



# Summary Action Minutes

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

WEDNESDAY, OCTOBER 7, 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/95183586868>. WRITTEN PUBLIC COMMENT MAY BE SUBMITTED BY E-MAIL TO [Nina.Hinton3@acgov.org](mailto: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](mailto: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 Counsel

I. CALLED TO ORDER		
II. APPROVED THE MINUTES OF SEPTEMBER 23, 2020 AS MAILED.		4-0
III. PUBLIC COMMENTS:		None
IV. APPROVED CONSENT MATTERS - Pages 3 - 6		4-0
V. COMMUNICATION(S):  From the Human Resource Services Staff regarding Abolishing 8 Unused/Obsolete Classifications per Alameda County Charter, Civil Service, Section 36. (a.); and Civil Service Commission Rule 1200, <u>Authority</u> .  <u>STAFF RECOMMENDATION:</u> Submit to Board of Supervisors for Approval.		4-0
VI. APPEALS (Non-Disciplinary Matters)		None

<b>VII. CLOSED SESSION</b>	<b>None</b>
1. <b>Conference with Legal Counsel - Potential Litigation:</b> 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>No Actions</b>
<b>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>	<b>None</b>
<b>X. ADJOURNMENT</b>	<b>4-0</b>

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>A. Hearing Calendar -</b>	<b>None</b>
<b>B. Reinstatement Request(s)</b>	
1. Huong Cao, Supervising Financial Services Specialist, Probation Department. 2. Tony Ung, Specialist Clerk I, Health Care Services Agency.	
<b>C. Voluntary Demotions</b>	<b>None</b>
<b>D. Comparable Transfer(s)</b>	<b>None</b>
<b>E. Examination Actions – for CSC Meeting of October 7, 2020</b>	
<b>Promotional-Assembled Examinations</b>	
Opened on 9/21/20	1. Assistant Deputy Director, Community Development Agency (Zoning Specialty Designation), LDF 10/15/20.
<b>Open-Assembled Examinations</b>	
Ordered on 9/14/20	2. Healthy Housing Rehabilitation Specialist II, LDF 10/8/20.
Ordered on 9/14/20	3. Auditor, LDF 10/8/20.
Ordered on 9/17/20	4. Senior Management Analyst, LDF 10/12/20.
Ordered on 9/25/20	5. Deputy Director, General Services Agency (Capital Programs), LDF 10/19/20.
Ordered on 10/1/20	6. Physician IV, LDF 10/26/20.
<b>Re-Open Continuous Examinations</b>	
Re-opened on 9/25/20	7. Registered Nurse IV (PHN Option), LDF 10/26/20.
Re-opened on 9/29/20	8. Senior Therapist, LDF 10/28/20.
<b>Reinstate Eligible List</b>	
	9. Plumber, Exam # 18-9260-01, Terminate on 12/31/20.
	10. Assessor’s Representative, Exam #18-2622-01, Terminate on 3/14/21.
	11. Accounting Specialist II, Exam #18-1316-02, Terminate on 10/16/20.
	12. Administrative/Financial Services Manager, Exam #18-0229-01, Terminate on 12/24/20.

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>Extend Eligible Lists</b>	
	13. Financial Services Specialist II, Exam #19-0214-01, Terminate on 11/6/21.
	14. Administrative Specialist I, Exam #19-0218-02, Terminate on 4/23/21.
	15. Supply Clerk II, Exam #19-1710-01, Terminate on 5/6/21.
	16. Eligibility Support Clerk, Exam #19-1132-01, Terminate on 5/6/21.
	17. Veteran Services Representative, Exam #19-1476-01, Terminate on 5/6/21.
	18. Deputy Public Guardian-Conservator/Investigator, Exam #19-8705-01, Terminate on 5/6/21.
<b>Order Eligible List Designated Alternative List</b>	
	19. Designate the <b>Supervising Program Specialist, #18-0308-01</b> , as an alternate list for <b>Senior Program Specialist</b> .
<b>Miscellaneous</b>	
	20. Extend the last day for filing for examination #20-0225-01, Financial Services Director, Health Care Services Agency, from 09/14/20 to 10/05/20.
	21. Extend the last day for filing for examination #20-3152-01, Child Support Attorney III, from 09/24/20 to 10/08/20.
	22. Change the Registered Nurse IV (PHN Option), #Exam #19-5320-01, from an open-assembled to an open-continuous, effective 1/3/20.
	23. Change the Senior Therapist, #Exam #19-5865-01, from an open-assembled to an open-continuous, effective 3/31/20.
<b>F. Eligible Lists</b>	
<b>Created Approved and Ordered Promulgated:</b>	
<ol style="list-style-type: none"> <li>1. Human Resources Technician, Exam #19-0278-01.</li> <li>2. Information Systems Analyst, Exam #19-0419-01.</li> <li>3. Library Assistant Manager, Exam #19-4203-01.</li> <li>4. Principal Auditor, #20-0151-01.</li> <li>5. Auditor Associate 1, Exam #20-1527-01.</li> <li>6. Procurement and Contracts Supervisor, Zone 7, Exam #20-4956-01.</li> </ol>	

<b>IV. CONSENT MATTERS - APPROVED</b>	
7. Maintenance and Construction Supervisor, Zone 7, Exam #20-4998-01. 8. County Health Officer, Exam #20-5046-01. 9. Senior Hazardous Materials Specialist CUPA, Exam #20-5655-01. 10. Behavioral Health Clinical Manager, Exam #20-6527-01. 11. Child Welfare Supervisor (Promotional), Exam #20-6750-01. 12. Adult Protection Supervisor (Promotional), Exam #20-6770-01. 13. Deputy Sheriff's Recruit, Exam #20-8601-01. 14. Tree Trimmer-Climber, Exam #20-9550-01.	
<b>G. Classification Recommendations</b>	
<b>Department:</b>	<b>Regarding:</b>
Child Support Services	1. Reallocate one position of 1402 - Child Support Specialist II, to 0320 - Public Information Specialist (21-35620). 2. Reallocate one position of 1402 - Child Support Specialist II, to 0320 - Public Information Specialist (21-35621).
Health Care Services Agency	3. Reallocate one position of 6927 - Program Services Coordinator, to 5046 - County Health Officer (21-35828).
Human Resource Services	4. Reallocate 30 positions of 1294N - Administrative Support II, (SAN) TAP, to 0610N - Professional Technical Sp I SAN TAPN (21-35824).
Library Services	5. Reallocate one position of 1221 - Supervising Secretary II, to 0322 - Departmental Communications Manager (21-35603).
Probation Department	6. Reallocate one position of 7525 - Cook, to 6126 - Division Director (20-34787).
Sheriff's Office	7. Reallocate one position of 1139 - Supervising Clerk II, to 0229 - Administrative/Financial Services Manager (21-35814).
<b>H. Specialty Designations</b>	
<b>Department:</b>	<b>Regarding:</b>
Health Care Services Agency	1. Remove specialty designation for position 311243, job code #5667 - Senior Registered Environmental Health Specialist, ( <b>Solid Waste</b> ), effective 10/18/20.

**IV. CONSENT MATTERS - APPROVED**

Social Services Agency

2. Remove specialty designation for positions: 307005, 307335, 308338, 401774 402582, job code #6045 - Social Services Program Manager (**Adult & Aging**), effective 10/18/20.
3. Remove specialty designation for positions: 308256, 308549, job code #6050 - Division Director, Social Services Agency (**Adult & Aging**), effective 10/18/20.

I. 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