



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY November 17, 2021, 4:00 P.M.

BY VIRTUAL TELECONFERENCE ONLY

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://us06web.zoom.us/j/82062613525>. 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 Ross Peterson

Joe Angelo, Secretary to
 Civil Service Commission
 Andrea Weddle,
 Chief Assistant County Counsel

I. CALLED TO ORDER

II. REMOTE MEETINGS (AB 361):

Civil Service Commission to Receive Staff Report Regarding AB 361 and Adopt Findings for Continued Teleconference Meetings

By unanimous vote (3-0) the Civil Service Commission (“Commission”) finds that there is a continuing state of emergency declared by the Governor of the State of California that encompasses the County of Alameda. The Commission further finds that state and/or local officials have imposed or continue to recommend measures to promote social distancing. Accordingly, the Commission therefore accepts staff’s recommendation and adopts Findings for continued teleconferenced meetings in accordance with Government Code section 54953(e).

3-0

III. APPROVED THE MINUTES OF November 3, 2021, AS MAILED.

3-0

IV. PUBLIC COMMENTS:

None

V. APPROVED CONSENT MATTERS - Pages 3 - 5

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VI. COMMUNICATION(S):

Oral Presentation by Human Resource Services Staff, as directed by the Civil Service Commission on November 3, 2021, regarding follow-up with minimum qualification appellants related to the reclassification process

VII. APPEALS (Non-Disciplinary Matters)

None

VIII. CLOSED SESSION	
1. REPORT AND RECOMMENDATION(S): Public Employee Discipline/Dismissal/Release – Case No. 2020-07 - OAH 2021020821 (Public Works Agency). (2 Ayes) (1 No - Commissioner Luna)	2 -1
IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION: Regarding Item VIII. 1: The Commission voted 2 Ayes - 1 No (Commissioner Luna in opposition), to adopt the Findings of Fact and Conclusions of Law and to uphold the discipline recommended by the Administrative Law Judge.	2-1
X. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS: The Commission inquired about the progress related to potential, new Civil Service Commissioners to fill vacant seats. The Secretary reported that applications are being received. Counsel advised that potential commissioners do not have to reside in a particular supervisorial district to be appointed by a Board of Supervisors member to their district.	
XI. ADJOURNMENT	3-0

IV. CONSENT MATTERS		APPROVED
A. <u>Hearing Calendar</u>		None
B. <u>Reinstatement Request(s)</u>		
<ol style="list-style-type: none"> 1. Kimberly Gasaway, Chief Deputy, Admin GSA, General Services Agency. 2. Catherin Onyejekwe – Program Specialist – Social Services Agency. 3. Carol Mahoney, Government Relations Manager, Zone 7. 		
C. <u>Voluntary Demotions</u>		None
D. <u>Comparable Transfer(s)</u>		None
E. <u>Transfer CSC (Rule 1732)</u>		None
F. <u>Examination Actions – for CSC Meeting of November 17, 2021</u>		
Promotional-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
11/2/21	1. Senior Vector Control Biologist	11/29/21
11/3/21	2. Human Resources Manager, Zone 7	11/29/21
Open-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
10/22/21	3. Administrative Associate, County Administrator’s Office	11/15/21
10/25/21	4. Construction Maintenance Laborer, Zone 7	11/18/21
10/25/21	5. Criminalist I	11/19/21
11/2/21	6. Assistant Director Forensic, Diversion, & Reentry System of Care	11/29/21
11/2/21	7. Hazardous Materials Specialist (Local Oversight Program)	11/29/21
11/3/21	8. Clerk-Recorder's Supervisor I	11/29/21
11/3/21	9. Clerk-Recorder's Supervisor II	11/29/21
11/3/21	10. Training and System Specialist	12/2/21
11/4/21	11. Division Director (Skilled Med Prof/Mental Health)	11/30/21
11/5/21	12. Collection Enforcement Deputy I	12/2/21
11/30/21	13. Senior Billing Technician	12/29/21

IV. CONSENT MATTERS		APPROVED
Re-Open Continuous Examinations		
RE-OPEN DATE	EXAMINATION TITLE	LDF
11/2/21	14. Rehabilitation Counselor II (Vocational Services Specialty)	11/29/21
11/1/21	15. Supervisor, Buildings and Plant Maintenance	11/18/21
Reinstate Eligible Lists		
Title	Examination Number	Terminate On
16. Associate Civil Engineer/ Professional Geologist, Zone 7	20-4965-01	10/28/22
17. Supervisor, Building and Plant Maintenance	19-9680-01	4/29/22
Extend Eligible Lists		
Title	Examination Number	Terminate On
18. Assistant Engineer	20-2015-01	11/18/22
19. Associate Civil Engineer	20-2021-01	1/13/23
20. Behavioral Health Clinician I	20-6505-01	10/28/22
21. Fire Dispatcher Trainee	20-8209-01	7/29/22
Order Eligible List Designated Alternative List		
22. Designate the Registered Nurse III (PHN Option), Exam #18-5315-01 , as an alternate list for Registered Nurse III .		
Miscellaneous		
23. Extend the last day for filing for Assistant Director, Finance and Contracts, Probation Department, Exam #21-6074-01, from 11/8/21 to 11/12/21.		
24. Extend the last day for filing for Institutional Supervisor II, Exam #21-6225-01, from 11/1/21 to 11/29/21.		
25. Extend the last day for filing for Juvenile Institutional Officer Intermittent, Exam #21-6210N-01, from 11/4/21 to 11/29/21.		
26. Extend the last day for filing for Juvenile Institutional Officer, Exam #21-6216-01, from 11/1/21 to 11/29/21.		
27. Extend the last day for filing for Lead Customer Services Representative, DCSS, Exam #21-1155-01, from 11/1/21 to 11/23/21.		
28. Extend the last day for filing for Program Specialist, Exam #21-0305-01, from 10/15/21 to 11/12/21.		
29. Change the Supervisor, Buildings and Plant Maintenance, Exam #19-9680-01 from an assembled exam to a continuous exam, effective 12/10/19.		

IV. CONSENT MATTERS **APPROVED**

G. Eligible Lists

Created Approved and Ordered Promulgated:

1. Assistant Business Analyst, Exam #21-0272-01.
2. Captain (Promotional), Exam #21-8625-01.
3. Deputy Division Director, Public Health, Exam #21-5083-01.
4. Division Director, Exam #21-6126-01.
5. Epidemiologist II, Exam #20-5785-01.
6. Legal Process Clerk I, Exam #21-1511-01.
7. Librarian I, Exam #21-4130-01.
8. Librarian II, Exam #21-4140-01.

H. Classification Recommendations

Department	Regarding:
ACERA	1. Reallocate one position of 1352 - Retirement Technician, to 22-37680 1353 - Senior Retirement Technician
Community Development Agency	2. Reallocate one position of 0207 P - Senior Management Analyst Project, to 22-37767 2966 P - Housing and Community Development Specialist III Project
Health Care Services Agency	3. Reallocate one position of 0313 - Family Health Services Coordinator, to 22-37313 0307 - Senior Program Specialist (MPCAH Option)
Public Defender's Office	4. Allocate one position of 1585N - Legal Assistant SAN 22-37713

I. Specialty Designations

Health Care Services Agency	1. Remove specialty designation for position #310024 Job Code 5315 - Registered Nurse III (PHN Cert/Quality Improvement), Effective 11/27/21. 2. Approve specialty designation for position #310024 Job Code 5315 - Registered Nurse III (MPCAH/PHN Cert), Effective 11/28/21.
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J. 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