



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

Wednesday, April 8, 2020, 4:00 P.M.

BY VIRTUAL TELECONFERENCE ONLY

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20, ISSUED ON MARCH 17, 2020, 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://zoom.us/j/723441325>. 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 BROWN ACT, THOSE REQUIRING ACCOMODATIONS 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 Dan Chang
Commissioner Ross Peterson

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

I. CALL TO ORDER

II. APPROVE THE MINUTES OF MARCH 11, 2020 AS MAILED.

III. PUBLIC COMMENTS:

IV. APPROVE CONSENT MATTERS - Pages 3 - 6

V. COMMUNICATION(S)

From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820,
Duration of Probation Period

STAFF RECOMMENDATION: Post Rule Change

VI. APPEALS (Non-Disciplinary Matters) No Actions

VII. CLOSED SESSION

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2019-07– OAH No. 2019071164 (Probation).
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (One case)
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

Order from the Office of Administrative Hearing Granting Motion to Dismiss Appeal for Case No. 2019-08; OAH No. 2019110028. **Remove from hearing calendar.**

B. Reinstatement Request(s)

1. Ericka Medina, Administrative Assistant, General Services Agency
2. Rashon Seldon, Social Work Supervisor, Social Services Agency
3. Ian Ivan Tecson, Departmental Human Resource Manager, County Library
4. Christopher Buschhueter, Deputy Sheriff's Recruit, Sheriff's Office
5. Amanda Fanfa, Legal Process Clerk I, Sheriff's Office

C. Examination Actions – for CSC Meeting of April 8, 2020

Order on 3/6/20 **open-assembled examinations:**

1. Deputy Probation Officer I, LDF 3/30/20
2. Deputy Public Defender, LDF 4/13/20
3. Retirement Technician, LDF 3/30/20
4. Sustainability Project Manager (Sustainable Transportation Program), LDF 4/30/20

Order on 3/11/20 **open assembled examinations:**

5. Employment Specialist II, Behavioral Health Care Services, LDF 4/6/20

Order on 3/20/20 **open assembled examinations:**

6. Financial Services Specialist I, LDF 4/13/20
7. Fire Department Division Chief, LDF 4/20/20

Order on 3/23/20 **open assembled examinations:**

8. Procurement and Contract Supervisor, Zone 7, LDF 4/17/20

Order on 3/11/20 **open assembled examinations:**

9. Child Welfare Worker II, LDF 4/6/20

Order on 3/18/20 **open assembled examinations:**

10. Chief Departmental Human Resources Administrator, 4/17/20

Order on 3/9/20 **open continuous examinations:**

11. Deputy Sheriff I (POST Academy Graduate), LDF 4/3/20
12. Deputy Sheriff II (Lateral), LDF 4/3/20

Reopen on 3/5/20 **open continuous examinations:**

13. Administrative Specialist II, LDF 3/31/20
14. Specialist Clerk I, LDF 4/2/20

Reopen on 3/16/20 **open continuous examinations:**

15. Juvenile Institutional Officer Associate, LDF 4/9/20

Extend the Eligible List

16. Auto Mechanic, #19-9420-01, terminate on 12/31/20

IV. CONSENT MATTERS

17. Designate the Supervising Program Specialist, #18-0308-01, as an alternate list for Senior Program Specialist.

Order on 3/20/20 **promotional assembled examinations:**

18. Division Commander (Promotional), LDF 4/15/20

Order on 2/26/20 promotional continuous examinations:

19. Social Services Program Manager (Promotional), LDF 3/23/20

Reopen on 3/24/20 continuous examinations:

20. Pediatric Occupational Therapist, #19-5850-01, LDF 4/21/20

C. Examination Actions – for CSC Meeting of April 8, 2020

Miscellaneous:

