



# Summary of Actions

## ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY October 20, 2021, 4:00 P.M.

BY VIRTUAL TELECONFERENCE ONLY

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/89781816805>. 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 THE BROWN ACT, THOSE REQUIRING ACCOMMODATIONS 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 Ross Peterson

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

**I. CALLED TO ORDER**

**II. REMOTE MEETINGS (AB 361):**

Civil Service Commission to Receive Staff Report Regarding AB 361 and Adopt Findings for Continued Teleconference Meetings

**By unanimous vote (3-0) the Civil Service Commission Approved the Motion to Accept the Recommendation by Staff and to Adopt the Findings of Fact to Promote Social Distancing and to Continue Teleconferenced Meetings in accordance with Government Code Section 54953(e)**

3-0

**III. APPROVED THE MINUTES OF SEPTEMBER 22, 2021, AS MAILED.**  
 [NOTE: OCTOBER 6, 2021 MEETING CANCELED]

3-0

**IV. PUBLIC COMMENTS:**

None

**V. APPROVED CONSENT MATTERS - Pages 3 - 9**

None

**VI. COMMUNICATION(S):**

None

**VII. APPEALS (Non-Disciplinary Matters)**

None

<b>VIII. CLOSED SESSION</b>	<b>None</b>
<b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b>	<b>No Action</b>
<b>X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>	<b>None</b>
<b>XI. ADJOURNMENT</b>	<b>3-0</b>

**IV. CONSENT MATTERS - APPROVED**

**A. Hearing Calendar**

1. Correspondence from Attorney Julia D. Fox of Rains Lucia Stern St. Phalle & Silver, P.C., requesting an appeal hearing for Case No. 2021-07. **Set for Hearing.**
2. Correspondence from Will Yamada of Tribuiano & Yamada, LLP, withdrawing appeal Case No. 2021-03; OAH No. 20210706059, Settlement Agreement reached. **Remove from Hearing Calendar.**

**B. Reinstatement Request(s)**

1. Michael Anolin, Financial Services Specialist II, Public Defender's Office.

**C. Voluntary Demotions**

1. Amy Murphy, Child Support Specialist I to Lead Customer Services Representative, Department of Child Support Services.
2. Esther Sanchez, Collection Enforcement Deputy II to Auditor Associate III, Auditor-Controller Agency.
3. Oscar Santos, Jr., Sheriff's Technician to Sheriff's Safety Aide, Sheriff's Office.
4. DeAndrea Terry, Clinical Review Specialist Supervisor to Clinical Review Specialist, Health Care Services Agency.

**D. Comparable Transfer(s)**

1. Ian Vianu, Behavioral Health Crisis Intervention Specialist II to Clinical Review Specialist, Health Care Services Agency.

**E. Transfer CSC (Rule 1732) - None**

**F. Examination Actions – for CSC Meeting of September 22, 2021**

**Promotional-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
9/10/21	1. Web Designer III	10/4/21

**Open-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
9/14/21	2. Social Worker III	10/12/21
9/15/21	3. Human Resources Technician	10/11/21
9/16/21	4. Legal Secretary	10/25/21
9/16/21	5. Sheriff's Technician	10/11/21
9/17/21	6. Housing And Community Development Manager	10/18/21
9/21/21	7. Program Specialist	10/18/21
9/22/21	8. Behavioral Health Crisis Intervention Specialist I	10/18/21

