



Agenda

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, APRIL 19, 2023, 4:00 P.M.

In-Person and Remote/Teleconference Participation

IN-PERSON PARTICIPATION:

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201, Oakland CA
Remote/Teleconference Location: 4501 Pleasanton Avenue, Pleasanton, CA

These meeting sites are open to the public. Written public comment may be submitted by email to Nina.Hinton3@acgov.org prior to the beginning of the meeting. Spoken public comment will be accepted in-person and remotely. 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.

REMOTE/TELECONFERENCE PARTICIPATION:

Members of the public may observe and participate in meetings remotely by joining the live stream at <https://us06web.zoom.us/j/84805698804> and 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 Ross Peterson, Vice-President
Commissioner Barbara Luna
Commissioner Monica Lee

**Sam Gee, Interim Secretary to
 Civil Service Commission**
**Andrea Weddle,
 Chief Assistant County Counsel**

I. CALL TO ORDER

II. APPROVE THE MINUTES OF APRIL 5, 2023, AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 3 - 6

V. COMMUNICATION(S):

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. **Conference with Legal Counsel – Potential Litigation:** 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	

IV. CONSENT MATTERS -

A. Hearing Calendar - None

B. Reinstatement Request(s)

1. Kristin Boer, Admin Specialist II, Human Resources Services Department.
2. Kimberly Green, Specialist Clerk II, Health Care Services Agency.
3. Alvin Latayan, Human Resources Assistant II, Human Resource Services Department.
4. Veronica Paras Wong, Library Clerk II, County Library.

C. Voluntary Demotions

1. Nia Moorer, Veterans Service Representative to Eligibility Services Technician III, Social Services Agency.

D. Comparable Transfer(s) - None

E. Transfer CSC (Rule 1732) - None

F. Examination Actions – for CSC Meeting of April 19, 2023

Open-Assembled Examinations

OPEN DATE	EXAMINATION TITLE	LDF Last Day to File
3/31/23	1. Electrician	4/26/23
4/3/23	2. Secretary II	4/27/23
4/4/23	3. Firefighter Recruit - EMT	5/5/23
4/4/23	4. Firefighter Recruit - Paramedic	5/5/23
4/4/23	5. Senior Land Surveyor	4/28/23
4/17/23	6. Tree Trimmer-Climber	5/12/23

Open Continuous Examinations

OPEN DATE	EXAMINATION TITLE	LDF
3/30/23	7. Sheriff's Safety Aide	continuous
4/6/23	8. Forensic Behavioral Health Clinician I	continuous
4/6/23	9. Forensic Behavioral Health Clinician II	continuous

Re-Open Continuous Examinations

RE-OPEN DATE	EXAMINATION TITLE	LDF
3/31/23	10. Agricultural and Standards Aide SAN	continuous

Reinstate Eligible Lists

IV. CONSENT MATTERS -

Title	Examination Number	Terminate On
11. Juvenile Institutional Officer Associate	21-6214-01	12/31/23
12. Physician IV	20-5141-01	10/19/23
13. Treasurer-Tax Collector's Specialist I	21-1601-01	10/19/23

Miscellaneous

14. Change the **Agricultural and Standards Aide SAN**, Exam #22-8202N-01, from an open assembled exam to a continuous exam effective 12/9/22.
15. Extend the last day for filing for **Bridge Tender**, Exam #23-9616-01, from 4/7/23 to 4/21/23.
16. Extend the last day for filing for **Criminalist II**, Exam #23-8524-01, from 3/27/23 to 4/11/23.
17. Extend the last day for filing for **Criminalist III**, Exam #23-8525-01, from 3/27/23 to 4/11/23.
18. Extend the last day for filing for **Departmental Human Resources Manager (Promotional)**, Exam #22-0426-01, from 3/27/23 to 4/7/23.
19. Extend the last day for filing for **Principal Administrative Analyst**, Exam #21-0255-01, from 4/7/23 to 4/14/23.

G. Eligible Lists

Create Approve and Order Promulgated:

1. Behavioral Health Clinical Supervisor, Exam #22-6525-01.
2. Civil Paralegal, Exam #22-1583-01.
3. Division Commander (Promotional), Exam #23-8635-01.
4. Financial Analyst, Social Services Agency, Exam #22-0209-01.
5. Financial Services Director, SSA, Exam #23-6075-01.
6. Information Systems Manager, Exam #22-0420-01.
7. Lieutenant (Promotional), Exam #22-8620-01.
8. Public Works Inspector III, Construction, Exam #22-2162-01.
9. Supervising Therapist, Exam #22-5870-01.

