



Agenda
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY December 15, 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/84251192054>. 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 TELECONFERENCE 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. TELECONFERENCE GUIDELINES: MEMBERS OF THE PUBLIC MAY OBSERVE AND PARTICIPATE IN MEETINGS BY FOLLOWING THE INSTRUCTIONS IN THE TELECONFERENCE 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

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| I. | CALL TO ORDER | |
| II. | REMOTE MEETINGS (AB 361): Civil Service Commission to Receive Staff Report Regarding AB 361 and Adopt Findings for Continued Teleconference Meetings | |
| III. | APPROVE THE MINUTES OF December 1, 2021, AS MAILED. | |
| IV. | PUBLIC COMMENTS: | |
| V. | APPROVE CONSENT MATTERS - Pages 3 - 6 | |
| VI. | COMMUNICATION(S): From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820, Duration of Probation Period. STAFF RECOMMENDATION: Adopt Rule Change | |
| VII. | APPEALS (Non-Disciplinary Matters) | |
| VIII. | CLOSED SESSION | |
| IX. | COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION: | |

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| X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: | |
| XI. ADJOURNMENT | |

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| V. CONSENT MATTERS - | | |
| A. <u>Hearing Calendar</u> - None | | |
| B. <u>Reinstatement Request(s)</u> 1. Andree Reyes, Program Specialist, Social Services Agency. 2. Felicia Marie Vizcarra, Eligibility Support Clerk, Social Services Agency. | | |
| C. <u>Voluntary Demotions</u> - None | | |
| D. <u>Comparable Transfer(s)</u> 1. LaToya Jones, Service Support Specialist, to Eligibility Support Clerk, Social Services Agency. | | |
| E. <u>Transfer CSC (Rule 1732)</u> - None | | |
| F. <u>Examination Actions – for CSC Meeting of December 15, 2021</u> | | |
| Promotional Assembled Examinations | | |
| OPEN DATE | EXAMINATION TITLE | LDF |
| 11/22/21 | 1. Sergeant | 12/17/21 |
| 11/29/21 | 2. Lead Janitor | 12/27/21 |
| Open-Assembled Examinations | | |
| OPEN DATE | EXAMINATION TITLE | LDF |
| 11/29/21 | 3. Bridge and Pump Supervisor | 12/27/21 |
| 11/29/21 | 4. Treasurer-Tax Collector's Specialist I | 12/27/21 |
| 12/6/21 | 5. Assistant Deputy Director, Community Development Agency (Homeless Program and Policy Specialty) | 12/30/21 |
| 12/7/21 | 6. Agricultural and Standards Aide SAN | 1/3/22 |
| Terminate Eligible Lists | | |
| Title | Examination Number | Terminate On |
| 7. Clinical Review Specialist | 20-6515-01 | 12/15/21 |
| Reinstate Eligible Lists | | |
| Title | Examination Number | Terminate On |
| 8. Supervising Clerk II | 18-1139-01 | 6/2/22 |

