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|  | ***Agenda***  *ALAMEDA COUNTY*  ***CIVIL SERVICE COMMISSION*** | | |
| **WEDNESDAY January 12, 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/84683536187**](https://us06web.zoom.us/j/84683536187)**.**  **WRITTEN PUBLIC COMMENT MAY BE SUBMITTED BY E-MAIL TO** 29T29T29T29T[29T**Nina.Hinton3@acgov.org**](mailto:Nina.Hinton3@acgov.org)29T29T29T29T29T **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** 29T29T29T29T[29T**Nina.Hinton3@acgov.org**](mailto:Nina.Hinton3@acgov.org)29T29T29T29T29T **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:**  29T29T29T29T29T[**http://www.acgov.org/hrs/csc/calendar.htm**](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** | |
| ­­­­­­0B0B0B0B0BCALL TO ORDER | | | |
| REMOTE MEETINGS (AB 361):  Civil Service Commission to Receive Oral Staff Report Regarding AB 361 and Adopt Findings for Continued Teleconference Meetings | | |  |
| 1B1B1B1B1BAPPROVE THE MINUTES OF December 15, 2021, AS MAILED. | | |  |
| 2B2B2B2B2BPUBLIC COMMENTS: | | |  |
| 3B3B3B3B3BAPPROVE CONSENT MATTERS - Pages 3 - 6 | | |  |
| 4B4B4B4B4BCOMMUNICATION(S): | | |  |
| 5B6B6B5B5BAPPEALS (Non-Disciplinary Matters)  1. From the Human Resource Services Staff in response to Lauren Wasteney’s appeal of Minimum Qualification determination for the Departmental Human Resources Officer Recruitment #21-0460-01.   **STAFF RECOMMENDATION: Deny Appeal** | | |  |
| 6B7B7B6B6BCLOSED SESSION | | |  |

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| COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION: |  |
| 8B9B9B8B8BCIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS: |  |
| 9B10B10B9B9BADJOURNMENT |  |

| **V. CONSENT MATTERS -** | | | |
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| 1. **Hearing Calendar - None** | | | |
| 1. **Reinstatement Request(s)**    1. Roberto Tolentino, Technical Support Analyst, Community Development Agency.    2. Christyn Medina, Appraiser I, Assessor’s Office. | | | |
| 1. **Voluntary Demotions** 1.Francis Ilao, Deputy Sheriff’s Recruit to Sheriff’s Technician, Sheriff’s Office. | | | |
| 1. **Comparable Transfer(s) - None** | | | |
| 1. **Transfer CSC (Rule 1732) - None** | | | |
| 1. **Examination Actions – for CSC Meeting of January 12, 2022** | | | |
| **Promotional Assembled Examinations** | | | |
| **OPEN DATE** | **EXAMINATION TITLE** | | **LDF** |
| 12/8/21 | 1. Assessment Roll Manager | | 1/5/22 |
| 12/20/21 | 1. Senior Investigator, Public Defender’s Office | | 1/13/22 |
| 12/21/21 | 1. Vector Control Biologist Supervisor | | 1/17/22 |
| **Open-Assembled Examinations** | | | |
| **OPEN DATE** | **EXAMINATION TITLE** | | **LDF** |
| 11/22/21 | 1. Veterans Services Representative | | 12/16/21 |
| 12/8/21 | 1. Engineering CAD/D Technician II | | 1/5/22 |
| 12/14/21 | 1. Forensic Pathologist | | 1/10/22 |
| 12/17/21 | 1. Appraiser I | | 1/14/22 |
| 12/17/21 | 1. Auto Service Worker | | 1/10/22 |
| 12/17/21 | 1. Community Outreach Worker II (**Program Worker/Re-Entry Pilot Program Specialty**) | | 1/10/22 |
| 12/20/21 | 1. Associate Youth and Family Services Therapist | | 1/14/22 |
| 12/20/21 | 1. Unit Supervisor, Probation | | 1/13/22 |
| 12/22/21 | 1. Public Works Inspector III, Facilities | | 1/20/22 |
| 12/22/21 | 1. Senior Nutritionist | | 1/18/22 |
| 12/27/21 | 1. Youth and Family Services Therapist | | 1/21/22 |
| 12/30/21 | 1. Senior Planner | | 1/26/22 |
| **Open-Continuous Examinations** | | | |
| **OPEN DATE** | **EXAMINATION TITLE** | | **LDF** |
| 12/7/21 | 1. Sheriff’s Office Pilot – Services as Needed | | Continuous |
| **Re-Open-Continuous Examinations** | | | |
| **REOPEN DATE** | **EXAMINATION TITLE** | | **LDF** |
| 12/14/21 | 1. Youth and Family Services Lead Therapist | | 1/14/22 |
| 12/14/21 | 1. Youth and Family Services Supervisor | | 1/14/22 |
| **Reinstate Eligible Lists** | | | |
| **Title** | | **Examination Number** | **Terminate On** |
| 1. Senior Therapist | | 19-8565-01 | 3/31/22 |
| 1. Supervising Civil Engineer | | 20-2025-01 | 3/21/22 |
| 1. Water Plant Operator III, Zone 7 | | 20-4944-01 | 3/31/22 |
| **Extend Eligible Lists** | | | |
| **Title** | | **Examination Number** | **Terminate On** |
| 1. Departmental Facilities Manager | | 20-0223-02 | 5/27/22 |
| **Miscellaneous** | | | |