<b>IV. CONSENT MATTERS - APPROVED</b>		
9/22/21	9. Hazardous Materials Specialist (CUPA)	10/18/21
9/22/21	10. Sheriff's Fleet Services Coordinator	10/18/21
9/22/21	11. Water Plant Operator II, Zone 7	10/18/21
9/23/21	12. Procurement and Contract Supervisor, Zone 7	10/18/21
9/24/21	13. County Training and Organizational Development Specialist	10/18/21
9/24/21	14. Institutional Supervisor II	10/18/21
9/27/21	15. Parks Supervisor	10/21/21
9/29/21	16. Fire Department Benefits Specialist	10/25/21
10/4/21	17. Library Driver-Clerk	10/28/21
10/8/21	18. Human Resource Validation Processor	11/5/21
10/11/21	19. Sustainability Project Manager	11/4/21
10/18/21	20. Consumer/Family Relations Program Assistant	11/12/21
10/18/21	21. Program Specialist ( <b>Family Specialty</b> )	11/12/21
<b>Re-Open Continuous Examinations</b>		
<b>RE-OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
9/27/21	22. Carpenter	10/11/21
<b>Reinstate Eligible Lists</b>		
<b>Title</b>	<b>Examination Number</b>	<b>Terminate On</b>
23. Administrative Specialist II	19-0219-02	12/31/21
24. Clerk II	19-1120-01	12/31/21
25. Departmental Human Resources Officer	19-0460-01	6/30/22
26. Eligibility Services Technician	19-1570-01	9/30/22
27. Management Analyst	19-0206-01	12/31/21
28. Sheriff's Program/Financial Specialist	20-0237-01	9/14/22
29. Social Worker I	17-6710-01	9/30/22
30. Supervising Clerk III	18-1140-01	9/30/22

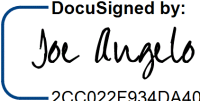
IV. CONSENT MATTERS - APPROVED		
<b>Extend Eligible Lists</b>		
Title	Examination Number	Terminate On
31. Administrative/Financial Services Manager	20-0229-01	12/2/22
32. Retirement Technician	20-1352-01	12/31/21
33. Senior Assessor's Technician	20-2508-01	1/21/22
<b>Order Eligible List Designated Alternative List</b>		
34. Designate the <b>Chief Environmental Health (CUPA)</b> , #21-5657-01, as an alternate list for <b>Chief Environmental Health</b> .		
35. Designate the <b>Janitor, Detention Facilities</b> , #21-7416-01, as an alternate list for <b>Janitor</b> .		
36. Designate the <b>Service Support Specialist</b> , #21-1133-01, as an alternate list for <b>Eligibility Support Clerk</b> .		
<b>Miscellaneous</b>		
37. Extend the last day of filing for <b>Auditor</b> , Exam #21-0143-01, from 10/8/21 to 10/14/21.		
38. Extend the last date of filing for <b>Behavioral Health Crisis Intervention Specialist I</b> , Exam #21-6512-02, from 10/18/21 to 11/1/21.		
39. Extend the last date of filing for <b>Building Equipment Maintenance Worker</b> , Exam #21-9665-01, from 9/27/21 to 10/20/21.		
40. Cancel <b>Administrative Associate County Administrator</b> , Exam #19-1137-01, effective 2/17/20.		
41. Change the <b>Carpenter</b> , Exam #21-9220-01, from an Assembled Exam to a Continuous Exam, Effective 2/26/21.		
<b>G. Eligible Lists</b>		
<b>Created Approved and Ordered Promulgated:</b>		
<ol style="list-style-type: none"> <li>1. Administrative Support Manager, Exam #20-1145-01.</li> <li>2. Auditor Associate I, Exam #21-1527-01.</li> <li>3. Child Support Specialist III, Exam #20-1403-01.</li> <li>4. Crime Analyst, Exam #21-0405-01.</li> <li>5. Departmental Communications Manager, Exam #20-0322-01.</li> <li>6. Early, Periodic, Screening, Diagnosis and Treatment Coordinator, Exam # 21-5071-01.</li> <li>7. Fire Captain (Promotional), Exam #21-8146-01.</li> <li>8. Hazardous Materials Specialist (LOP), Exam #21-5650-01.</li> <li>9. Health Care Program Administrator II, Exam #20-0315-01.</li> <li>10. Juvenile Institutional Officer Associate, Exam #20-6214-01.</li> <li>11. Laborer, Exam #21-9105-01.</li> <li>12. Library Technician, Exam #21-4120-01.</li> <li>13. Public Works Technical Assistant I, Exam #21-2111-01.</li> </ol>		

