



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, AUGUST 26, 2020, 4:00 P.M.

BY VIRTUAL TELECONFERENCE ONLY

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20, ISSUED ON MARCH 17, 2020, THIS MEETING WILL BE HELD BY TELECONFERENCE ONLY. NO PHYSICAL LOCATION WILL BE AVAILABLE FOR TELECONFERENCE MEETINGS. YOU MAY OBSERVE THE MEETING BY JOINING THE LIVE STREAMING AT <https://zoom.us/j/96124520357>. WRITTEN PUBLIC COMMENT MAY BE SUBMITTED BY E-MAIL TO Nina.Hinton3@acgov.org PRIOR TO THE BEGINNING OF THE MEETING. SPOKEN PUBLIC COMMENT WILL BE ACCEPTED THROUGH THE TELECONFERENCING MEETING. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND BROWN ACT, THOSE REQUIRING ACCOMODATIONS 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. TELECONFERENCING GUIDELINES: MEMBERS OF THE PUBLIC MAY OBSERVE AND PARTICIPATE IN MEETINGS 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 Barbara Luna, Vice-President
 Commissioner Dan Chang
 Commissioner Ross Peterson

Joe Angelo, Secretary to
 Civil Service Commission
 Andrea Weddle, Chief Assistant County Court

I.	CALLED TO ORDER	
II.	APPROVED THE MINUTES OF AUGUST 12, 2020 AS MAILED.	4-0
III.	PUBLIC COMMENTS:	None
IV.	APPROVED CONSENT MATTERS - Pages 3 - 5	4-0
V.	<p>COMMUNICATION(S):</p> <p>From the Human Resource Services Staff, to discuss and approve an annual calendar with regular recess dates.</p> <p>STAFF RECOMMENDATION: Discuss and Approve an Annual Calendar with Regular Recess Dates.</p> <p>The Commission voted unanimously to cancel the last Civil Service Commission meeting in the months of August and December, beginning with December 2020, and subsequent years, thereafter. The cancellations will be reflected on the annually approved Civil Service Commission Calendar.</p>	4-0

VI. APPEALS (Non-Disciplinary Matters)	None
VII. CLOSED SESSION	None
1. <u>Conference with Legal Counsel - Potential Litigation:</u> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	
VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	None
IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS: The Commission expressed desire to receive agenda materials further in advance of their meeting. Staff and Counsel engaged the Commission in exploring potential options including: 1) using a more expedient mailing source, 2) earlier mailings of the complete packet, 3) separately mailing materials requiring more review, and 4) expanding their current access to online digital copies of the <i>regular agenda</i> , to include encrypted digital copies of <i>closed session</i> items, once the County finalizes legal issues surrounding access to confidential materials over the internet.	
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED	
A. Hearing Calendar - None	
B. Reinstatement Request(s)	
<ol style="list-style-type: none"> 1. Monica Leite, Specialist Clerk I, Community Development Agency. 2. Cheri Lopes, Sheriff's Safety Aide, Sheriff's Office. 3. Kelsey Luk, Specialist Clerk I, Health Care Services Agency. 4. Samantha Ng, Financial Services Specialist II, Human Resource Services Department. 5. Linda Saelee, Financial Services Specialist II, Health Care Services Agency. 	
C. Voluntary Demotions	
<ol style="list-style-type: none"> 1. Rebecca Gonzalez Castellanos, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office. 2. Sara Alvarado, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office. 	
D. Examination Actions – for CSC Meeting of August 26, 2020	
Open-Assembled Examinations	
Ordered on 6/10/20	1. Emergency Services Dispatcher I, LDF 7/7/20.
Ordered on 8/7/20	2. Maintenance & Construction Technician II HARD (PROMOTIONAL), LDF 8/31/20.
Ordered on 8/10/20	3. Civil Legal Secretary, LDF 9/11/20.
Ordered on 8/13/20	4. Fire Dispatcher Trainee, LDF 9/8/20.
Re-open Continuous Examinations	
Re-opened on 7/28/20	5. Eligibility Services Technician I, LDF 8/21/20.
Re-opened on 7/31/20	6. Deputy Sheriff's Recruit, LDF 8/25/20.
Re-opened on 8/11/20	7. Deputy Sheriff I (POST Graduate), LDF 9/4/20.
Re-opened on 8/11/20	8. Deputy Sheriff II (Lateral), LDF 9/4/20.
Extend Eligible List	
	9. Procurement & Contracts Specialist I, Exam #19-0172-01, Terminate on 12/31/20.
	10. Program/Financial Specialist, Exam #19-0306-01, Terminate on 8/16/21.
	11. Public Works Technical Assistant III, Exam #19-2113-01, Terminate on 12/9/20.

