



Agenda
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY, DECEMBER 14, 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/85012575089>. 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. CALL TO ORDER

II. APPROVE THE MINUTES OF NOVEMBER 30, 2022, AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 3-6

V. COMMUNICATION(S):

1. From the Human Resource Services Staff regarding Abolishing seventeen (17) Unused/Obsolete Classification per Alameda County Charter, Civil Service, Section 36. (a.); and Civil Service Commission Rule 1200, Authority

STAFF RECOMMENDATION: Submit to Board of Supervisors for Approval.

2. From the Human Resource Services Staff, to approve and post the revised Civil Service Commission Meeting Dates for 2023.

VI. APPEALS (Non-Disciplinary Matters)

VII. CLOSED SESSION

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	
VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	
IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:	
X. ADJOURNMENT	

V. CONSENT MATTERS -		
A. <u>Hearing Calendar</u> -		None
B. <u>Reinstatement Request(s)</u>		
1. Sharae Blache, Family Support Case Manager, Health Care Services Agency. 2. Teresa DaSilva, Retirement Benefits Specialist, ACERA. 3. Aaron Lee, Auditor Associate III, Auditor-Controller. 4. Maria Ramos, Specialist Clerk II, Health Care Services agency. 5. Kayla Richardson, Eligibility Services Technician III, Social Services Agency.		
C. <u>Voluntary Demotions</u> -		None
D. <u>Comparable Transfer(s)</u> -		None
E. <u>Transfer CSC (Rule 1732)</u> -		None
F. <u>Examination Actions – for CSC Meeting of December 14, 2022</u>		
<u>Promotional-Assembled Examinations</u>		
OPEN DATE	EXAMINATION TITLE	LDF
11/28/22	1. Chief Deputy, Administration, General Services Agency	1/22/22
Open-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
12/2/22	2. Behavioral Health Clinical Manager	12/28/22
12/2/22	3. Behavioral Health Clinical Supervisor	12/28/22
12/2/22	4. Fire Department Financial Services Manager	1/3/22
Re-Open Continuous Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
11/28/22	5. Specialist Clerk II	12/19/22
Terminate Eligible Lists		
Title	Examination Number	Effective Date
6. Human Resources Assistant II	22-1122-01	12/14/22
Reinstate Eligible Lists		
Title	Examination Number	Effective Date
7. Deputy Probation Officer I	20-6108-01	3/31/23

V. CONSENT MATTERS -

Miscellaneous

8. Cancel **Fire Department Plan Checker**, Exam #22-8131-01, effective 9/7/22.
9. Extend the last day for filing for **Administrative Legal Secretary**, Exam #22-1226-01, from 7/15/22 to 12/21/22.
10. Extend the last day for filing for **Associate Deputy Public Defender**, Exam #22-3110-01, from 12/8/22 to 12/15/22.
11. Extend the last day for filing for **Auto Mechanic**, Exam # 21-9420-02, from 11/21/22 to 12/2/22.
12. Extend the last day for filing for **Chief Deputy, Administration, General Services Agency**, Exam #22-0193-01, from 12/22/22 to 1/20/23.
13. Extend the last day for filing for **Chief Rehabilitation Counselor**, Exam #22-6642-01, from 11/30/22 to 1/11/23.
14. Extend the last day for filing for **Supervising Therapist**, Exam #22-5870-01, from 11/28/22 to 1/18/23.

G. Eligible Lists

Create Approve and Order Promulgated:

1. Deputy Public Guardian-Conservator/Investigator, Exam #22-8705-01.
2. Field Maintenance Supervisor, Exam #22-9525-01.
3. Fire Department EMS Quality Improvement & Education Coordinator, Exam #22-8164-01.
4. Fire Public Affairs Manager, Exam #22-8133.01.
5. Human Resource Services Division Manager, Exam #22-0294-01.
6. Retirement Accountant III, Exam #22-1371-01.
7. Supervising Clerk II, Exam #22-1139-01.
8. TAP (Temporary Assignment Pool) Program Manager, Exam #22-0296-01.

H. Classification Recommendations

Department	Regarding:	
Assessor	1. Reallocate 1 position of 1296N - Clerk Intermittent I SAN, to 1710 - Supply Clerk II	23-40710
General Services Agency	2. Reallocate 1 position of 9405 - Auto Service Worker, to 0181 - Sustainability Specialist	23-40830
Health Care Services Agency	3. Reallocate 1 position of 6492 – Mental Health Specialist III, to 0214 – Financial Services Specialist II	23-40438
	4. Reallocate 1 position of 6320 – Senior Clinical Psychologist, to 0215 – Senior Financial Services Specialist	23-40668

V. CONSENT MATTERS -	
	<p>5. Reallocate 1 position of 0419 – Information Systems Analyst (Database Administration), to 23-40727 0423 – Information Systems Coordinator (Database Administration)</p> <p>6. Reallocate 1 position of 6700 – Community Outreach Worker I, to 23-40797 6701 – Community Outreach Worker II</p> <p>7. Reallocate 1 position of 1498 – Patient Services Supervisor, to 23-40823 0206 – Management Analyst</p>
Sheriff's Office	<p>8. Reallocate 1 position of 0216 – Supervising Financial Services Specialist, to 23-40399 0217 – Financial Services Officer</p>
I. <u>Specialty Designations</u>	
Health Care Services Agency	<p>1. Remove specialty designation for position #310064 Job Code 0308 - Supervising Program Specialist (Epidemiology Opt) Effective 12/25/22</p> <p>2. Remove specialty designation for position #401476 Job Code 0305 - Program Specialist (Skilled Med Prof/Mental Health) Effective 12/25/22</p> <p>3. Remove specialty designation for position #403387 Job Code 0305 – Program Specialist (Behavior Hlth Managed Option) Effective 12/25/22</p> <p>4. Approve specialty designation for position #404169 Job Code 0305 - Program Specialist (Homeless Program Specialty) Effective 12/25/22</p> <p>5. Approve specialty designation for position #404170 Job Code 6927 - Program Services Coordinator (Homeless Program Specialty) Effective 12/25/22</p>
J. <u>Classification Specifications</u>	
ACMEA -Confidential Management	<p>1. Adopt the revised classification specification of Job Code 0276 – Human Resources Trainee.</p>
IAFF 55A	<p>2. Recommend the Board of Supervisors establish the classification of Job Code 8129 – Firefighter Recruit – Paramedic, and adopt the classification specification.</p> <p>3. Adopt the revised and retitled classification specification of Job Code 8137 – from Firefighter Recruit, to Firefighter Recruit – EMT.</p>

V. CONSENT MATTERS -	
SEIU 1021	4. Adopt the revised classification specification of Job Code 1467 - Workforce Services Technician.