



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY, NOVEMBER 30, 2022, 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/86997832930>. 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 Ross Peterson
 Commissioner Julie Yim
 Commissioner Monica Lee

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

I. CALLED TO ORDER	
II. REMOTE MEETINGS (AB 361): Civil Service Commission to Receive Oral Staff Report Regarding AB 361 and to Adopt Findings for Continued Teleconference Meetings By unanimous vote (5-0) the Civil Service Commission ("Commission") finds that there is a continuing state of emergency declared by the Governor of the State of California that encompasses the County of Alameda. The Commission further finds that state and/or local officials have imposed or continue to recommend measures to promote social distancing. Accordingly, the Commission therefore accepts staff's recommendation and adopts Findings for continued teleconferenced meetings in accordance with Government Code section 54953(e).	5-0
III. APPROVED THE MINUTES OF NOVEMBER 16, 2022, AS MAILED.	5-0
IV. PUBLIC COMMENTS:	None
V. APPROVED CONSENT MATTERS - Pages 3-6	5-0
VI. COMMUNICATION(S): From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2023.	5-0
VII. APPEALS (Non-Disciplinary Matters)	None

<p>VIII. CLOSED SESSION</p> <ol style="list-style-type: none">1. Public Employment pursuant to Government Code §54957:2. Public Employee Discipline/Dismissal/Release pursuant to Government Code pursuant to Government Code §54957:3. <u>Conference with Legal Counsel – Potential Litigation:</u> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	<p>None</p> <p>None</p> <p>None</p>
<p>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</p>	<p>None</p>
<p>X. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:</p> <p>The Secretary announced that the last meeting the Civil Service Commission will convene in 2022 is December 14th. The December 28th meeting is canceled per the approved 2022 Civil Service Commission Meeting Dates.</p>	
<p>XI. ADJOURNMENT</p>	<p>5-0</p>

V. CONSENT MATTERS - APPROVED		
A. <u>Hearing Calendar</u> - None		
B. <u>Reinstatement Request(s)</u>		
<ol style="list-style-type: none"> 1. Rocio Aranda, Specialist Clerk I, Health Care Services Agency. 2. Michelle Jesse, Human Resources Technician, Health Care Services Agency. 		
C. <u>Voluntary Demotions</u> - None		
D. <u>Comparable Transfer(s)</u> -		
<ol style="list-style-type: none"> 1. Monica Osorio, Senior Clinical Case Manager, CHSC to Behavioral Clinician II, Health Care Services Agency. 		
E. <u>Transfer CSC (Rule 1732)</u> - None		
F. <u>Examination Actions – for CSC Meeting of November 30, 2022</u>		
<u>Promotional-Assembled Examinations</u>		
OPEN DATE	EXAMINATION TITLE	LDF
11/18/22	1. Senior Engineer/Geologist, Zone 7	12/14/22
<u>Open-Assembled Examinations</u>		
OPEN DATE	EXAMINATION TITLE	LDF
11/5/22	2. Financial Services Specialist II	12/14/22
11/5/22	3. Mental Health Specialist III	12/14/22
11/10/22	4. Healthy Homes Manager	12/5/22
11/14/22	5. Superintendent, Probation	12/8/22
11/14/22	6. Accounting Technician	12/9/22
11/14/22	7. Associate Deputy Public Defender	12/8/22
11/18/22	8. Customer Services Representative, Department of Child Support Services	12/14/22
11/18/22	9. Information Systems Technician II	12/12/22
11/18/22	10. Principal Engineer/Geologist, Zone 7	12/14/22
11/22/22	11. Registered Nurse IV (PHN Option)	12/16/22
<u>Re-Open Continuous Examinations</u>		
OPEN DATE	EXAMINATION TITLE	LDF
11/10/22	12. Specialist Clerk I	12/8/22

