



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY DECEMBER 2, 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/97702886114>. 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. CALLED TO ORDER	
II. APPROVED THE MINUTES OF NOVEMBER 18, 2020 AS MAILED.	4-0
III. PUBLIC COMMENTS:	None
IV. APPROVED CONSENT MATTERS - Pages 3 - 6	4-0
V. COMMUNICATION(S): From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2021. STAFF RECOMMENDATION: Approved and Post <input type="checkbox"/>	4-0
VI. APPEALS (Non-Disciplinary Matters)	None
VII. CLOSED SESSION 1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:	None

2. <u>Conference with Legal Counsel - Potential Litigation:</u> 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: The Secretary to the Commission announced that since the last meeting in December is canceled, December 16, 2020, will be the last Civil Service Commission meeting for the 2020 calendar year.	
X. __ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar

1. Correspondence from Waukeen McCoy, Esq, of McCoy Law Firm, PC, requesting an appeal hearing for Case No. 2020-10. **Set for hearing.**

B. Reinstatement Request(s)

1. Josephine Soriano, Payroll Records Clerk, Health Care Services Agency.

C. Voluntary Demotions

1. Jared Fundenberger, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office.

D. Comparable Transfer(s) - None

E. Examination Actions – for CSC Meeting of December 2, 2020

Open-Assembled Examinations

Ordered on 11/10/20	1. Benefits Accountant, LDF 12/7/20.
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Re-open Continuous Examinations

Re-opened on 11/13/20	2. Registered Environmental Health Specialist, LDF 12/14/20.
Re-opened on 11/20/20	3. Associate Civil Engineer/Professional Geologist, Zone 7, LDF 12/15/20.

Terminate Eligible List

	4. Application Systems Engineer III, Exam #20-1868-01, Effective 11/20/20.
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Reinstate Eligible List

	5. Secretary II, Exam #18-1220-01, Terminate on 5/10/21.
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Extend Eligible Lists

	6. Technical Support Analyst, Exam #19-0418-01, Terminate on 2/20/21.
	7. Youth and Family Services Lead Therapist, Exam #18-6499-01, Terminate on 3/18/21.
	8. Criminalist II, Exam #19-8524-01, Terminate on 3/18/21.
	9. Clerk II, Exam #19-1120-01, Terminate on 6/18/21.

Order Eligible List Designated Alternative List

10. Designated the **Behavioral Health Clinical Manager**, Exam #20-6527-01, as an alternate list for **Behavioral Health Clinician Supervisor**.

Miscellaneous

11. Extended the last day for filing for Policy Director, Exam #20-6047-01, from 11/19/20 to 11/30/20.

12. Extended the last day for filing for Unit Supervisor, Probation, Exam #20-6122-01, from 11/13/20 to 12/11/20.

13. Extended the last day for filing for Building Equipment Maintenance Worker, Exam #19-9665-01, from 11/13/20 to 12/4/20.

14. Extended the last day for filing for Customer Services Representative, Department of Child Support Services, Exam #20-1154-01, from 11/23/20 to 12/07/20.

15. Extended the last day for filing for Treasurer-Tax Collector's Specialist III, Exam #20-1603-01, from 11/24/20 to 12/14/20.

16. Extended the last day for filing for Program Specialist (Registered Dietitian, Certified Diabetes Educator, & Spanish Speaking), Exam #20-0305-03, from 11/23/20 to 12/31/20.

F. Eligible Lists

Created Approved and Ordered Promulgated:

1. Account Clerk II, Exam #19-1310-01.
2. Technical Services Director, Exam #20-1835-01.
3. Quality Assurance/Quality Control Technician, Exam #20-1466-01.

G. Classification Recommendations

Department:	Regarding:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Reallocate one position of 6510 - Behavioral Clinician II, to 6515 - Clinical Review Specialist (21-35951). 2. Reallocate one position of 7879 - Health Services Trainee, to 5315 - Registered Nurse III (21-35956). 3. Reallocate one position of 7879 - Health Services Trainee, to 5315 - Registered Nurse III (21-35957). 4. Reallocate one position of 7879 - Health Services Trainee, to 5315 - Registered Nurse III (21-35958).

