



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, JUNE 14, 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/88267266772> 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 MAY 31, 2023, AS MAILED.	4-0
III. PUBLIC COMMENTS:	None
IV. APPROVE CONSENT MATTERS - Pages 3 - 7	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 §54957: (One Case)	
3. <u>Conference with Legal Counsel – Potential Litigation:</u> 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:

The Interim Secretary announced two future changes that the Commission can expect:

- a new agenda format for increased clarity and to address redundancy;
- adding a separate meeting link for closed sessions.

X. ADJOURNMENT

4-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

B. Reinstatement Request(s)

1. Wendy Lee Bond, Child Welfare Worker II, Social Services Agency.
2. Marc Diamond, Behavioral Clinician II, Health Care Services.
3. Silvia G Grande, Eligibility Services Technician III, Social Services Agency.
4. Kar-Lai Kam, Senior Auditor, Auditor-Controller Office.
5. Ruby Ona, Auditor Associate III, Auditor-Controller Office.
6. Jasmine Harrynique Valentine, Child Welfare Worker II, Social Services Agency.

C. Voluntary Demotions

1. Karla Zapien, Deputy Public Guardian-Conservator/Investigator to Adult Protective Services Worker II, Social Services Agency.

D. Comparable Transfer(s) - None

E. Transfer CSC (Rule 1732) - None

F. Examination Actions – for CSC Meeting of June 14, 2023

Open Assembled Examinations

OPEN DATE	EXAMINATION TITLE	LDF
2/16/23	1. Child Welfare Worker II	4/13/23
3/2/23	2. Veterans Service Officer	4/11/23
5/26/23	3. Epidemiologist II	6/20/23
5/24/23	4. Management Analyst Assistant	6/16/23
5/25/23	5. Deputy Public Defender	6/19/23
5/25/23	6. Division Director	6/19/23
5/26/23	7. Legal Secretary	6/19/23
5/30/23	8. Instrument Technician II, Zone 7	6/26/23
5/30/23	9. Junior Engineer	6/26/23
5/31/23	10. Service Support Specialist	6/26/23

Open Continuous Examinations

REOPEN DATE	EXAMINATION TITLE	LDF
5/23/23	11. Deputy Sheriff I (POST Academy Graduate)	Continuous
5/23/23	12. Deputy Sheriff II (Lateral)	Continuous

IV. CONSENT MATTERS - APPROVED

6/1/23	13. Microbiologist	6/26/23
--------	--------------------	---------

Reinstate Eligible Lists

Title	Examination Number	Terminate On
14. Elections Technician	21-1282-01	7/31/23

Extend Eligible Lists

Title	Examination Number	Terminate On
15. Associate Program Specialist	21-0301-01	2/29/24
16. Program Specialist	21-0305-01	2/29/24

Miscellaneous

17. Cancel the **Assistant Chief Probation Officer**, Exam #22-6145-01, effective 10/7/22.
18. Cancel the **Departmental Facilities Manager (Promotional)**, Exam #23-0223-01, effective 03/17/23.
19. Cancel the **Deputy Director, Public Health Nursing (PHN Option)**, Exam #22-5390-02, effective 2/3/23.
20. Cancel the **Tree Trimmer-Climber**, Exam #23-9550-01, effective 04/17/23.
21. Extend the last day for filing for **Building Equipment Maintenance Worker**, Exam #21-9665-01, from 5/26/23 to 6/14/23.
22. Extend the last day for filing for **Departmental Human Resources Officer**, Exam #23-0460-01, from 6/19/23 to 6/20/23.
23. Extend the last day for filing for **Deputy Public Defender**, Exam #23-3125-01, from 6/19/23 to 6/20/23.
24. Extend the last day for filing for **Division Director**, Exam #23-6126-01, from 6/19/23 to 6/20/23.
25. Extend the last day for filing for **Legal Secretary**, Exam #23-1240-01, from 6/19/23 to 6/20/23.