1. Extend the last day for filing for Hazardous Materials Specialist CUPA, exam #20-5650-01 from 3/6/20 to 4/10/20
2. Extend the last day for filing for Firefighter Recruit, exam #20-8137-01 from 4/17/20 to 5/29/20
3. Extend the last day for filing for Division Director, exam #19-6126-01 from 3/19/20 to 4/2/20
4. Extend the last day for filing for Probation Specialist, exam #19-6118-01 from 3/24/20 to 4/23/20
5. Extend the last day for filing for Institutional Supervisor I, exam #20-6217-01 from 3/13/20 to 4/23/20
6. Extend the last day for filing for Heavy Equipment Operator, exam #20-9355-01 from 3/27/20 to 5/1/20
7. Extend the last day for filing for Heavy Truck Driver, exam #20-9325-01 from 3/27/20 to 5/1/20
8. Extend the last day for filing for Pediatric Physical Therapist, exam #20-5860-01 from 3/23/20 to 4/21/20
9. Extend the last day for filing for the Information Systems Technician II, exam #20-0411-01 from 3/23/20 to 4/8/20
10. Change the Specialist Clerk I, exam #19-1128-02, from open-assembled to open-continuous effective 4/17/19
11. Change the Administrative Specialist II, exam #19-0219-02, from open-assembled to open-continuous effective 6/4/19
12. Extend the last day for filing for Principal Auditor, exam #20-0151-01 from 3/9/20 to 3/16/20

IV. CONSENT MATTERS

13. Extend the last day for filing for Library Assistant Manager, exam #19-0423-01 from 3/9/20 to 4/13/20
14. Change the Juvenile Institutional Officer Associate, exam #19-6214-01, from open-assembled to open-continuous effective 11/4/19.

D. Eligible Lists

Create, approve and order promulgated:

1. Associate Deputy Public Defender, #19-3110-01
2. Behavioral Clinician I, #20-6505-01
3. Chief Forensic Pathologist, #18-5149-01
4. Chief Technology Officer #19-1847-01
5. Child Support Specialist I, #19-1401-01
6. Deputy Sheriff's Recruit, #19-8601-01
7. Financial Services Director, HCSA, #20-0225-01
8. Hazardous Materials Specialist (Local Oversight Program Specialty), #19-5650-03
9. Management Analyst, #19-0206-01
10. Senior Auditor, #19-0144-01

E. Classification Recommendations

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Allocate one additional position of 0315, Health Care Program Administrator II (Homeless Program Specialty) (20-34013). 2. Allocate two additional positions of 6927, Program Services Coordinator (20-34014). 3. Allocate three additional positions of 6927, Program Services Coordinator (20-34709). 4. Reallocate one position of 5022, Skilled Medical Professional II, Alameda County Children and Families Commission to 6415, Medical Social Worker II (19-33209). 5. Reallocate one position of 6497, Marriage and Family Therapist II to 6513, Behavioral Health Crisis Intervention Specialist II (20-34411). 6. Reallocate two positions of 6491, Mental Health Specialist II to 6491 Project, Mental Health Specialist II Project (Consumer/Family Specialty) (20-34559).
Information Technology	<ol style="list-style-type: none"> 7. Reallocate one position of 1855, Web Designer II to 1856, Web Designer III (20-34966).

IV. CONSENT MATTERS	
Probation	<ol style="list-style-type: none"> 8. Reallocate one position of 6990N, Transportation Worker Services-As-Needed to 6031, Probation Re-Entry Services Coordinator (20-34783). 9. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6031, Probation Re-Entry Services Coordinator (20-34784). 10. Reallocate one position of 1128, Specialist Clerk I to 6031, Probation Re-Entry Services Coordinator (20-34785). 11. Reallocate one position of 1128, Specialist Clerk I to 6031, Probation Re-Entry Services Coordinator (20-34786).
Retirement	<ol style="list-style-type: none"> 12. Reallocate one position of 0219, Administrative Specialist II to 0206, Management Analyst (19-32658).
Social Services Agency	<ol style="list-style-type: none"> 13. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (19-32734). 14. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (19-32735).
F. <u>Specialty Designations</u>	
Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Remove the specialty designation for one position #310126, job code 6708, Family Support Senior Case Manager, (Public Health Nursing/Pediatric Specialty), effective 4/5/20. 2. Remove the specialty designation for one position #310190, job code 6701, Community Outreach Worker II, (Tongan Speaking Specialty), effective 4/5/20.
G. <u>Classification Specifications</u>	
ACMEA General Government Unit	<ol style="list-style-type: none"> 1. Recommend the Board of Supervisors establish the classification of 0236, Transportation and Parking Manager, and adopt the classification specification. 2. Adopt the revised classification specification 6641, Senior Rehabilitation Counselor
Unrepresented Management	<ol style="list-style-type: none"> 3. Recommend the Board of Supervisors establish the classification of 0070, Chief Deputy Tax Collector and adopt the classification specification