IV. CONSENT MATTERS - APPROVED		
14. Scientific Program Manager, Exam #21-5696-01. 15. Secretary II, Exam #20-1220-01. 16. Senior Financial Services Specialist, Exam #21-0215-01. 17. Sheriff's Multimedia Producer, Exam #21-9294-01. 18. Supervising Program Specialist, Exam #21-0308-01. 19. Technical Support Specialist II, Exam #21-1799-01. 20. Training Officer, Health Care Services Agency, Exam #21-5090-01. 21. Vector Ecologist, Exam #21-5695-01. 22. Web Designer III (Promotional), Exam #21-1856-01.		
H. Classification Recommendations		
Department	Regarding:	
Community Development Agency	1. Reallocate one position of 2967 - Lead Project Designer, to 2990 - Healthy Homes Manager	22-37559
	2. Reallocate one position of 1215, Secretary I, to 1142 - Administrative Assistant	22-37561
County Counsel	3. Allocate one additional position of 0214 - Financial Services Specialist II	22-37370
	4. Allocate one additional position of 1091 - Retired Annuitant II	22-37371
Health Care Services Agency	5. Reallocate one position of 0314 - Health Care Program Administrator I ( <b>Communicable Disease Prgm Admi</b> ), to 0315 - Health Care Program Administrator II ( <b>Communicable Disease Prgm Admi</b> )	21-37094
	6. Reallocate one position of 7879 - Health Services Trainee ( <b>PHN</b> ), to 5799 - Nutrition Assistant II ( <b>Spanish Speaking</b> )	22-37333
	7. Reallocate one position of 5649 - Environmental Health Technician, to 5647 - Environmental Health Maintenance Worker	22-37388
	8. Reallocate one position of 6927 - Program Services Coordinator ( <b>School Health Svcs Specialty</b> ), to 0305 - Program Specialist	22-37425
	9. Reallocate one position of 5770 - Public Health Investigator ( <b>HIV Epidemiology</b> ), to 5785 - Epidemiologist II ( <b>HIV Specialty/Option</b> )	22-37429

IV. CONSENT MATTERS - APPROVED		
	10. Reallocate one position of 1497 - Patient Service Technician II, to 1316 - Accounting Specialist II	22-37479
	11. Reallocate one position of 0305 P - Program Specialist Project ( <b>HIV Specialty/Option</b> ), to 0305 - Program Specialist ( <b>HIV Specialty/Option</b> )	22-37655
	12. Reallocate one position of 5320 - Registered Nurse IV ( <b>PHN</b> ), to 0315 - Health Care Program Administrator II	22-37709
	13. Reallocate one position of 1126 - Medical Clerk, to 1128 - Specialist Clerk I	22-37712
Information Technology Department	14. Reallocate one position of 0132 - Accountant, to 1316 - Accounting Specialist II	22-37679
	15. Reallocate one position of 1129 – Specialist Clerk II, to 1128 - Specialist Clerk I	22-37724
Library	16. Reallocate one position of 0307 - Senior Program Specialist ( <b>Literacy Option</b> ), to 4176 - Library Manager I	22-37649
Public Works	17. Reallocate one position of 1128 – Specialist Clerk I, to 1142 – Administrative Assistant	22-37327
Sheriff's Office	18. Reallocate one position of 8617 - Sergeant, to 8620 - Lieutenant	22-37468
	19. Reallocate one position of 8617 - Sergeant, to 8620 - Lieutenant	22-37469
I. Specialty Designations		
Community Development Agency	1. Remove specialty designation for position #303230 Job Code 2953 - Assistant Deputy Director, Community Development Agency ( <b>Homeless Program Specialty</b> ), Effective 10/30/21. 2. Approve specialty designation for position #303230 2953 - Assistant Deputy Director, Community Development Agency ( <b>Homeless Prg and Policies Spec</b> ) Effective 10/31/21.	