G. Eligible Lists

Created Approved and Ordered Promulgated:

1. Bridge Tender, Exam #23-9616-01.
2. Child Support Specialist I, Exam #21-1401-01.
3. Child Welfare Worker II, Exam #23-6745-01.
4. Financial Services Officer, Exam #22-0217-01
5. Fire Dispatcher Trainee, Exam #23-8209-01.
6. Information Systems Technician II, Exam #22-0411-01.
7. Janitor, Detention Facilities, Exam #22-7416-01.
8. Supervising Clerk III (**Promotional**), Exam #22-1140-01.

IV. CONSENT MATTERS - APPROVED

H. Classification Recommendations

Department	Regarding:	
Fire Department	1. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41471
	2. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41472
	3. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41473
	4. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41474
	5. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41475
	6. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41476
	7. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41477
	8. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41478
	9. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41479
	10. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41480
	11. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41481
	12. Reallocate 1 position of 8137 – Firefighter Recruit – EMT, to 8129 – Firefighter Recruit – Paramedic	23-41482

IV. CONSENT MATTERS - APPROVED		
Health Care Services Agency	13. Reallocate 1 position of 0219 P – Administrative Specialist II Project, to 5099 – Chief Compliance and Privacy Officer, HCSA	23-41427
Information Technology Department	14. Reallocate 1 position of 1710 – Supply Clerk II, to 1142 – Administrative Assistant	23-41611
Sheriff’s Office	15. Allocate 2 positions of 8561N – Sheriff’s Office Pilot – Services As Needed (SAN)	23-41306
I. <u>Specialty Designations</u>		
Health Care Services Agency	1. Remove specialty designation for position #310101 Job Code 5320 - Registered Nurse IV (PHN Cert Req/TB Option) Effective 6/25/23	
Social Services Agency	2. Remove specialty designation for position #306962 Job Code 0306 – Program/Financial Specialist (Women And Girls Advocacy) Effective 6/25/23	
J. <u>Classification Specifications</u>		
ACMEA	1. Adopt the revised classification specification of Job Code 1887 – Emergency Services Dispatcher Supervisor.	
SEIU 1021	2. Adopt the revised classification specification of Job Code 5135 - Physician I. 3. Adopt the revised classification specification of Job Code 5646 - Pharmacy Support Specialist. 4. Adopt the revised classification specification of Job Code 6316 - Clinical Psychologist. 5. Adopt the revised classification specification of Job Code 6490 - Mental Health Specialist I. 6. Adopt the revised classification specification of Job Code 6491 - Mental Health Specialist II. 7. Adopt the revised classification specification of Job Code 6492 - Mental Health Specialist III. 8. Adopt the revised classification specification of Job Code 6496 - Marriage and Family Therapist I. 9. Adopt the revised classification specification of Job Code 6497 - Marriage and Family Therapist II. 10. Adopt the revised classification specification of Job Code 6505 - Behavioral Clinician I.	

IV. CONSENT MATTERS - APPROVED

11. Adopt the revised classification specification of Job Code 6510 - Behavioral Clinician II.
12. Adopt the revised classification specification of Job Code 6528 - Forensic Behavioral Health Clinician I.
13. Adopt the revised classification specification of Job Code 6529 - Forensic Behavioral Health Clinician II.
14. Adopt the revised classification specification of Job Code 6638 - Rehabilitation Counselor I.
15. Adopt the revised classification specification of Job Code 6640 - Rehabilitation Counselor II.
16. Adopt the revised classification specification of Job Code 6643 - Clinical Case Manager, Center for Healthy Schools and Communities (CHSC).
17. Adopt the revised classification specification of Job Code 6646 - Senior Clinical Case Manager, Center for Healthy Schools and Communities.

UAPD

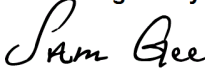
18. Adopt the revised classification specification of Job Code 5137 - Physician II.
19. Adopt the revised classification specification of Job Code 5139 - Physician III.
20. Adopt the revised classification specification of Job Code 6518 - Critical Care Manager.

Unrepresented - Management

21. Adopt the revised classification specification of Job Code 1838 - Deputy Director, Network Services.
22. Adopt the revised classification specification of Job Code 5384 - Psychological Mental Health Nurse Practitioner.
23. Recommend the Board of Supervisors establish the classification of Job Code 7880 - Child Care Coordinator, Health Care Services Agency, and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

977E8A6A6F46406...

SAM GEE, Interim Secretary to Civil Service Commission