



# Summary Action Minutes

## ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY December 1, 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/81505446492>. 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 Ross Peterson

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

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF November 17, 2021, AS MAILED.**

3-0

**III. PUBLIC COMMENTS:**

None

**IV. APPROVED CONSENT MATTERS - Pages 3 - 6**

3-0

**V. COMMUNICATION(S):**

1. From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820, Duration of Probation Period.

**STAFF RECOMMENDATION:** Post Rule Change

**The Civil Service Commission voted unanimously to Post the Rule Change.**

3-0

2. From the Human Resource Services Staff regarding Abolishing One (1) Unused/Obsolete Classification per Alameda County Charter, Civil Service, Section 36. (a.); and Civil Service Commission Rule 1200, Authority: [Job Code 8193 - Fire Department Human Resources Specialist]

**STAFF RECOMMENDATION:** Submit to Board of Supervisors for Approval.

3-0

**The Civil Service Commission voted unanimously to submit the matter to the Board of Supervisors for Approval.**

<p>3. From the Office of the County Counsel regarding selection of an impartial practicing attorney to review decisions of the Human Resources Director under Administrative Code Section 3.48.070(B)(5).</p> <p><b>The Civil Service Commission voted unanimously to accept the recommendation of staff and approved the selection of Cozen O'Connor law firm as the impartial practicing attorney to review decisions of the Human Resources Director under Administrative Code Section 3.48.070(B)(5).</b></p> <p>4. From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2022.</p> <p><b>The Civil Service Commission voted unanimously to Approve and Post the Civil Service Commission Dates for 2022.</b></p>	<p>3-0</p> <p>3-0</p>
<p><b>VI. APPEALS (Non-Disciplinary Matters)</b></p>	<p>None</p>
<p><b>VII. CLOSED SESSION</b></p> <p>1. <b>REPORT AND RECOMMENDATION(S):</b> Public Employee Discipline/Dismissal/Release – Case No. 2021-02 - OAH 2021040876 (Probation Department).</p>	<p>3-0</p>
<p><b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b></p> <p><b><u>Regarding Item VII. 1:</u></b>  <b>The Commission voted unanimously to adopt the Findings of Fact and Conclusions of Law and to uphold the discipline recommended by the Administrative Law Judge.</b></p>	<p>3-0</p>
<p><b>IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:</b></p> <p>The Commission inquired about the progress related to filling vacant Commission seats. The Secretary reported that applications are being received and reviewed.</p> <p>The Secretary also announced that December 15, 2021, will be the last Commission meeting for 2021.</p>	
<p><b>X. ADJOURNMENT</b></p>	<p>3-0</p>

<b>IV. CONSENT MATTERS - APPROVED</b>		
<b>A. <u>Hearing Calendar</u> - None</b>		
<b>B. <u>Reinstatement Request(s)</u></b>		
1. Carol Mahoney, Government Relations Manager, Zone 7, Zone 7.		
2. Maria Miseses, Behavioral Clinician II, Health Care Services Agency.		
<b>C. <u>Voluntary Demotions</u> - None</b>		
<b>D. <u>Comparable Transfer(s)</u> - None</b>		
<b>E. <u>Transfer CSC (Rule 1732)</u> - None</b>		
<b>F. <u>Examination Actions – for CSC Meeting of December 1, 2021</u></b>		
<b>Promotional Assembled</b>		
<b>OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
11/15/21	Division Director, SSA	12/9/21
<b>Open-Assembled Examinations</b>		
<b>OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
11/9/21	1. Retirement Accountant II	12/3/21
11/10/21	2. Dentist	12/7/21
11/15/21	3. Associate Deputy Public Defender	12/17/21
11/15/21	4. Youth and Family Services Lead Therapist	12/10/21
11/15/21	5. Youth and Family Services Supervisor	12/10/21
11/17/21	6. Chief Departmental Human Resources Administrator	12/13/21
11/22/21	7. Assistant Chief Therapist	12/16/21
12/7/21	8. Senior Hazardous Materials Specialist (LOP)	1/4/22
<b>Re-Open Continuous Examinations</b>		
<b>RE-OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
11/16/21	9. Sheriff's Technician	Continuous
<b>Reinstate Eligible Lists</b>		
<b>Title</b>	<b>Examination Number</b>	<b>Terminate On</b>
10. Chief Departmental Human Resources Administrator	20-0465-01	2/17/22

