



*Summary Action Minutes*  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

WEDNESDAY January 12, 2022, 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/84683536187>. 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 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](mailto: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

**I. CALLED TO ORDER**

**II. REMOTE MEETINGS (AB 361):**

Civil Service Commission to Receive Oral Staff Report Regarding AB 361 and to 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 December 15, 2021, AS MAILED.**

3-0

<p><b>IV. PUBLIC COMMENT(S)</b></p> <p>Correspondence received from Jesusa Santos, to the Civil Service Commission requesting assistance in having her Supplemental Questionnaire scores released.</p> <p>At the request of the Commission, staff provided insight into the rating process, and why release of scores is not permissible.</p> <p>County Counsel advised the Commission that responses to items of this specific nature, which is <u>not</u> listed on the agenda, must be limited to a brief and narrow response in accordance with Brown Act requirements.</p> <p>The Commission advised that staff's response to Ms. Santos be within the context of Brown Act Rules.</p>	
<p><b>V. APPROVED CONSENT MATTERS - Pages 3 - 6</b></p>	<p><b>3-0</b></p>
<p><b>VI. COMMUNICATION(S):</b></p>	<p><b>None</b></p>
<p><b>VII. APPEALS (Non-Disciplinary Matters)</b></p> <p>1. From the Human Resource Services Staff in response to Lauren Wastenev's appeal of Minimum Qualification determination for the Departmental Human Resources Officer Recruitment #21-0460-01.</p> <p><b><u>STAFF RECOMMENDATION:</u>                      Deny Appeal</b></p> <p><b>By unanimous vote (3-0), the Commission denied the appeal.</b></p>	<p><b>3-0</b></p>
<p><b>VIII. CLOSED SESSION</b></p>	<p><b>None</b></p>
<p><b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b></p>	<p><b>No Actions</b></p>
<p><b>X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b></p>	<p><b>None</b></p>
<p><b>XI. ADJOURNMENT</b></p>	<p><b>3-0</b></p>

<b>V. CONSENT MATTERS - APPROVED</b>		
<b>A. <u>Hearing Calendar</u> - None</b>		
<b>B. <u>Reinstatement Request(s)</u></b>		
1. Roberto Tolentino, Technical Support Analyst, Community Development Agency.		
2. Christyn Medina, Appraiser I, Assessor's Office.		
<b>C. <u>Voluntary Demotions</u></b>		
1. Francis Ilao, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office.		
<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 January 12, 2022</u></b>		
<b>Promotional Assembled Examinations</b>		
<b>OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
12/8/21	1. Assessment Roll Manager	1/5/22
12/20/21	2. Senior Investigator, Public Defender's Office	1/13/22
12/21/21	3. Vector Control Biologist Supervisor	1/17/22
<b>Open-Assembled Examinations</b>		
<b>OPEN DATE</b>	<b>EXAMINATION TITLE</b>	<b>LDF</b>
11/22/21	4. Veterans Services Representative	12/16/21
12/8/21	5. Engineering CAD/D Technician II	1/5/22
12/14/21	6. Forensic Pathologist	1/10/22
12/17/21	7. Appraiser I	1/14/22
12/17/21	8. Auto Service Worker	1/10/22
12/17/21	9. Community Outreach Worker II ( <b>Program Worker/Re-Entry Pilot Program Specialty</b> )	1/10/22
12/20/21	10. Associate Youth and Family Services Therapist	1/14/22
12/20/21	11. Unit Supervisor, Probation	1/13/22
12/22/21	12. Public Works Inspector III, Facilities	1/20/22
12/22/21	13. Senior Nutritionist	1/18/22
12/27/21	14. Youth and Family Services Therapist	1/21/22
12/30/21	15. Senior Planner	1/26/22

V. CONSENT MATTERS - APPROVED		
<b>Open-Continuous Examinations</b>		
OPEN DATE	EXAMINATION TITLE	LDF
12/7/21	16. Sheriff's Office Pilot – Services as Needed	Continuous
<b>Re-Open-Continuous Examinations</b>		
REOPEN DATE	EXAMINATION TITLE	LDF
12/14/21	17. