



Agenda

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY DECEMBER 16, 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/98252833700>. 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.	CALL TO ORDER	
II.	APPROVE THE MINUTES OF DECEMBER 2, 2020 AS MAILED.	
III.	PUBLIC COMMENTS:	
IV.	APPROVE CONSENT MATTERS - Pages 3 - 5	
V.	COMMUNICATION(S):	
VI.	APPEALS (Non-Disciplinary Matters)	
VII.	CLOSED SESSION	
	1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: Job Code 6745, Child Welfare Worker II, Social Services Agency	

2. 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:	
IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:	
X. ADJOURNMENT	

IV. CONSENT MATTERS -	
A. <u>Hearing Calendar</u> - None	
B. <u>Reinstatement Request(s)</u>	
<ol style="list-style-type: none"> 1. Lettice Binion, Specialist Clerk I, Probation Department. 2. Suzanne Warner, Health Care Systems Integration Administrator, Health Care Services Agency. 	
C. <u>Voluntary Demotions</u> - None	
D. <u>Comparable Transfer(s)</u> - None	
E. <u>Examination Actions – for CSC Meeting of December 16, 2020</u>	
Open-Assembled Examinations	
Order on 11/23/20	1. Stationary Engineer, Public Works Agency, LDF 12/21/20.
Order on 11/25/20	2. Real Estate Projects Manager, LDF 12/22/20.
Order on 12/10/20	3. Senior Hazardous Materials Specialist LOP, LDF 1/5/21.
Order on 12/4/20	4. Supervising Criminalist, LDF, 12/29/20.
Reinstate Eligible Lists	
	5. Administrative Specialist II, Exam #19-0219-02, Terminate on 5/25/21.
	6. Divisional Operations Services Manager, Social Services Agency, Exam #19-6125-01, Terminate on 6/1/21.
Extend Eligible Lists	
	7. Probation Specialist, Exam #19-6118-01, Terminate on 2/15/21.
	8. Probation Contracts and Grants Administrative Manager, Exam #19-6076-01, Terminate on 3/4/21.
Miscellaneous	
	9. Extend the last day for filing for Customer Services Representative, Department of Child Support Services, Exam #20-1154-01, from 12/07/20 to 01/08/21.

IV. CONSENT MATTERS -

F. Eligible Lists

Create Approve and Order Promulgated:

1. Agricultural & Standards Technician, Exam #20-8204-01.
2. Assistant Deputy Director, Community Development Agency (Zoning), (Promotional), Exam #20-2953-01.
3. Auditor, Exam #20-0143-01.
4. Building Maintenance Laborer, Exam #20-9125-01.
5. Child Support Attorney III, Exam #20-3152-01.
6. Hazardous Materials Specialist (Local Oversight Program), Exam #20-5650-02.
7. Information Systems Specialist, Exam #20-0416-01.
8. Senior Management Analyst, Exam #20-0207-01.

G. Classification Recommendations

Department:	Regarding:
Assessor	1. Reallocated two positions of 1296N - Clerk Intermittent I Services-as-Needed (SAN), to 0219 - Administrative Specialist II (21-35934).
Child Support Services	2. Reallocate one position of 0219 - Administrative Specialist II, to 0322 - Departmental Communications Manager (21-36283).
Probation	3. Reallocate one position of 1128 - Specialist Clerk I, to 1129 - Specialist Clerk II (20-34538).
Retirement	4. Reallocate one position of 1352 - Retirement Technician, to 1353 - Senior Retirement Technician (21-36289). 5. Reallocate one position of 1352 - Retirement Technician, to 1353 - Senior Retirement Technician (21-36290).
Social Services Agency	6. Reallocate one position of 1120 - Clerk II, to 1128 - Specialist Clerk I (20-35354). 7. Reallocate one position of 1120 - Clerk II, to 1128 - Specialist Clerk I (20-35355). 8. Reallocate one position of 6796 - Staff Development Specialist, to 6793 - E-Studio Instructional Design Trainer (21-36255).

IV. CONSENT MATTERS -	
H. <u>Specialty Designations</u>	
Department:	Regarding:
General Services Agency	1. Remove specialty designation for position 312318, job code 7410 - Janitor (Detention Facility Security Clearance), effective 12/27/20.
I. <u>Classification Specifications</u>	
Unrepresented - Management	1. Recommend the Board of Supervisors establish the classification of 5074 – Forensic, Diversion, & Re-Entry Services Director, and adopt the classification specification.