



# Summary Action Minutes

## ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, SEPTEMBER 9, 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/96095293423>. WRITTEN PUBLIC COMMENT MAY BE SUBMITTED BY E-

MAIL TO [Nina.Hinton3@acgov.org](mailto: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](mailto: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. CALLED TO ORDER	
II. APPROVED THE MINUTES OF AUGUST 26, 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	None

1. Conference with Legal Counsel - Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

<b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b>	<b>No Actions</b>
<b>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>	<b>None</b>
<b>X. ADJOURNMENT</b>	<b>4-0</b>

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>A. Hearing Calendar - None</b>	
<b>B. Reinstatement Request(s)</b>	
<ol style="list-style-type: none"> <li>1. Ashley Espinoza, Specialist Clerk I, Health Care Services Agency.</li> <li>2. Laura Kitsch, Housing and Community Development Specialist III, Community Development Agency.</li> <li>3. Tamara Lawson, Administrative Specialist II, Health Care Services Agency.</li> </ol>	
<b>C. Voluntary Demotions</b>	
<ol style="list-style-type: none"> <li>1. Jelicia Metcalfe, Departmental Human Resources Officer Trainee to Administrative Specialist I, Social Services Agency.</li> </ol>	
<b>D. Examination Actions – for CSC Meeting of September 9, 2020</b>	
<b>Open-Assembled Examinations</b>	
Ordered on 8/19/20	1. Street Sweeper Operator, LDF 9/14/20.
Ordered on 8/28/20	2. Information Systems Coordinator, LDF 9/22/20.
Ordered on 8/31/20	3. Registered Dental Assistant, LDF 9/24/20.
Ordered on 8/31/20	4. Division Director, Behavioral Health Care Services, LDF 9/25/20.
<b>Re-Open Continuous Examinations</b>	
Re-opened on 8/20/20	5. Financial Services Director, HCSA, LDF 9/14/20.
<b>Reinstated Eligible List</b>	
	6. Division Director, SSA, Exam # 18-6050-01, Terminate on 11/24/20.
<b>Ordered Eligible List Designated Alternative List</b>	
	7. Designated the <b>Eligibility Support Clerk, Exam #19-1132-01</b> , as an alternate list for: <b>Service Support Specialists, job code #1133</b> .
<b>Miscellaneous</b>	
	8. Extended the last day for filing for Capital Programs Manager, Exam #20-2218-01, from 8/21/20 to 8/28/20.
	9. Extended the last day for filing for Appeals Officer, Exam #20-6738-01, from 8/24/20 to 10/16/20.

<b>IV. CONSENT MATTERS - APPROVED</b>	
<b>E. <u>Eligible Lists</u></b>	
<b>Created Approved and Ordered Promulgated:</b>	
<ol style="list-style-type: none"> <li>1. Fund Development and Grant Specialist, Exam #18-0310-01.</li> <li>2. Quality Assurance Administrator, Behavioral Health Care Services, Exam #19-5080-01.</li> <li>3. Chief Departmental Human Resources Administrator, Exam #20-0465-01.</li> <li>4. Safety Officer, Exam #20-2117-01.</li> <li>5. Behavioral Health Crisis Intervention Specialist Supervisor, Exam #20-6514-01.</li> <li>6. Firefighter Recruit, Exam #20-8137-01.</li> </ol>	
<b>F. <u>Classification Recommendations</u></b>	
<b>Department:</b>	<b>Regarding:</b>
Community Development Agency	<ol style="list-style-type: none"> <li>1. Reallocate one position of 6701 P - Community Outreach Worker II Project, to 6701 - Community Outreach Worker II (20-35117).</li> <li>2. Reallocate one position of 2996 P - Healthy Homes Community Development Specialist III Project, to 2996 - Healthy Homes Community Development Specialist III (21-35540).</li> <li>3. Reallocate one position of 1220 - Secretary II, to 1128 - Specialist Clerk I (21-35595).</li> </ol>
Health Care Services Agency	<ol style="list-style-type: none"> <li>4. Reallocate one position of 6492 - Mental Health Specialist III, to 6780 - Senior Employment Specialist (21-35546).</li> </ol>
Sheriff's Office	<ol style="list-style-type: none"> <li>5. Reallocate one position of 0420 - Information Systems Manager, to 0237 - Sheriff's Program/Financial Specialist (21-35604).</li> </ol>
Social Services Agency	<ol style="list-style-type: none"> <li>6. Reallocate one position of 6720 - Social Worker III, to 6045 - Social Services Program Manager (21-35537).</li> <li>7. Reallocate one position of 0217 - Financial Services Officer, to 6045 - Social Services Program Manager (21-35607).</li> </ol>
<b>G. <u>Specialty Designations</u></b>	
<b>Department:</b>	<b>Regarding:</b>
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Remove specialty designation for position 309978, job code #6707 - Family Support Case Manager, (<b>Spanish Speaking</b>), effective 09/20/20.</li> </ol>

**IV. CONSENT MATTERS - APPROVED**

Social Services Agency

2. Remove specialty designation for position #307284, job code #1573 - Eligibility Services Technician IV, (**Laotian**), effective 9/20/20.

**H. Classification Specifications**

SEIU 1021

1. Adopt the revised classification specification of job code 0132 - Accountant.
2. Recommend the Board of Supervisors establish the classification of 7416 - Janitor, Detention Facilities, and adopt the classification specification.
3. Recommend the Board of Supervisors establish the classification of 7417 – Janitor Floor Specialist, Detention Facilities, and adopt the classification specification.
4. Recommend the Board of Supervisors establish the classification of 7418 – Lead Janitor, Detention Facilities, and adopt the classification specification.

Unrepresented -  
Confidential Management

5. Adopt the revised classification specification of job code 0284 - Labor Relations Analyst II.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:

*Joe Angelo*

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Joe Angelo, Secretary to Civil Service Commission