	<ol style="list-style-type: none">5. Reallocate one position of 1460 - Medical Records Technician, to 5315 - Registered Nurse III (21-35959).6. Reallocate one position of 5305 - Registered Nurse II, to 5315 - Registered Nurse III (21-35961).7. Reallocate one position of 5305 - Registered Nurse II, to 5315 - Registered Nurse III (21-35962).8. Reallocate one position of 5799 - Nutrition Assistant II, to 5315 - Registered Nurse III (21-35963).9. Reallocate one position of 0204 - Management Associate II, to 5315 - Registered Nurse III (21-35964).10. Reallocate one position of 6701 - Community Outreach Worker II, to 5315 - Registered Nurse III (21-35965).11. Reallocate one position of 1142 - Administrative Assistant, to 7879 - Health Services Trainee (21-36118)
Information Technology	<ol style="list-style-type: none">12. Reallocate one position of 1128 - Specialist Clerk I, to 0219 - Administrative Specialist II (21-36084).13. Reallocate one position of 0411 - Information Systems Technician II, to 1828 - Infrastructure Services Technician (21-36085).14. Reallocate one position of 1120 - Clerk II, to 1828 - Infrastructure Services Technician (21-36086).15. Reallocate one position of 1120 - Clerk II, to 1828 - Infrastructure Services Technician (21-36087).16. Reallocate one position of 1120 - Clerk II, to 1828 - Infrastructure Services Technician (21-36088).17. Reallocate one position of 1125 - Payroll Records Clerk, to 1828 - Infrastructure Services Technician (21-36089).18. Reallocate one position of 1124 - Lead Clerk, to 1828 - Infrastructure Services Technician (21-36090).19. Reallocate one position of 1215 - Secretary I, to 1830 - Infrastructure Services Analyst (21-36091).20. Reallocate one position of 1138 - Supervising Clerk I, to 1830 - Infrastructure Services Analyst (21-36092).21. Reallocate one position of 0194 - Deputy Director, General Services Agency, to 1830 - Infrastructure Services Analyst (21-36093).22. Reallocate one position of 1840 - Software Analyst I, to 1830 - Infrastructure Services Analyst (21-36094).

	<p>23. Reallocate one position of 1818 - Network Services Analyst II, to 1832 - Senior Infrastructure Services Analyst (21-36095).</p> <p>24. Reallocate one position of 1813 - Operations Assist Supervisor, to 1832 - Senior Infrastructure Services Analyst (21-36096).</p> <p>25. Reallocate one position of 1813 - Operations Assist Supervisor, to 1832 - Senior Infrastructure Services Analyst (21-36097).</p> <p>26. Reallocate one position of 1813 - Operations Assist Supervisor, to 1832 - Senior Infrastructure Services Analyst (21-36098).</p> <p>27. Reallocate one position of 1843 - Senior Software Analyst, to 1830 - Infrastructure Services Analyst (21-36106).</p>
<p>Probation</p>	<p>28. Reallocate one position of 6216 - Juvenile Institutional Officer, to 6126 - Division Director (20-34624).</p> <p>29. Reallocate one position of 6210N - Juvenile Institutional Officer Intermittent, to 6126 - Division Director (20-35280).</p> <p>30. Reallocate one position of 1093 - Retired Annuitant - Safety II, to 6031 P - Probation Re-Entry Services Coordinator Project (21-36282).</p>
<p>Public Defender</p>	<p>31. Reallocate one position of 1240 - Legal Secretary, to 1240 P - Legal Secretary Project (21-36281)</p>
<p>Zone 7</p>	<p>32. Reallocate one position of 4970 - Principal Engineer/Geologist, Zone 7, to 4948 - Groundwater Resources Manager, Zone 7 (21-35955).</p>

H. Specialty Designations - None

I. Classification Specifications- None

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

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Joe Angelo, Secretary to Civil Service Commission