| 1. Extend the last day for filing for Agricultural and Standards Aide SAN from 1/3/22 to 1/18/22. 2. Extend the last day for filing for Lead Customer Services Representative from 12/10/21 to 12/17/21. 3. Change the Youth and Family Services Lead Therapist, Exam #21-6499-01, from an open assembled to continuous exam effective 11/15/21. 4. Change the Youth and Family Services Supervisor, Exam #21-6500-01, from an open assembled to continuous exam effective 11/15/21. 5. Cancel Training and System Specialist, exam #21-0485-01, effective 11/3/21. | | | |
| 1. **Eligible Lists** | | | |
| **Create Approve and Order Promulgated:** | | | |
| 1. Accounting Specialist II, Exam #21-1316-01. 2. Administrative Associate, County Administrator’s Office (CAO), Exam #21-1137-01. 3. Administrative Specialist II, Exam #21-0219-01. 4. Building Equipment Maintenance Worker, Exam #21-9665-01. 5. Collection Enforcement Deputy I, Exam #21-1420-01. 6. Fire Department Benefits Specialist, Exam #21-8189-01. 7. Hazardous Materials Specialist (LOP), Exam #21-5650-04. 8. Housing and Community Development Manager, Exam #21-2960-01. 9. Junior Engineer/Geologist, Zone 7, Exam #21-4963-01. 10. Legal Secretary, Exam #21-1240-01. 11. Medical Leaves & Accommodation Services Case Manager, Exam # 21-0467-01. 12. Medical Leaves & Accommodation Services Technician, Exam # 21-0464-01. 13. Parks Supervisor, Exam #21-1132H-01. 14. Planner I, Exam #20-2925-01. 15. Registered Nurse V (**PHN Option**), Exam #21-5325-01. 16. Retirement Benefits Specialist (Promotional), Exam #21-1361-01. 17. Senior Program Specialist, Exam #21-0307-01. 18. Social Worker III, Exam #21-6720-01. 19. Sustainability Project Manager, Exam #21-0176-01. 20. Transportation Worker, Exam #21-6990-01. 21. Water Plant Operator II Zone 7, Exam #21-4943-01. | | | |
| 1. **Classification Recommendations** | | | |
| **Department** | **Regarding:** | | |
| **ACERA** | 1. Reallocate one position of  0219 – Administrative Specialist II, to 1361 – Retirement Benefits Specialist | | 22-38012 |
| **Fire** | 1. Allocate one additional position of  8188 – Fire Department Human Resources Officer | | 22-38088 |
|  | 1. Allocate one additional position of  8194 – Fire Department Human Resources Manager | | 22-38089 |
|  | 1. Allocate one additional position of  8187 – Fire Department Human Resources Technician | | 22-38090 |
| **Health Care Services Agency** | 1. Reallocate one position of  1128 - Specialist Clerk I, to 1129 - Specialist Clerk II | | 22-37426 |
|  | 1. Reallocate one position of  1128 - Specialist Clerk I, to 1129 - Specialist Clerk II | | 22-37427 |
|  | 1. Reallocate one position of 7879 - Health Services Trainee, to 0306 - Program/Financial Specialist | | 22-37651 |
| **ITD** | 1. Reallocate one position of 0219, Administrative Specialist II, to 0214 - Financial Services Specialist II | | 22-38041 |
| **Public Defender** | 1. Reallocate one position of 3105 - Dependency Attorney, to 3125 - Deputy Public Defender (**Immigration**) | | 22-38007 |
|  | 1. Reallocate one position of 0229 - Administrative/ Financial Services Manager, to 0221 - Administrative Services Officer | | 22-38049 |
| 1. **Specialty Designations** | | | |
| **Health Care Services Agency** | 1. Remove specialty designation for position #310373 Job Code 0315 - Health Care Program Administrator II, (**Communicable Disease Program Admin**) Effective 1/23/22. | | |
| 1. **Classification Specifications** | | | |
| **ACMEA – Sheriff’s Non-Sworn** | 1. Adopt the revised classification specification of  Job Code 1889 – Manager, Emergency Services Dispatch. | | |
| **Unrepresented–Management** | 1. Recommend the Board of Supervisors establish the classification of  Job Code 3106 – Holistic Defense Mitigation Specialist I, and adopt the classification specification. 2. Recommend the Board of Supervisors establish the classification of  Job Code 3107 – Holistic Defense Mitigation Specialist II, and adopt the classification specification. 3. Recommend the Board of Supervisors establish the classification of  Job Code 3108 – Holistic Defense Mitigation Specialist III, and adopt the classification specification. 4. Adopt the revised classification specification of  Job Code 0320 – Public Information Specialist. 5. Adopt the revised and retitled classification of  Job Code 4980 - from Manager of Integrated Water Resources, Zone 7, to Water Resources Manager, Zone 7. 6. Adopt the revised classification specification of  Job Code 6780 – Senior Employment Specialist. | | |
| **BTC - Building & Construction Trades Council** | 1. Recommend the Board of Supervisors establish the classification of  Job Code 9403 – Parking Enforcement Technician, and adopt the classification specification. | | |