H. Classification Recommendations

Department	Regarding:
Health Care Services Agency	1. Reallocate 1 position of 1128 - Specialist Clerk I, to 1142 - Administrative Assistant 23-41055
	2. Reallocate 1 position of 1460 - Medical Records Technician, to 6510 - Behavioral Clinician II 23-41173
	3. Reallocate 1 position of 1128 - Specialist Clerk I (Spanish Speaking), to 1142 - Administrative Assistant (Spanish Speaking) 23-41174

IV. CONSENT MATTERS -

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| 4. Reallocate 1 position of
7879 - Health Services Trainee, to
6701 - Community Outreach Worker II | 23-41256 |
| 5. Reallocate 1 position of
6646 - Senior Clinical Case Manager, Center for Healthy Schools
and Communities, to
0307 - Senior Program Specialist | 23-41338 |
| 6. Reallocate 1 position of
6525 - Behavioral Health Clinical Supervisor (Homeless Program
Specialty), to
6527 - Behavioral Health Clinical Manager | 23-41345 |
| 7. Reallocate 6 positions of
6510 - Behavioral Clinician II (Detention Medical Facilities), to
6529 - Forensic Behavioral Health Clinician II | 23-41384 |
| 8. Reallocate 4 positions of
6510 - Behavioral Clinician II, to
6529 - Forensic Behavioral Health Clinician II | 23-41385 |
| 9. Reallocate 7 positions of
6510 - Behavioral Clinician II, to
6529 - Forensic Behavioral Health Clinician II | 23-41386 |
| 10. Reallocate 1 position of
6497 - Marriage and Family Therapist II, to
6529 - Forensic Behavioral Health Clinician II | 23-41387 |
| 11. Reallocate 2 positions of
6510 - Behavioral Clinician II (Detention Medical Facilities), to
6529 - Forensic Behavioral Health Clinician II | 23-41388 |
| 12. Reallocate 10 positions of
6510 - Behavioral Clinician II, to
6529 - Forensic Behavioral Health Clinician II | 23-41389 |
| 13. Reallocate 7 positions of
6510 - Behavioral Clinician II, to
6529 - Forensic Behavioral Health Clinician II | 23-41390 |
| 14. Reallocate 10 positions of
6510 - Behavioral Clinician II, to
6529 - Forensic Behavioral Health Clinician II | 23-41391 |
| 15. Reallocate 10 positions of
6510 - Behavioral Clinician II, to
6529 - Forensic Behavioral Health Clinician II | 23-41392 |

IV. CONSENT MATTERS -	
Zone 7	16. Reallocate 1 position of 4997 - Production Manager, Zone 7, to 4976 - Maintenance Manager, Zone 7 23-41381
I. <u>Specialty Designations</u>	
Health Care Services Agency	1. Remove specialty designation for position #310148 Job Code 6701 - Community Outreach Worker II (Cantonese/Mandarin Speaking) Effective 4/29/23 2. Add specialty designation for position #310148 Job Code 6701 - Community Outreach Worker II (Spanish Speaking) Effective 4/30/23 3. Remove specialty designation for position #310590 Job Code 0419 - Information Systems Analyst (Database Admin/Client Support) Effective 4/30/23 4. Remove specialty designation for position #401032 Job Code 6515 - Clinical Review Specialist (Consumer/Family Specialty) Effective 4/30/23 5. Remove specialty designation for position #401042 Job Code 6515 - Clinical Review Specialist (Consumer/Family Specialty) Effective 4/30/23
J. <u>Classification Specifications</u>	
ACMEA	1. Recommend the Board of Supervisors establish the classification of Job Code 6530 - Forensic Behavioral Health Clinical Supervisor, and adopt the classification specification. 2. Recommend the Board of Supervisors establish the classification of Job Code 6531 - Forensic Behavioral Health Clinical Manager, and adopt the classification specification.
Unrepresented - Management	3. Adopt the revised classification specification of Job Code 0176 -Sustainability Project Manager. 4. Adopt the revised classification specification of Job Code 0181 - Sustainability Specialist. 5. Adopt the revised classification specification of Job Code 0265 - Employee Benefits Technician I. 6. Adopt the revised classification specification of Job Code 0266 - Employee Benefits Technician II. 7. Adopt the revised classification specification of Job Code 0483 - Training Center Customer Service and Sales Coordinator.