



# Agenda

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

WEDNESDAY JULY 28, 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/99733315240>. 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 THE BROWN ACT, THOSE REQUIRING ACCOMMODATIONS 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. CALL TO ORDER

II. APPROVE THE MINUTES OF JULY 14, 2021 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 Employment pursuant to Government Code §54957:
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
3. Conference with Legal Counsel – Existing 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>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>	
<b>X. ADJOURNMENT</b>	

<b>IV. CONSENT MATTERS -</b>		
<b>A. Hearing Calendar -</b>		<b>None</b>
<b>B. <u>Reinstatement Request(s)</u> -</b>		<b>None</b>
<b>C. <u>Voluntary Demotions</u> -</b>		<b>None</b>
<b>D. <u>Comparable Transfer(s)</u> -</b>		<b>None</b>
<b>E. <u>Transfer CSC (Rule 1732)</u> -</b>		<b>None</b>
<b>F. <u>Examination Actions – for CSC Meeting of July 28, 2021</u></b>		
<b>Promotional-Assembled Examinations</b>		
<b>OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
7/12/21	1. Fire Department Deputy Chief (Promotional)	8/10/21
8/3/21	2. Fire Battalion Chief (Promotional)	9/2/21
<b>Open-Assembled Examinations</b>		
<b>Open Date</b>	<b>Examination Title</b>	<b>LDF</b>
7/9/21	3. Transportation Worker	8/4/21
7/15/21	4. Legal Process Clerk I	8/11/21
7/16/21	5. Administrative Support Manager	8/10/21
7/16/21	6. Epidemiologist II	8/9/21
7/22/21	7. Hazardous Materials Specialist LOP	8/16/21
7/22/21	8. Vector Control Manager	8/16/21
<b>Open-Continuous Examinations</b>		
<b>Open Date</b>	<b>Examination Title</b>	<b>LDF</b>
7/6/21	9. Juvenile Institutional Officer Associate	<b>Continuous</b>
<b>Re-Open-Continuous Examinations</b>		
<b>Open Date</b>	<b>Examination Title</b>	<b>LDF</b>
7/12/21	10. Sustainability Project Manager (Sustainable Transportation Program)	8/6/21
7/17/21	11. Building Maintenance Worker II	8/2/21

<b>IV. CONSENT MATTERS -</b>	
<b>Extend Eligible Lists</b>	
	<p>12. Sustainability Project Manager, Exam #20-0176-01, Terminate on 1/29/22.</p> <p>13. Building Maintenance Worker II, Exam #20-9141-01, Terminate on 1/15/22.</p>
<b>Miscellaneous</b>	
	<p>14. Extend the last date of filing for <b>Auditor Associate I</b>, Exam #21-1527-01, from 7/6/21 to 7/16/21.</p> <p>15. Change the <b>Sustainability Project Manager (Sustainable Transportation Program)</b> Exam #20-0176-01, from an assembled exam to a continuous exam, effective 3/6/20.</p> <p>16. Change the <b>Building Maintenance Worker II</b>, Exam #20-9141-01, from an assembled exam to a continuous exam, effective 2/18/20.</p> <p>17. Extend the last day for filing for <b>Institutional Supervisor I</b>, Exam #21-6217-01 from 7/12/21 to 8/2/21.</p> <p>18. Extend the last day for filing for <b>Sheriff's Safety Aide</b>, Exam #20-8752-01, from 4/19/21 to continuous.</p>
<b>G. Eligible Lists</b>	
<b>Create Approve and Order Promulgated:</b>	
	<p>1. Deputy Public Defender, Exam #21-3125-01.</p> <p>2. Forensic, Diversion &amp; Re-Entry Services Director, Exam #21-5074-01.</p> <p>3. Human Resource Validation Processor, Exam # 20-0269-01.</p> <p>4. Infrastructure Services Technician, Exam #20-1828-01.</p> <p>5. Manager, Janitorial Services (Promotional), Exam #21-7425-01.</p> <p>6. Senior Nutritionist, Exam #21-5794-01.</p>
<b>H. Classification Recommendations</b>	
<b>Department</b>	<b>Regarding:</b>
<b>Assessor</b>	<p>1. Reallocate <b>two</b> positions of                      1296N – Clerk Intermittent I SAN, to 21-37049                      2623 – Supervising Appraiser I.</p> <p>2. Reallocate one position of                      1296N - Clerk Intermittent I SAN, to 21-37309                      0323 - Assessor's External Affairs Manager.</p>
<b>Fire Department</b>	<p>3. Reallocate one position of                      8154 - Fire Department Secretary II, to 22-37335                      8189 - Fire Department Benefits Specialist.</p>

<b>IV. CONSENT MATTERS -</b>	
<b>Health Care Services Agency</b>	4. Reallocate one position of 6515 - Clinical Review Specialist ( <b>Spanish Speaking</b> ), to 21-37046 5325 - Registered Nurse V ( <b>Psychiatric Option</b> ).
<b>Human Resource Services</b>	5. Reallocate one position of 0466 - County Training and Organizational Development 22-37334 Specialist, to 0485 - Training and System Specialist.
<b>Sheriff's Office</b>	6. Allocate one additional position of 5151 - Forensic Pathologist. 21-37224
	7. Allocate <b>two</b> additional positions of 8604 - Deputy Sheriff II. 21-37308
<b>I. <u>Specialty Designations</u></b>	
<b>Health Care Services Agency</b>	1. Remove specialty designation for position #310802 Job Code 6525 - Behavioral Health Clinical Supervisor ( <b>Criminal Justice</b> ), Effective 8/8/21. 2. Approve specialty designation for position #311158 Job Code 0315 - Health Care Program Administrator II ( <b>Emergency Preparedness Profess</b> ) Effective 8/8/21. 3. Approve specialty designation for position #400046 Job Code 0305, Program Specialist ( <b>COVID</b> ) Effective 8/8/21. 4. Approve specialty designation for position #403282 Job Code 6927 - Program Services Coordinator ( <b>Homeless Program Specialty</b> ) Effective 8/8/21.
<b>J. <u>Classification Specifications</u></b>	
<b>Unrepresented – Management</b>	1. Adopt the revised and retitled classification specification of job code 0294, from Human Resources Division Manager, to Human Resource Services Division Manager. 2. Adopt the revised and retitled classification specification of job code 0463, from Disability Program Administrator, to Medical Leaves & Accommodation Services Administrator. 3. Adopt the revised and retitled classification specification of job code 0467, from Disability Programs Case Manager, to Medical Leaves & Accommodation Services Case Manager. 4. Adopt the revised and retitled classification specification of job code 0468, from Disability Program Supervisor, to Medical Leaves & Accommodation Services Supervisor.