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| V. CONSENT MATTERS - | | |
| Miscellaneous | | |
| 9. Extend the last date of filing for Assistant Director, Forensic, Diversion & Reentry System of Care, Exam #21-5065-01, from 11/29/21 to 12/20/21. 10. Extend the last date of filing for Clerk-Recorders Supervisor I, Exam #21-1525-01, from 11/29/21 to 12/6/21. 11. Extend the last date of filing for Clerk-Recorders Supervisor II, Exam #21-1526-01, from 11/29/21 to 12/6/21. 12. Extend the last date of filing for Division Director, Behavioral Health Care Services (Skilled Med Prof/Mental Health), Exam #21-5094-02, from 11/30/21 to 12/31/21. 13. Extend the last date of filing for Medical Leaves & Accommodation Services Case Manager, Exam #21-0467-01, from 11/22/21 to 12/7/21. 14. Extend the last date of filing for Retirement Accountant II, Exam #21-1370-01, from 12/3/21 to 12/20/21. 15. Cancel the Procurement and Contracts Supervisor, Zone 7, Exam #21-4956-01, effective 9/23/21. | | |
| G. Eligible Lists | | |
| Create Approve and Order Promulgated: | | |
| 1. Assessment Supervisor II (Promotional), Exam #21-2851-01. 2. Auditor, Exam #21-0143-01. 3. Behavioral Health Crisis Intervention Specialist I, Exam #21-6512-02. 4. Hazardous Materials Specialist (CUPA) Certified Unified Program Agency, Exam #21-5650-03. 5. Human Resources Manager, Zone 7 (Promotional), Exam # 21-4919-01. 6. Library Page, Exam #21-1109-01. | | |
| H. Classification Recommendations | | |
| Department | Regarding: | |
| Sheriff's Office | 1. Allocate one additional position of 6500 - Youth and Family Services Supervisor | 22-37719 |
| | 2. Allocate two additional positions of 6498 - Youth and Family Services Therapist | 22-37720 |
| Health Care Services Agency | 3. Reallocate one position of 1128 - Specialist Clerk I, to 0215 - Senior Financial Services Specialist | 22-37430 |
| | 4. Reallocate one position of 6510 - Behavioral Clinician II (Homeless Program Specialty), to 5305 - Registered Nurse II (Homeless Program Specialty) | 22-37486 |
| | 5. Reallocate one position of 6646 - Senior Clinical Case Manager, CHSC, to 0305 - Program Specialist | 22-37487 |

| V. CONSENT MATTERS - | | |
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| | 6. Reallocate one position of 6515 - Clinical Review Specialist 0308 - Supervising Program Specialist | 22-37563 |
| | 7. Reallocate one position of 0305 - Program Specialist (Subst Use Disorder/Criminal Ju), to 0308 - Supervising Program Specialist | 22-37714 |
| | 8. Reallocate one position of 1129 – Specialist Clerk II, to 0219 – Administrative Specialist II | 22-37722 |
| | 9. Reallocate one position of 0318 - Developmental Disabilities Coordinator, to 0306 - Program/Financial Specialist | 22-37903 |
| Social Services Agency | 10. Reallocate one position of 1120 - Clerk II, to 1132 - Eligibility Support Clerk | 22-37896 |
| | 11. Reallocate one position of 1128 - Specialist Clerk I, to 1132 - Eligibility Support Clerk | 22-37897 |
| I. <u>Specialty Designations</u> | | |
| Health Care Services Agency | 1. Remove specialty designation for position #310002 Job Code 0305 - Program Specialist, (MPCAH Option) Effective 12/26/21. | |
| | 2. Remove specialty designation for position #311026 Job Code 5770 - Public Health Investigator (Cantonese/Mandarin Speaking), Effective 12/26/21. | |
| | 3. Approve specialty designation for position #310796 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21 | |
| | 4. Approve specialty designation for position #310812 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21 | |
| | 5. Approve specialty designation for position #401121 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21 | |
| | 6. Approve specialty designation for position #403397 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21 | |
| | 7. Approve specialty designation for position #403398 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21 | |

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| V. CONSENT MATTERS - | |
| | <p>8. Approve specialty designation for position #403399 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21</p> <p>9. Approve specialty designation for position #403401 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21</p> <p>10. Approve specialty designation for position #403402 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21</p> <p>11. Approve specialty designation for position #403403 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21</p> <p>12. Approve specialty designation for position #403562 Job Code 6510 - Behavioral Clinician II (Detention Medical Facilities Specialty), Effective 12/26/21</p> |
| J. <u>Classification Specifications</u> | |
| ACMEA – Confidential Management | <p>1. Recommend the Board of Supervisors establish the classification of Job Code 0273 – Human Resources Exam and Certification Supervisor, and adopt the classification specification.</p> <p>2. Adopt the revised classification specification of Job Code 0279 – Human Resources Analyst Trainee.</p> <p>3. Adopt the revised classification specification of Job Code 0291 – Human Resources Analyst.</p> |
| SEIU 1021 | <p>4. Adopt the revised classification specification of Job Code 9280 – Telecommunications Technician.</p> |
| Unrepresented - Management | <p>5. Adopt the revised classification specification of Job Code 0203 – Management Associate I.</p> <p>6. Adopt the revised classification specification of Job Code 0204 – Management Associate II.</p> |