V. CONSENT MATTERS - APPROVED		
11/14/22	13. Supervising Program Specialist	12/8/22
Terminate Eligible Lists		
Title	Examination Number	Terminate On
14. Fire Department Human Resources Manager	22-8194-02	11/30/22
15. Planner I	20-2925-01	11/18/22
Reinstate Eligible Lists		
Title	Examination Number	Effective Date
16. Appeals Officer	20-6738-01	11/16/23
17. Institutional Supervisor I	21-6217-01	6/30/23
18. Mental Health Specialist II	18-6491-01	3/15/23
Miscellaneous		
19. Change the Supervising Program Specialist , Exam #21-0308-01, from open assembled to open continuous, effective 3/11/21.		
20. Extend the last day of filing for the Director of Community, Assessment, Planning and Evaluation , Exam #21-5783-01 from 11/7/22 to 11/21/22.		
G. Eligible Lists		
Create Approve and Order Promulgated:		
1. Administrative Analyst, Exam #21-0245-01. 2. Adult Protection Supervisor (Promotional), Exam #22-6770-01. 3. Children and Youth Initiatives Director, Exam #21-6647-01. 4. Heavy Equipment Operator, Exam #22-9355-01. 5. Information Systems Analyst, Exam #22-0419-01. 6. Juvenile Institutional Officer, Exam #21-6216-01. 7. Probation Contracts and Grants Administrative Manager, Exam #22-6076-01. 8. Senior Therapist, Exam #21-5865-01.		
H. Classification Recommendations		
Department	Regarding:	
Health Care Services Agency	1. Reallocate 1 position of 5139 - Physician III (PEDIATRIC), to 5141 - Physician IV	23-40698
	2. Reallocate 1 position of 0306 - Program/Financial Specialist, to 0215 - Senior Financial Services Specialist	23-40726

V. CONSENT MATTERS - APPROVED	
Social Services Agency	<p>3. Reallocate 1 position of 1131 - Data Input Clerk, to 1132 – Eligibility Support Clerk</p> <p style="text-align: right;">23-40549</p>
I. <u>Specialty Designations</u>	
Health Care Services Agency	<p>1. Remove specialty designation for position #310048 Job Code 6707 – Family Support Case Manager (MPCAH Option) Effective 12/11/22</p> <p>2. Approve specialty designation for position #403189 Job Code 0206 P – Management Analyst Project (Business Intelligence) Effective 12/11/22</p>
Library	<p>3. Approve specialty designation for position # 311307 Job Code 4140 – Librarian II (Spanish Speaking) Effective 12/11/22</p>
Probation Department	<p>4. Remove specialty designation for position #302650 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p> <p>5. Remove specialty designation for position #302652 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p> <p>6. Remove specialty designation for position #302661 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p> <p>7. Remove specialty designation for position #302670 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p> <p>8. Remove specialty designation for position #302676 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p> <p>9. Remove specialty designation for position #302723 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p> <p>10. Remove specialty designation for position #302727 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p> <p>11. Remove specialty designation for position #302732 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p> <p>12. Remove specialty designation for position #302832 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p> <p>13. Remove specialty designation for position #302835 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 12/11/22</p>

V. CONSENT MATTERS - APPROVED

14. Remove specialty designation for position #302836
Job Code 6216 - Juvenile Institutional Officer (Male Only)
Effective 12/11/22
15. Remove specialty designation for position #302847
Job Code 6216 - Juvenile Institutional Officer (Male Only)
Effective 12/11/22
16. Remove specialty designation for position #302886
Job Code 6216 - Juvenile Institutional Officer (Male Only)
Effective 12/11/22
17. Remove specialty designation for position #302911
Job Code 6216 - Juvenile Institutional Officer (Male Only)
Effective 12/11/22
18. Remove specialty designation for position #302921
Job Code 6216 - Juvenile Institutional Officer (Male Only)
Effective 12/11/22
19. Remove specialty designation for position #302998
Job Code 6216 - Juvenile Institutional Officer (Male Only)
Effective 12/11/22

J. Classification Specifications

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|-----------------------------------|--|
| SEIU 1021 | <ol style="list-style-type: none">1. Recommend the Board of Supervisors establish the classification of Job Code 8753 - Sheriff's Office Facilities Technician, and adopt the classification specification.2. Adopt the revised classification specification of Job Code 6638 - Rehabilitation Counselor I.3. Adopt the revised classification specification of Job Code 6640 - Rehabilitation Counselor II. |
| Unrepresented - Management | <ol style="list-style-type: none">4. Adopt the revised classification specification of Job Code 6145 - Assistant Chief Probation Officer. |

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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JOE ANGELO, Secretary to Civil Service Commission