



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY SEPTEMBER 22, 2021, 4:00 P.M.

BY VIRTUAL TELECONFERENCE ONLY

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-08-21, ISSUED ON JUNE 11, 2021, 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://us06web.zoom.us/j/87513780697>. 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 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. 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 8, 2021, AS MAILED.

Correction: Counsel Pacheco indicated that the September 22, 2021 agenda erroneously reflects Commissioner Dan Chang as a Commissioner. Commissioner Chang has retired from the Commission and is not present at this meeting. His name will be removed from future Commission agendas.

The Minutes of September 8, 2021, were unanimously approved 3-0.

3-0

III. PUBLIC COMMENTS:

None

IV. APPROVED CONSENT MATTERS - Pages 3 - 6

3-0

V. COMMUNICATION(S):

None

VI. APPEALS (Non-Disciplinary Matters)

None

VII. CLOSED SESSION

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release

None

2. Public Employment pursuant to Government Code §54957:

None

3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:	None
4. Conference with Legal Counsel – Existing Litigation: 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 Actions
IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS: Commissioner Luna inquired about the status of filling current vacancies on the Civil Service Commission, and shared reminding her district office about the future need to replace her seat. The Commission Secretary indicated that the HRS Department is working with the County Administrator’s Office concerning this need; and that a list of potential candidates is being considered.	
X. . ADJOURNMENT	3-0

IV. CONSENT MATTERS - APPROVED		
A. Hearing Calendar - None		
B. <u>Reinstatement Request(s)</u>		
1. Nkiruka Ezinne Ajaelo, Child Welfare Worker II, Social Services Agency. 2. Devin Anthony, Eligibility Services Technician III, Social Services Agency. 3. Jessica Blakemore, Program Specialist, Health Care Services Agency.		
C. <u>Voluntary Demotions</u>		
1. Yael Fisher, Supervising Clerk II to Career Development Specialist I, Social Services Agency.		
D. <u>Comparable Transfer(s)</u> - None		
E. <u>Transfer CSC (Rule 1732)</u> - None		
F. <u>Examination Actions – for CSC Meeting of September 22, 2021</u>		
Promotional-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
9/9/21	1. Retirement Benefits Specialist	10/4/21
Open-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
5/28/21	2. Janitor, Detention Facilities	6/21/21
9/3/21	3. Building Equipment Maintenance Worker	9/27/21
9/7/21	4. Behavioral Health Crisis Intervention Specialist Supervisor	10/4/21
9/10/21	5. Zoning Investigator I	10/4/21
9/13/21	6. Auditor	10/7/21
9/20/21	7. Junior Engineer/Geologist, Zone 7	10/15/21
Re-Open Continuous Examinations		
RE-OPEN DATE	EXAMINATION TITLE	LDF
9/7/21	8. Behavioral Health Clinical Supervisor	10/4/21
Terminate Eligible Lists		
Title	Examination Number	Termination Date
9. Behavioral Health Crisis Intervention Specialist I	21-6512-01	9/9/21

IV. CONSENT MATTERS - APPROVED		
Reinstate Eligible Lists		
Title	Examination Number	Termination Date
10. Social Work Supervisor	20-6730-01	4/30/22
11. Fire Department Division Chief	20-8130-01	11/30/21
Miscellaneous		
12. Change the Janitor, Detention Facilities , Exam #21-7416-01, from an Assembled Exam to a Continuous Exam, effective 5/28/21.		
G. Eligible Lists		
Created Approved and Ordered Promulgated:		
1. Custodian (HARD), Exam #21-1130H-01. 2. Fire Department Deputy Chief (Promotional), Exam #21-8155-01. 3. Janitor, Detention Facilities, Exam #21-7416-01. 4. Lieutenant (Promotional), Exam #21-8620-01. 5. Training and Education Center Organizational Development Manager, Exam #21-0471-01. 6. Water Resources Technician I, Zone 7, Exam #21-4937-01.		
H. Classification Recommendations		
Department	Regarding:	
Community Development Agency	1. Allocate one additional position of 2953 P - Assistant Deputy Director, Community Development Agency Project (Housing and Community Developmt)	21-36743
	2. Allocate three additional positions of 2973 P - Housing and Community Development Technician II Project	21-36744
	3. Allocate four additional positions of 2966 P - Housing and Community Development Specialist III Project (Housing Dev Proj Coordinator)	21-36745
General Services Agency	4. Reallocate one position of 7422 - Janitor Supervisor I, to 7423 - Janitor Supervisor II	21-37147
Health Care Services Agency	5. Reallocate one position of 0305 - Program Specialist, to 0419 - Information Systems Analyst	21-37219

IV. CONSENT MATTERS - APPROVED		
	6. Reallocate one position of 1215 - Secretary I, to 1142 - Administrative Assistant	21-37310
	7. Reallocate one position of 1142 - Administrative Assistant, to 0219 - Administrative Specialist II	22-37481
Probation	8. Reallocate one position of 1120 - Clerk II, to 1128 - Specialist Clerk I	22-37489
	9. Reallocate one position of 1139 - Supervising Clerk II, to 0278 - Human Resources Technician	22-37564
Public Defender	10. Reallocate one position of 3105 - Dependency Attorney to, 6720 - Social Worker III (Realignment)	21-37192
Social Services Agency	11. Reallocate one position of 1131 - Data Input Clerk, to 1132 - Eligibility Support Clerk	22-37470
	12. Reallocate one position of 6752 - Social Services Ombudsperson, to 6770 - Adult Protection Supervisor	22-37557
	13. Reallocate one position of 1120 - Clerk II, to 1132 - Eligibility Support Clerk	22-37558
Zone 7	14. Reallocate one position of 4965 - Associate Civil Engineer, Zone 7, to 4964 - Assistant Engineer, Zone 7	22-37472
	15. Reallocate one position of 4957 - Geographic Information Systems Analyst, Zone 7, to 3609 - Government Relations Manager, Zone 7	22-37478
	16. Reallocate one position of 4939 - Water Resources Technician III, Zone 7, to 4938 - Water Resources Technician II, Zone 7	22-37562
I. <u>Specialty Designations</u>		
Health Care Services Agency	1. Remove specialty designation for position #310178 Job Code 5305 - Registered Nurse II (MPCAH/PHN/Spanish Speaking), Effective 10/2/21.	

IV. CONSENT MATTERS - APPROVED


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| | <ol style="list-style-type: none"> 2. Approve specialty designation for position #310178
 Job Code 5305 - Registered Nurse II (MPCAH/PHN/Cert),
 Effective 10/3/21. 3. Remove specialty designation for position #310399
 Job Code 0305 - Program Specialist (AIDS Specialty / Opt),
 Effective 10/3/21. 4. Remove specialty designation for position # 312585
 Job Code 5305 - Registered Nurse II (PHN/Pediatric/Spanish),
 Effective 10/2/21. 5. Approve specialty designation for position #312585
 Job Code 5305 - Registered Nurse II (PHN Cert/Pediatric Option),
 Effective 10/3/21. |
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J. Classification Specifications

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| ACMEA - Confidential Management | <ol style="list-style-type: none"> 1. Adopt the revised and retitled classification specification of job code 0464, from Disability Programs Technician, to Medical Leaves & Accommodation Services Technician. |
| Unrepresented - Management | <ol style="list-style-type: none"> 2. Adopt the revised and retitled classification specification of job code 5095, from Compliance Officer, Behavioral Health Care Services, to Compliance and Privacy Officer, Health Care Services Agency. |

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:


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JOE ANGELO, Secretary to Civil Service Commission