<b>IV. CONSENT MATTERS - APPROVED</b>	
Health Care Services Agency	<ol style="list-style-type: none"> <li>3. Remove specialty designation for position #310281            Job Code 5770 - Public Health Investigator (<b>Spanish Speaking</b>),            Effective 10/31/21.</li> <li>4. Approve specialty designation for position #310387            Job Code 0308 - Supervising Program Specialist (<b>COVID</b>),            Effective 10/31/21.</li> <li>5. Approve specialty designation for position #311094            Job Code 5779 - Nutrition Assistant II (<b>Spanish Speaking</b>),            Effective 10/31/21.</li> <li>6. Remove specialty designation for position #312672            Job Code 5305 - Registered Nurse II (<b>PHN/Pediatric</b>),            Effective 10/30/21.</li> <li>7. Approve specialty designation for position #312672            Job Code 5305 - Registered Nurse II (<b>MPCAH/PHN Cert</b>),            Effective 10/31/21.</li> <li>8. Approve specialty designation for position #400035            Job Code 0315 - Health Care Program Administrator II (<b>Tobacco Control</b>),            Effective 10/31/21.</li> <li>9. Remove specialty designation for position #400523            Job Code 0315 - Health Care Program Administrator II (<b>Diabetes Option</b>),            Effective 10/30/21.</li> <li>10. Approve specialty designation for position #400523            Job Code 0315 - Health Care Program Administrator II (<b>Chronic Disease</b>),            Effective 10/31/21.</li> </ol>
Probation	<ol style="list-style-type: none"> <li>11. Remove specialty designation for position #302804            Job Code 6216 - Juvenile Institutional Officer (<b>Male Only</b>),            Effective 10/31/21.</li> <li>12. Remove specialty designation for position #302822            Job Code 6216 - Juvenile Institutional Officer (<b>Male Only</b>),            Effective 10/31/21.</li> <li>13. Remove specialty designation for position #302836            Job Code 6216 - Juvenile Institutional Officer (<b>Male Only</b>),            Effective 10/31/21.</li> <li>14. Remove specialty designation for position #302847            Job Code 6216 - Juvenile Institutional Officer (<b>Male Only</b>),            Effective 10/31/21.</li> <li>15. Remove specialty designation for position #302909            Job Code 6216 - Juvenile Institutional Officer (<b>Female Only</b>),            Effective 10/31/21.</li> <li>16. Remove specialty designation for position #302921            Job Code 6216 - Juvenile Institutional Officer (<b>Male Only</b>),            Effective 10/31/21.</li> </ol>



<b>IV. CONSENT MATTERS - APPROVED</b>	
	17. Remove specialty designation for position #302998 Job Code 6216 - Juvenile Institutional Officer ( <b>Male Only</b> ), Effective 10/31/21.
<b>J. Classification Specifications</b>	
ACMEA – General Management	1. Adopt the revised classification specification of Job Code 6796 – Staff Development Specialist.
Unrepresented – Management	2. Adopt the revised classification specification of Job Code 0320 - Public Information Specialist. 3. Adopt the revised classification specification of Job Code 0467 – Medical Leaves & Accommodation Services Case Manager. 4. Adopt the revised and retitled classification specification of Job Code 0485, from Training Systems Specialist, to Training and System Specialist. 5. Recommend that the Board of Supervisors establish the classification of Job Code 3162 – Policy Manager, DCSS, and adopt the classification specification. 6. Adopt the revised and retitled classification specification of Job Code 5030, from Housing Services Administrator, to Homelessness Services Administrator.
Unrepresented – Fire Management	7. Recommend that the Board of Supervisors establish the classification of Job Code 8187 – Fire Department Human Resources Technician, and adopt the classification specification. 8. Recommend that the Board of Supervisors establish the classification of Job Code 8188 – Fire Department Human Resources Officer, and adopt the classification specification. 9. Recommend that the Board of Supervisors establish the classification of Job Code 8194 – Fire Department Human Resources Manager, and adopt the classification specification.
SEIU 1021	10. Adopt the revised classification specification of Job Code 1417 – Literacy Advocate. 11. Adopt the revised classification specification of Job Code 4121 – Literacy Specialist.
<p><b>ADJOURNMENT</b></p> <p>There being no further business, the meeting was adjourned.</p> <p>DocuSigned by:          2CC022F934DA404...</p> <p>Joe Angelo, Secretary to Civil Service Commission</p>	