



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY JANUARY 13, 2021, 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/96198141278>. 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 16, 2020 AS MAILED.		4-0
III. PUBLIC COMMENTS:		None
IV. APPROVE CONSENT MATTERS - Pages 3 - 6		4-0
V. COMMUNICATION(S):		None
VI. ELECTION OF CIVIL SERVICE COMMISSION OFFICERS: By a unanimous vote of 4-0, the Commission elected Arlene Lum, President, and Barbara Luna, Vice President.		4-0
VII. APPEALS (Non-Disciplinary Matters)		None
VIII. CLOSED SESSION		No Items
1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:		

2. <u>Conference with Legal Counsel - Potential Litigation:</u> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	
IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	None
X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:	None
XI. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED	
A. <u>Hearing Calendar</u>	
1. Correspondence from Angela Osayande, SEIU Local 1021, and Kerianne Steele of Weinberg, Roger & Rosenfeld, requesting an appeal hearing for Case No. 2020-12 - Set for hearing.	
B. <u>Reinstatement Request(s)</u>	
1. Vincent Rivac, Registered Nurse II, Health Care Services Agency.	
C. <u>Voluntary Demotions</u>	
1. Horirah Amiri, Specialist Clerk II to Specialist Clerk I Project, Community Development Agency.	
2. Sowmya Ramada, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office.	
D. <u>Comparable Transfer(s)</u>	
1. Rachel Johnson, Facilities Manager to Real Estate Program Manager, General Services Agency.	
E. <u>Examination Actions – for CSC Meeting of January 13, 2021</u>	
<u>Promotional Assembled Examinations</u>	
Open on 12/10/20	1. Sergeant (Promotional), LDF 1/5/21.
<u>Open-Assembled Examinations</u>	
Order on 12/14/20	2. Bridge and Pump Supervisor, LDF 1/11/21.
Order on 12/11/20	3. Juvenile Institutional Officer Associate, LDF 1/11/21.
Order on 12/21/20	4. Deputy Director, Behavioral Health, LDF 1/15/21.
Order on 11/23/20	5. Groundwater Resources Manager, Zone 7, LDF, 12/21/21.
Order on 1/18/21	6. Reserve Firefighter, LDF, 2/22/21.
<u>Reinstate Eligible Lists</u>	
	7. Lieutenant (Promotional), Exam #18-8620-01, Terminate on 5/31/21.
	8. Sheriff's Safety Aide, Exam #19-8752-01, Terminate on 3/22/21.

Extend Eligible Lists	
	9. Institutional Supervisor II, Exam #19-6225-01, Terminate on 3/25/21.
	10. Division Director, Exam #19-6126-01, Terminate on 3/31/21.
	11. Probation Specialist, Exam #19-6118-01, Terminate on 5/15/21.
	12. Sergeant (Promotional), Exam #19-8617-01, Terminate on 5/31/21.
	13. Registered Nurse II (PHN Option), Exam #19-5305-01, Terminate on 3/31/21.
	14. Assistant Public Defender, Exam #18-3126-01, Terminate on 6/30/21.
Miscellaneous	
	15. Extend the last day of filing for Physician IV, #20-5141-01, from 11/30/20 to 12/31/20.
	16. Extend the last day of filing for Registered Environmental Health Specialist, #18-5665-01, from 12/14/20 to 1/29/21.
	17. Extend the last day of filing for Associate Civil Engineer/Professional Geologist, Zone 7, #20-4965-01, from 12/15/20 to 1/15/21.
	18. Extend the last day of filing for Groundwater Resources Manager, Zone 7, #20-4948-01 from 12/21/20 to 1/15/21.
F. <u>Eligible Lists</u>	
Create Approve and Order Promulgated:	
<ol style="list-style-type: none"> 1. Administrative Secretary, Exam #19-1227-01. 2. Associate Civil Engineer, Exam #20-2021-01. 3. Behavioral Health Crisis Intervention Specialist, Exam #20-6512-02. 4. Crime Technician, Exam #20-0404-01. 5. Healthy Housing Rehabilitation Specialist II, Exam #20-2956-01. 6. Information Systems Coordinator, Exam #19-0423-01. 7. Infrastructure Services Manager, Exam #20-1837-01. 8. Public Works Inspector III, Construction, Exam #20-2162-01. 9. Registered Dental Assistant, Exam #19-5510-01. 10. Supervising Public Works Inspector, Exam #20-9538-01. 	

G. Classification Recommendations	
Department:	Regarding:
County Administrator's Office	<ol style="list-style-type: none"> 1. Reallocate one position of 1142, Administrative Assistant, to 0214, Financial Services Specialist II (21-36083).
HCSA	<ol style="list-style-type: none"> 2. Reallocate one position of 0214, Financial Services Specialist II, to 0215, Senior Financial Services Specialist (20-35046). 3. Reallocate one position of 5665, Registered Environmental Health Specialist, to #5650, Hazardous Materials Specialist, Local Oversight Program (21-35406). 4. Reallocate one position of 5605, Microbiologist, to 5615, Supervising Microbiologist (21-35547). 5. Reallocate one position of 0305, Program Specialist, to 1142, Administrative Assistant (21-35617). 6. Reallocate one position of 5305, Registered Nurse II, to 5315, Registered Nurse III, PHN Option (21-35660). 7. Reallocate one position of 5097, Consumer Family/Relations Program Assistant, to 0320, Public Information Specialist, Behavior Hlth Managed Option (21-35842). 8. Reallocate one position of 0305, Program Specialist, to 5095, Compliance Officer, Behavioral Health Care Services (21-35843). 9. Reallocate one position of 7879, Health Services Trainee, to 5085, Division Director, Public Health (21-35949). 10. Reallocate one position of 5305, Registered Nurse II, PHN/Pediatric, to 5085, Division Director, Public Health (21-36117). 11. Reallocate one position of 1310, Account Clerk II, to 0214, Financial Services Specialist II (21-36254). 12. Reallocate one position of 6513, Behavioral Health Crisis Intervention Specialist II, to 6514, Behavioral Health Crisis Intervention Specialist Supervisor (21-36300). 13. Reallocate one position of 1142, Administrative Assistant, to 0219, Administrative Specialist II (21-36301).

Probation	14. Reallocate one position of 6115, Deputy Probation Officer III, to 6115 P, Deputy Probation Officer III Project (21-36364). 15. Reallocate one position of 1128, Specialist Clerk I, to 6118, Probation Specialist (21-36368).
Sheriff's Office	16. Allocate two additional positions of 8604, Deputy Sheriff II (21-35746). 17. Allocate one additional position of 8617, Sergeant (21-36293).

H. Specialty Designations - None

I. Classification Specifications

ACMEA General Management	1. Adopt the revised classification specification of job code 5325 - Registered Nurse V. 2. Adopt the revised classification specification of job code 6730 - Social Work Supervisor.
Unrepresented General Management	3. Adopt the revised classification specification of job code - 1828 Infrastructure Services Technician. 4. Adopt the revised classification specification of job code 1830 - Infrastructure Services Analyst. 5. Adopt the revised classification specification of job code 1832 - Senior Infrastructure Services Analyst. 6. Adopt the revised classification specification of job code 1836 - Infrastructure Services Engineer. 7. Adopt the revised classification specification of job code 1846 - Associate Infrastructure Services Technician.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

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Joe Angelo, Secretary to Civil Service Commission