<b>IV. CONSENT MATTERS - APPROVED</b>		
11. Staff Development Specialist	19-6796-01	3/18/22
<b>Order Eligible List Designated Alternative List</b>		
12. Designate the <b>Senior Financial Services Specialist, Exam #21-0215-01</b> as an alternate list for <b>Financial Services Specialist II</b> .		
<b>Miscellaneous</b>		
13. Cancel the <b>Field Maintenance Supervisor</b> , Exam #21-9525-01, effective 8/31/21.		
14. Extend the last day for filing for <b>Lead Customer Services Representative, DCSS</b> , Exam #21-1155-01, from 11/23/21 to 12/10/21.		
15. Change the <b>Sheriff's Technician</b> , Exam #21-8755-01, from an Open Assembled to Continuous Exam, effective 9/16/21.		
<b>G. Eligible Lists</b>		
<b>Created Approved and Ordered Promulgated:</b>		
<ol style="list-style-type: none"> <li>Assistant Water Resources Planner, Zone 7, Exam # 21-4946-01.</li> <li>Plant Maintenance Laborer, Zone 7, Exam #21-4986-01.</li> <li>Program/Financial Specialist, Exam #21-0306-01.</li> <li>Sheriff's Fleet Services Coordinator, Exam #21-8756-01.</li> <li>Specialist Clerk I, Exam #21-1128-01.</li> <li>Specialist Clerk II, Exam #21-1129-01.</li> <li>Supervising Compliance Specialist, Exam #21-2070-01.</li> <li>Zoning Investigator I, Exam # 20-8675-01.</li> </ol>		
<b>H. Classification Recommendations</b>		
<b>Department</b>	<b>Regarding:</b>	
Community Development Agency	1. Reallocate one position of 2089 - Senior Transportation Planner, to 2935 - Planner III	22-37905
	2. Reallocate one position of 1091 - Retired Annuitant II, to 0418 - Technical Support Analyst	22-37934
	3. Reallocate one position of 0207 - Senior Management Analyst, to 5320 - Registered Nurse IV (PHN)	22-37937
Health Care Services Agency	4. Allocate one additional position of 0308 - Supervising Program Specialist	21-36793
	5. Allocate one additional position of 0219 - Administrative Specialist II	21-36795

IV. CONSENT MATTERS - <b>APPROVED</b>	
	<p>6. Reallocate one position of                      1142 - Administrative Assistant, to                      0305 - Program Specialist 21-37087</p> <p>7. Reallocate one position of                      0206 P - Management Analyst Project, to                      0206 - Management Analyst 22-37904</p>
Social Services Agency	<p>8. Reallocate one position of                      1120 - Clerk II (<b>Imaging Specialty</b>), to                      1132 - Eligibility Support Clerk 22-37810</p> <p>9. Reallocate one position of                      1120 - Clerk II, to                      1132 - Eligibility Support Clerk 22-37811</p> <p>10. Reallocate one position of                      1128 - Specialist Clerk I, to                      1132 - Eligibility Support Clerk 22-37869</p>
<b>I. <u>Specialty Designations</u></b>	
Health Care Services Agency	<p>1. Remove specialty designation for position #309924                      Job Code 6796 - Staff Development Specialist (<b>Epidemiology Option</b>),                      Effective 12/12/21.</p> <p>2. Remove specialty designation for position #310392                      Job Code 5785 - Epidemiologist II (<b>HIV Specialty/Option</b>),                      Effective 12/12/21.</p> <p>3. Approve specialty designation for position #310798                      Job Code 6510 – Behavioral Clinician II (<b>Detention Medical Facilities Specialty</b>),                      Effective 12/12/21.</p> <p>4. Approve specialty designation for position #400536                      Job Code 6510 – Behavioral Clinician II (<b>Detention Medical Facilities Specialty</b>),                      Effective 12/12/21</p> <p>5. Remove specialty designation for position #401680                      Job Code 5139 - Physician III (<b>Psychiatric Option</b>),                      Effective 12/12/21.</p> <p>6. Approve specialty designation for position #403397                      Job Code 6510 – Behavioral Clinician II (<b>Detention Medical Facilities Specialty</b>),                      Effective 12/12/21.</p>
Library	<p>7. Approve specialty designation for position #311575                      Job Code 4120 - Library Technician (<b>Spanish Speaking</b>),                      Effective 12/12/21.</p>

<b>IV. CONSENT MATTERS - APPROVED</b>	
Probation	8. Remove specialty designation for position #302657 Job Code 6216 - Juvenile Institutional Officer ( <b>Male Only</b> ) Effective 12/12/21.
<b>J. Classification Specifications</b>	
ACMEA- General Management	1. Adopt the revised classification specification of Job Code 5525 – Dental Health Administrator.
Unrepresented – General Management	2. Adopt the revised classification specification of Job Code 5151 – Forensic Pathologist.
<b>ADJOURNMENT</b>  There being no further business, the meeting was adjourned.  <b>DocuSigned by:</b>  2CC022F934DA404...  _____ <b>JOE ANGELO</b> , Secretary to Civil Service Commission	