



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY JUNE 2, 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/91377721002>. 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 THE BROWN ACT, THOSE REQUIRING ACCOMMODATIONS 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 MAY 19, 2021 AS MAILED.

4-0

III. PUBLIC COMMENTS:

None

IV. APPROVED CONSENT MATTERS - Pages 3 - 6

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V. COMMUNICATION(S):

None

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services Staff in response to Suzanne Wingerd's appeal regarding her Classification Study Recommendation from Secretary II, to Administrative Specialist II, with the initial appointment at the Administrative Specialist I level.

**Appeal
Denied**

**3-Ayes
1- No**

STAFF RECOMMENDATION: Deny Appeal

**The Commission voted 3 to 1 to deny the appeal.
(Commissioner Chang - No)**

VII. CLOSED SESSION	None
1. Public Employment pursuant to Government Code §54957:	None
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:	None
3. <u>Conference with Legal Counsel - Existing Litigation:</u>	None
VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	No Action
IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:	None
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED		
A. Hearing Calendar		
1. Correspondence from Attorney Mark E. Wilson of Mastagni Holstedt, A.P.C., requesting an appeal hearing for Case No. 2021-05. Set for hearing.		
B. Reinstatement Request(s)		
1. Patricia Aguilera Godina, Administrative Assistant, Public Works Agency.		
2. Maryann DeGracia, Specialist Clerk I, Project, Health Care Services Agency.		
C. Voluntary Demotions - None		
D. Comparable Transfer(s) - None		
E. Transfer CSC (Rule 1732) - None		
F. Examination Actions – for CSC Meeting of June 2, 2021		
Promotional-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
5/12/21	1. Accountant HARD (Promotional)	6/7/21
5/21/21	2. Manager, Janitorial Services (Promotional)	6/14/21
Open-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
5/7/21	3. Sheriff's Multimedia Producer	6/2/21
5/13/21	4. Senior Program Specialist	6/7/21
5/14/21	5. Supervising Accountant	6/8/21
5/17/21	6. Clerk II HARD	6/10/21
5/17/21	7. Forensic Diversion & Reentry Services Director	6/11/21
5/18/21	8. Program/Financial Specialist	6/14/21
5/20/21	9. Hazardous Materials Specialist LOP (Local Oversight Program)	6/14/21
5/21/21	10. Deputy Division Director, Public Health	6/14/21
5/21/21	11. Forensic Pathologist	6/2/21
5/24/21	12. Human Resources & Risk Management Analyst	6/17/21
5/25/21	13. Water Resources Technician I, Zone 7	6/18/21

IV. CONSENT MATTERS - APPROVED

Miscellaneous

- 14. Extended the last day for filing for Facilities Manager, Exam 21-9690-01 from 5/18/21 to 5/28/21.
- 15. Extended the last day for filing for Senior Therapist, Exam #19-5865-01 from 11/30/20 to 6/7/21.

G. Eligible Lists

Created Approved and Ordered Promulgated:

- 1. Accountant, Exam # 20-0132-01.
- 2. Administrative/Financial Services Manager, Exam #20-0229-01.
- 3. Administrative Services Officer, Exam #20-0221-01.
- 4. Carpenter, Exam #21-9220-01.
- 5. Division Commander (Promotional), Exam #21-8635-01.
- 6. Emergency Services Dispatcher I, Exam #20-1882-01.
- 7. Fire Public Education Assistant, Exam #20-8139-01.
- 8. Maintenance and Construction Technician I HARD, Exam #21-1122H-01.
- 9. Manager, Computer Operations, Exam # 20-1833-01.
- 10. Real Estate Projects Manager, Exam #20-9695-02.
- 11. Sergeant (Promotional), Exam #20-8617-01.
- 12. Vector Control Biologist, Exam # 21-5690-02.

H. Classification Recommendations

Department	Regarding:
Health Care Services Agency	1. Reallocate one position of 5305 - Registered Nurse II (MPCAH/PHN/ PEDS), to 21-35905 0307 - Senior Program Specialist (MPCAH Option)
Probation	2. Reallocate one position of 6107N - Probation Intern SAN, to 21-36804 0234 - Management Analyst Assistant
Social Services Agency	3. Reallocate one position of 0305 - Program Specialist, to 21-37090 1466 - Quality Assurance/Quality Control Technician
	4. Reallocate one position of 1139 - Supervising Clerk II, to 21-37091 1466 - Quality Assurance/Quality Control Technician
	5. Reallocate one position of 1120 - Clerk II, to 21-37092 1466 - Quality Assurance/Quality Control Technician

IV. CONSENT MATTERS - APPROVED	
	<p>6. Reallocate one position of 1120 - Clerk II, to 21-37093 1466 - Quality Assurance/Quality Control Technician</p> <p>7. Reallocate one position of 21-37096 6075 - Financial Services Director, SSA, to 1466 - Quality Assurance/Quality Control Technician</p>
I. Specialty Designations	
Health Care Services Agency	<ol style="list-style-type: none"> 1. Approve specialty designation for position #310025 Job Code 6707 - Family Support Case Manager (MPCAH Option), effective 6/13/21. 2. Approve specialty designation for position #310048 Job Code 6707 - Family Support Case Manager (MPCAH Option), effective 6/13/21. 3. Approve specialty designation for position #310079 Job Code 0307 - Senior Program Specialist (COVID), effective 6/13/21. 4. Remove specialty designation for position #310080 Job Code 6707 - Family Support Case Manager (PHN Cert/Taglog Speaking), effective 6/12/21. 5. Approve specialty designation for position #310080 Job Code 6707 - Family Support Case Manager (MPCAH Option), effective 6/13/21. 6. Approve specialty designation for position #310085 Job Code 6707 - Family Support Case Manager (MPCAH Option), effective 6/13/21. 7. Remove specialty designation for position #310116 Job Code 0305 - Program Specialist (Epidemiology Opt), effective 6/13/21. 8. Approve specialty designation for position #310147 Job Code 6707 - Family Support Case Manager (MPCAH Option), effective 6/13/21. 9. Remove specialty designation for position #310178 Job Code 5305 - Registered Nurse II (MPCAH/PHN Cert), effective 6/12/21. 10. Approve specialty designation for position #310178 Job Code 5305 - Registered Nurse II (MPCAH/PHN/Spanish Speaking), effective 6/13/21. 11. Remove specialty designation for position #310585 Job Code 6640 - Rehabilitation Counselor II (Vocational Services Specialty), effective 6/13/21.

IV. CONSENT MATTERS - APPROVED

12. Remove specialty designation for position #310587
Job Code 6640 - Rehabilitation Counselor II (**Vocational Services Specialty**), effective 6/13/21.
13. Approve specialty designation for position #401799
Job Code 0207 - Senior Management Analyst (**COVID**), effective 6/13/21.

J. Classification Specifications

**ACMEA –
General
Management**

1. Adopt the revised classification specification of
Job Code 6793 – E-Studio Instructional Design Trainer.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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JOE ANGELO, Secretary to Civil Service Commission