



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

Wednesday, May 20, 2020, 4:00 P.M.

(Minutes Subject to Approval at the June 3, 2020 Meeting)

The Civil Service Commission will hold its next meeting by Teleconference only, on
Wednesday, June 3, 2020, at 4:00 p.m.

NO PHYSICAL LOCATION WILL BE AVAILABLE FOR TELECONFERENCE MEETINGS. THE PUBLIC
MAY OBSERVE THE MEETING BY JOINING A LIVE WEBINAR POSTED ON THE CIVIL SERVICE
COMMISSION WEBSITE 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

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| I. CALLED TO ORDER | | |
| II. APPROVED THE MINUTES OF MAY 6, 2020 AS MAILED. | | 4-0 |
| III. PUBLIC COMMENTS: | | None |
| IV. APPROVED CONSENT MATTERS - Pages 2 - 4 | | 4-0 |
| V. COMMUNICATION(S) | | None |
| VI. APPEALS (Non-Disciplinary Matters) | | None |
| VII. CLOSED SESSION | | |
| <p style="margin-left: 40px;">1. <u>Conference with Legal Counsel - Potential Litigation:</u> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9</p> | | |
| VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION: | | No Actions |
| IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: | | |
| <p style="margin-left: 40px;">Staff and the Commission gave posthumous recognition to Anna Montoya for her incredible service as a valued member of the Department of Human Resource Services and as a tenured employee of Alameda County for 42-years.</p> | | |
| X. ADJOURNMENT | | 4-0 |

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| IV. CONSENT MATTERS - APPROVED | |
| A. Reinstatement Request(s) | |
| None. | |
| B. Voluntary Demotions | |
| 1. Laurel Poff, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office | |
| C. Examination Actions – for CSC Meeting of May 20, 2020 | |
| Open-Assembled Examinations | |
| Ordered on 4/28/20 | 1. Deputy Agricultural Commissioner/Sealer of Weights and Measures, LDF 5/22/20 |
| Ordered on 4/29/20 | 2. Logistics Services Manager, LDF 5/26/20 |
| Ordered on 5/4/20 | 3. Legal Secretary, LDF 5/29/20 |
| Ordered on 5/15/20 | 4. Building Inspector I, LDF 6/12/20 |
| Continuous Examinations | |
| Re-opened on 5/1/20 | 5. Institutional Supervisor II, LDF 5/26/20 |
| Re-opened on 5/1/20 | 6. Deputy Sheriff's Recruit, LDF 5/26/20 |
| Re-opened on 5/5/20 | 7. Deputy Sheriff I (POST Graduate), LDF 6/5/20 |
| Re-opened on 5/5/20 | 8. Deputy Sheriff II (Lateral), LDF 6/5/20 |
| Extended Eligible List | 9. Supervising Clerk II, 18-1139-01 terminate on 2/8/21 |
| Miscellaneous | <p>10. Extended the last day for filing for Senior Therapist, exam #19-5865-01 from 4/24/20 to 5/22/20</p> <p>11. Extended the last day for filing for Program Specialist (Registered Dietitian & Certified Diabetes Educator), exam #20-0305-02 from 4/27/20 to 5/28/20</p> <p>12. Extended the last day for filing for Fire Public Affairs Manager, exam #20-8133-01 from 5/11/20 to 5/26/20</p> <p>13. Extended the last day for filing for Safety Officer, exam #20-2117-01 from 5/4/20 to 5/29/20</p> <p>14. Extended the last day for filing for Financial Services Specialist I, exam #20-0213-01 from 5/11/20 to 6/5/20</p> <p>15. Extended the last day for filing for Deputy Chief Probation Officer, exam #20-6124-01 from 5/4/20 to 5/22/20</p> |

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| IV. CONSENT MATTERS - APPROVED | |
| Miscellaneous cont'd | 16. Extended the last day for filing for Information Systems Specialist, exam #20-0416-01 from 5/11/20 to 6/1/20 |
| D. <u>Eligible Lists</u> | |
| Created, Approved and Ordered Promulgated: | |
| 1. Contract Compliance Officer, exam #19-0481-01 | |
| E. <u>Classification Recommendations</u> | |
| Department: | Regarding: |
| Child Support Services | <ol style="list-style-type: none"> 1. Reallocate one position of 1406, Child Support Supervisor II, to 0206, Management Analyst (20-35027) 2. Reallocate one position of 1402, Child Support Specialist II to 0206, Management Analyst (20-35115) |
| Health Care Services Agency | <ol style="list-style-type: none"> 3. Reallocate one position of 1128, Specialist Clerk I, to 1142, Administrative Assistant (20-34903) 4. Reallocate one position of 0217, Financial Services Officer, to 0216, Supervising Financial Services Specialist (20-35026) |
| Zone 7 | <ol style="list-style-type: none"> 5. Allocate one position of 4956, Procurement and Contract Supervisor, Zone 7 (20-35001) 6. Reallocate one position of 4976, Maintenance Manager, Zone 7, to 4998, Maintenance and Construction Supervisor, Zone 7 (20-35052) 7. Reallocate one position of 4916, Office Assistant, Zone 7, to 4960, Retired Annuitant, Zone 7 (20-35113) 8. Reallocate one position of 4925, Account Clerk, Zone 7, to 4960, Retired Annuitant, Zone 7 (20-35114) |
| F. <u>Specialty Designations</u> | |
| Department: | Regarding: |
| Health Care Services Agency | <ol style="list-style-type: none"> 1. Approve the specialty designation for position #310327, job code 0305P, Program Specialist (Project), (MCAH Specialty), effective 5/31/20. 2. Approve the specialty designation for position #403281, job code 6927, Program Services Coordinator, (Homeless Program Specialty), effective 5/31/20. |

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| IV. CONSENT MATTERS - APPROVED | |
| F. Specialty Designations Cont'd | |
| Probation Department | <ol style="list-style-type: none"> 3. Remove the specialty designation for position #302720, job code 6216, Juvenile Institutional Officer (Male Only Specialty), effective 5/31/20. 4. Remove the specialty designation for position #302726, job code 6216, Juvenile Institutional Officer (Female Only Specialty), effective 5/31/20. 5. Remove the specialty designation for position #302757, job code 6216, Juvenile Institutional Officer (Male Only Specialty), effective 5/31/20. 6. Remove the specialty designation for position #302892, job code 6216, Juvenile Institutional Officer (Female Only Specialty), effective 5/31/20. |
| G. Classification Specifications | |
| Unrepresented Confidential Management, Zone 7 | 1. Adopt the revised and retitled classification of 4909, from Human Resources Officer II, Zone 7, to Human Resources Analyst, Zone 7. |
| Unrepresented Confidential Management, Zone 7 | 2. Recommend the Board of Supervisors establish the classification of 4919, Human Resource Manager, Zone 7, and adopt the classification specification. |
| SEIU 1021 | 3. Recommend the Board of Supervisors establish the classification of 8178N, Registered Veterinary Technician SAN (Services As Needed), and adopt the classification specification. |
| Unrepresented Non-Management | 4. Adopt the Revised classification specification for 8751N, Sheriff's Service Cadet SAN (Services As Needed). |
| ADJOURNMENT | |
| There being no further business, the meeting was adjourned. | |
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| <hr/> Joe Angelo, Secretary to Civil Service Commission | |