	12. Institutional Supervisor II, Exam #19-6225-01, Terminate on 1/25/21.
	13. Fire Code Compliance Officer, Exam #19-8135-01, Terminate on 9/27/21.
	14. Deputy Fire Marshal, Exam #19-8147-01, Terminate on 9/27/21.
	15. Energy Management Technician (Promotional), Exam #19-9686-02, Terminate on 12/31/20.
Miscellaneous	
	16. Extended the last day for filing for County Health Officer, Exam #20-5046-01, from 8/13/20 to 8/14/20.
E. <u>Eligible Lists</u>	
Created Approved and Ordered Promulgated:	
<ol style="list-style-type: none"> 1. Senior Therapist, Exam #19-5865-01. 2. Agricultural and Standards Investigator I (Promotional), Exam #19-8418-02, effective 7/15/20. 3. Logistics Services Manager, Exam #20-0184-01. 4. Supervising Civil Engineer, Exam #20-2025-01. 5. Senior Vector Control Biologist (Promotional), Exam #20-5691-01. 6. Pediatric Physical Therapist, Exam #20-5860-01. 7. Social Services Program Manager (Promotional), Exam #20-6045-01. 8. Social Work Supervisor (Promotional), Exam #20-6730-01. 9. Building Inspector I, Exam #20-8305-01. 	
F. <u>Classification Recommendations</u>	
Department:	Regarding:
County Administrator	<ol style="list-style-type: none"> 1. Reallocate one position of 5143, Physician V to 5142, ALL IN Physician (21-35544).
Health Care Services Agency	<ol style="list-style-type: none"> 2. Reallocate one position of 7879, Health Services Trainee to 6720, Social Worker III (20-35290). 3. Reallocate one position of 5799, Nutrition Assistant II to 1120, Clerk II (20-35291). 4. Reallocate one position of 1215, Secretary I to 5786, Emergency Medical Services Coordinator (21-35405). 5. Reallocate one position of 5773, Senior Public Health Investigator to 0307, Senior Program Specialist (21-35536).

	<ol style="list-style-type: none"> 6. Reallocate one position of 1142, Administrative Assistant to 1138, Supervising Clerk I (21-35545). 7. Reallocate one position of 5773, Senior Public Health Investigator to 0307, Senior Program Specialist (21-35548).
Sheriff's Office	<ol style="list-style-type: none"> 8. Allocate three additional positions of 8561N, Sheriff's Office Pilot - Services As Needed (SAN) (20-35368). 9. Allocate one additional position of 8562N, Sheriff's Office Chief Pilot - Services As Needed (SAN) (20-35369).
Social Services Agency	<ol style="list-style-type: none"> 10. Reallocate one position of 1220, Secretary II to 0207, Senior Management Analyst (21-35403).


G. Specialty Designations

Department:	Regarding:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Approve specialty designation for position #310392, job code 5785, Epidemiologist II, (HIV Specialty/Option), effective 9/6/20. 2. Remove specialty designation for position #311135, job code 0305, Program Specialist, (Registered Dietitian and Certified Diabetes Educator), effective 9/5/20. 3. Approve specialty designation for position #311135, job code 0305, Program Specialist, (Registered Dietitian and Certified Diabetes Educator and Spanish), effective 9/6/20.

H. Classification Specifications - None

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

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 Joe Angelo, Secretary to Civil Service Commission