



Summary Action Minutes ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, AUGUST 12, 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/92211913158>. 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 JULY 29, 2020 AS MAILED.	4-0
III.	PUBLIC COMMENTS:	None
IV.	APPROVED CONSENT MATTERS - Pages 3 - 5	4-0
V.	COMMUNICATION(S)	None
VI.	APPEALS (Non-Disciplinary Matters)	None

VII. CLOSED SESSION	No Items
1. 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:	None
IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: <p>The Secretary presented the option for the Civil Service Commission to consider recessing its meeting(s) annually, to begin in August 2021.</p> <p>The Civil Service Commission requested that the Secretary return with a recommendation for their consideration at its August 26, 2020, Civil Service Commission meeting.</p>	
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED	
A. Hearing Calendar - None	
B. Reinstatement Request(s)	
1. Teena Whitmer, Administrative Specialist II, Health Care Services Agency	
C. Voluntary Demotions - None	
D. Examination Actions – for CSC Meeting of August 12, 2020	
Promotional-Assembled Examinations	
Ordered on 7/13/20	1. Senior Assessor's Technician, LDF 8/7/20.
Ordered on 7/21/20	2. Adult Protection Supervisor, LDF 8/17/20.
Ordered on 7/30/20	3. Workforce Education and Training Manager, HCSA, LDF 8/24/20.
Open-Assembled Examinations	
Ordered on 7/20/20	4. County Health Officer, LDF 08/13/20.
Ordered on 7/24/20	5. Sheriff's Safety Aide, LDF 8/19/20.
Ordered on 7/30/20	6. Fire Dispatcher, LDF 8/24/20.
Open-Continuous Examinations	
Ordered on 7/28/20	7. Eligibility Services Technician I, LDF 8/21/20.
Continuous Examinations	
Re-opened on 6/26/20	8. Deputy Sheriff's Recruit, LDF 7/28/20.
Re-opened on 7/8/20	9. Deputy Sheriff I (POST Graduate), LDF 8/7/20.
Re-opened on 7/8/20	10. Deputy Sheriff II (Lateral), LDF 8/7/20.
Re-opened on 7/23/20	11. Financial Analyst, Zone 7, LDF 8/21/20.
Re-opened on 7/31/20	12. Water Plant Operator III, Zone 7, LDF 8/31/20.
Re-opened on 8/3/20	13. Financial Services Officer, LDF 8/28/20.
Re-opened on 8/3/20	14. Registered Environmental Health Specialist, LDF 8/28/20.

IV. CONSENT MATTERS - APPROVED	
Miscellaneous	
	15. Extended the last day for filing for Capital Programs Manager, Exam #20-2218-01, from 7/31/20 to 8/21/20.
	16. Extended the last day for filing for Deputy Agricultural Commissioner/Sealer of Weights and Measures #20-8421-01, from 7/30/20 to 8/31/20.
E. <u>Eligible Lists</u>	
Create Approve and Ordered Promulgated:	
<ol style="list-style-type: none"> 1. Administrative Assistant, Zone 7, Exam # 20-4918-01 2. Real Estate Projects Manager (Promotional), Exam #20-9695-01. 3. Sheriff's Program/Financial Specialist, Exam #20-0237-01. 4. Computer Operations Supervisor (Promotional), Exam #20-1814-01. 5. Institutional Supervisor I, Exam #20-6217-01. 6. Fire Public Affairs Manager, Exam #20-8133-01. 	
F. <u>Classification Recommendations</u>	
Department:	Regarding:
Human Resource Services	<ol style="list-style-type: none"> 1. Reallocate seven positions of 0280, Human Resources Analyst II to 0291, Human Resources Analyst (21-35531). 2. Reallocate one position of 0280, Human Resources Analyst II to 0291, Human Resources Analyst (21-35532). 3. Reallocate one position of 0280, Human Resources Analyst II to 0291, Human Resources Analyst (21-35534).
Public Works Agency	<ol style="list-style-type: none"> 4. Reallocate one position of 9105, Laborer to 9616, Bridge Tender (21-35533).

IV. CONSENT MATTERS - APPROVED	
G. <u>Specialty Designations</u>	
Department:	Regarding:
Health Care Services Agency	<ol style="list-style-type: none">1. Approve specialty designation for position #311135, job code 0305, Program Specialist, (Spanish Speaking), effective 8/23/20.2. Remove specialty designation for position #310404, job code 1091, Retired Annuitant II, (AIDS Option), effective 8/23/20.3. Approve specialty designation for position #312597, job code 5320, Registered Nurse IV, (PHN/Pediatric), effective 8/23/20.4. Remove specialty designation for position #312597, job code 5320, Registered Nurse IV, (PHN/MCAH), effective 8/22/20.
H. <u>Classification Specifications</u>	
Unrepresented General Management	<ol style="list-style-type: none">1. Adopt the revised classification of job code 1583, Civil Paralegal.
ADJOURNMENT	
<p>There being no further business, the meeting was adjourned.</p> <p style="text-align: center;">DocuSigned by:  2CC022F934DA404...</p> <hr/> <p style="text-align: center;">Joe Angelo, Secretary to Civil Service Commission</p>	