TITLE	LDF
6/2/23	9. Janitor Floor Specialist, Detention Facilities	6/28/23

Extend Eligible Lists

Title	Examination Number	Terminate On
10. Information Systems Specialist	21-0416-01	8/31/23

IV. CONSENT MATTERS - APPROVED

11. Account Clerk II

21-1310-01

11/30/23

Order an Eligible List Designated as Alternative List

12. Designate the ~~Executive~~ **Administrative Assistant**, Exam #22-1142-01, as an alternate list for **Administrative Associate, County Administrator's Office.**

Miscellaneous

13. Change the **Janitor Floor Specialist, Detention Facilities**, Exam, #22-7417-01, from an Assembled Exam to a Continuous Exam, effective 6/6/22.

G. Eligible Lists

Created Approved and Ordered Promulgated:

1. Assistant Engineer, Exam #22-2015-01.
2. Deputy County Counsel, Exam #23-3230-01.
3. Deputy Fire Marshal, Exam #23-8147-01.
4. Division Director, BHCS (Skilled Med Prof/Mental Health), Exam #23-5094-01.
5. Forensic Behavioral Health Clinician I, Exam #23-6528-01.
6. Forensic Behavioral Health Clinician II, Exam #23-6529-01.
7. Human Resources Analyst, Exam #22-0291-01.
8. Human Resources Analyst Trainee, Exam #22-0279-01.
9. Medical Leaves & Accommodation Services Case Manager, Exam #22-0467-01.
10. Program/Financial Specialist, Exam #22-0306-01.
11. Program Services Coordinator, Exam #22-6927-01.
12. Registered Nurse IV (PHN Option), Exam #22-5320-02.
13. Supervising Facilities Inspector, Exam #23-2175-01.
14. Training and System Specialist, Exam #23-0485-01.

H. Classification Recommendations

Department	Regarding:	
Community Development Agency	1. Reallocate 1 position of 2125 - Geographical Information Technician, to 2126 - Geographic Information Systems Analyst	23-40793
	2. Reallocate 1 position of 8421 - Deputy Agricultural Commissioner/Sealer Of Weights And Measures, to 8422 - Deputy Of Agricultural And Standards Services	23-41564
	3. Reallocate 1 position of 8421 - Deputy Agricultural Commissioner/Sealer Of Weights And Measures, to 8422 - Deputy Of Agricultural And Standards Services	23-41565

IV. CONSENT MATTERS - APPROVED		
	4. Reallocate 2 positions of 8421 - Deputy Agricultural Commissioner/Sealer Of Weights And Measures, to 8422 - Deputy Of Agricultural And Standards Services	23-41566
Fire Department	5. Allocate 1 position of 8158 – Fire Department Mechanic II	23-41180
	6. Allocate 2 positions of 8157N – Fire Department Aide SAN	23-41181
	7. Allocate 2 positions of 8159 - Fire Department Specialist Clerk	23-41182
	8. Allocate 12 positions of 8222 – Firefighter Lateral - Paramedic	23-41187
General Services Agency	9. Reallocate 1 position of 2215 - Architect, to 0219 - Administrative Specialist II	23-41371
	10. Reallocate 1 position of 9105 - Laborer, to 1142 - Administrative Assistant	23-41435
Health Care Services Agency	11. Reallocate 2 positions of 6491 P - Mental Health Specialist II Project, to 6492 P - Mental Health Specialist III Project	23-41470
	12. Reallocate 3 positions of 6527 - Behavioral Health Clinical Manager, to 6531 - Forensic Behavioral Health Clinical Manager	23-41576
	13. Reallocate 5 positions of 6525 - Behavioral Health Clinical Supervisor, to 6530 - Forensic Behavioral Health Clinical Supervisor	23-41577
	14. Reallocate 1 position of 6527 - Behavioral Health Clinical Manager, to 6531 - Forensic Behavioral Health Clinical Manager	23-41578
	15. Reallocate 1 position of 6525 - Behavioral Health Clinical Supervisor, to 6530 - Forensic Behavioral Health Clinical Supervisor	23-41579
	16. Reallocate 1 position of 6525 - Behavioral Health Clinical Supervisor, to 6530 - Forensic Behavioral Health Clinical Supervisor	23-41580

IV. CONSENT MATTERS - APPROVED

	17. Reallocate 1 position of 6525 - Behavioral Health Clinical Supervisor, to 6530 - Forensic Behavioral Health Clinical Supervisor	23-41581
	18. Reallocate 1 position of 6525 - Behavioral Health Clinical Supervisor, to 6530 - Forensic Behavioral Health Clinical Supervisor	23-41582
Social Services Agency	19. Reallocate 1 position of 1133 - Services Support Specialist 0206 - Management Analyst	23-41339
	20. Reallocate 1 position of 1128 - Specialist Clerk I 1132 - Eligibility Support Clerk	23-41434
	21. Reallocate 1 position of 1120 - Clerk II, to 1132 - Eligibility Support Clerk	23-41518
	22. Reallocate 1 position of 1120 - Clerk II, to 1132 - Eligibility Support Clerk	23-41519

I. Specialty Designations


Health Care Services Agency	1. Remove specialty designation for position #310401 Job Code 0305 - Program Specialist (AIDS Specialty/Opt) Effective 6/10/23
	2. Approve specialty designation for position #310401 Job Code 0305 - Program Specialist (Communicable Disease) Effective 6/11/23

J. Classification Specifications

ACMEA - Sheriffs Non-Sworn	1. Adopt the revised classification specification of Job Code 1286 - Identification Supervisor.
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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