



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, JULY 1, 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/97298259888>. 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 Court

I. CALLED TO ORDER	
II. APPROVED THE MINUTES OF JUNE 17, 2020 AS MAILED.	4-0
III. PUBLIC COMMENTS:	None
IV. APPROVED CONSENT MATTERS - Pages 3 - 5	4-0
V. COMMUNICATION(S)	
1. From the Human Resource Services Staff regarding a revision of Civil Service Rule 1050, <u>Terms and Definitions</u> <u>STAFF RECOMMENDATION:</u> Adopt Rule Change	4-0
The Civil Service Commission voted 4-0 to adopt the Rule Change.	

<p>VI. APPEALS (Non-Disciplinary Matters)</p> <p>1. From the Human Resource Services Staff in response to Lisa Rose’s appeal of Minimum Qualification determination for the Information Systems Analyst Recruitment. STAFF RECOMMENDATION: Deny Appeal</p> <p>The Civil Service Commission voted 4-0 to deny the appeal.</p>	<p>4-0</p>
<p>VII. CLOSED SESSION</p> <p>1. Conference with Legal Counsel - Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9</p>	
<p>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</p>	<p>None</p>
<p>IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:</p>	<p>None</p>
<p>X. ADJOURNMENT</p>	<p>4-0</p>

IV. CONSENT MATTERS - APPROVED	
A. Hearing Calendar - None	
B. Reinstatement Request(s)	
1. Annie Li, Financial Services Specialist II, Health Care Services Agency 2. Stacey Perry, Administrative Specialist II, Health Care Services Agency	
C. Voluntary Demotions - None	
D. Examination Actions – for CSC Meeting of July 1, 2020	
Promotional-Assembled Examinations	
Ordered on 6/22/20	1. Senior Registered Environmental Health Specialist, LDF 7/20/20
Open-Assembled Examinations	
Ordered on 6/12/20	2. Probation Re-Entry Services Coordinator, LDF 7/6/20
Open Continuous Examinations	
Ordered on 6/18/20	3. Maintenance & Construction Supervisor, Zone 7, LDF 7/17/20
Extended Eligible List	4. Clinical Review Specialist, #17-6515-01, terminate on 6/18/20
Miscellaneous	
	5. Extended the last day for filing for Auditor Associate I, Exam #20-1527-01 from 6/8/20 to 6/22/20
	6. Extended the last day for filing for Senior Auditor/Accountant, Zone 7, Exam #20-4912-01 from 6/19/20 to 7/22/20
	7. Extended the last day for filing for Fund Development and Grant Specialist, Exam #18-0310-01 from 6/19/20 to 7/10/20
	8. Extended the last day for filing for Safety Officer, Exam #20-2117-01 from 6/19/20 to 7/10/20
	9. Canceled examination Disability Programs Manager, Exam #19-0467-02

IV. CONSENT MATTERS - APPROVED	
E. <u>Eligible Lists</u>	
Created Approved and Ordered Promulgated:	
<ol style="list-style-type: none"> 1. Eligibility Services Technician I, Exam #19-1570-01 2. Financial Analyst, Zone 7, Exam #19-4929-02 3. Juvenile Institutional Officer Associate, Exam #19-6214-01 4. Employment Specialist II, BHCS, Exam #19-6782-01 5. Fire Battalion Chief (Promotional), Exam #19-8150-01 6. Procurement and Contracts Supervisor (Promotional), Exam #20-0175-01 7. Public Works Technical Assistant I, Exam #20-2111-01 8. Public Works Technical Assistant II, Exam #20-2112-01 	
F. <u>Classification Recommendations</u>	
Department:	Regarding:
Child Support Services Department	1. Reallocate four positions of 1402, Child Support Specialist II to 1583, Civil Paralegal (20-35133, 20-35134, 20-35135, 20-35136).
General Services Agency	<ol style="list-style-type: none"> 2. Reallocate one position of 9696, Energy Project Manager, to 9686, Energy Management Technician (20-35145). 3. Reallocate one position of 9405, Auto Service Worker, to 9420, Auto Mechanic (20-35146).
Health Care Services Agency	<ol style="list-style-type: none"> 4. Reallocate three positions of 6316, Clinical Psychologist, to 6515, Clinical Review Specialist (20-34967). 5. Reallocate one position of 5770P, Public Health Investigator (Project), to 5770, Public Health Investigator (20-35119).
Sheriff's Office	<ol style="list-style-type: none"> 6. Allocate one additional position of 8625, Captain, (20-35249). 7. Allocate one additional position of 8620, Lieutenant (20-35250). 8. Allocate twelve additional positions of 8617, Sergeant (20-35251). 9. Allocate sixty additional positions of 8755, Sheriff's Technician (20-35253). 10. Allocate three additional positions of 8604, Deputy Sheriff II (20-35254).
Social Services Agency	11. Reallocate one position of 1131, Data Input Clerk, to 1133, Service Support Specialist (20-35162).

IV. CONSENT MATTERS - APPROVED

G. Specialty Designations


Department:	Regarding:
Community Development Agency	1. Remove specialty designation for position #402656, job code 2960, Housing and Community Development Manager (Housing Development Project Coordinator Specialty), effective 7/12/20.
Health Care Services Agency	2. Remove specialty designation for position #310798, job code 6510, Behavioral Clinician II (Male Only Specialty), effective 7/12/20. 3. Remove specialty designation for position #401035, job code 5094, Division Director, Behavioral Health Care Services (Consumer/Family Specialty), effective 7/12/20.

H. Classification Specifications

Unrepresented Confidential Management	1. Adopt the revised classification of job codes 0265/0266, Employee Benefits Technician I/II.
Probation Peace Officer Association	2. Adopt the revised classification of job code 6103, Probation Aide.
Unrepresented Safety – Non-Management	3. Recommend the Board of Supervisors establish the classification of 8603N, Deputy Sheriff – Services As Needed (SAN), and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

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 Joe Angelo, Secretary to Civil Service Commission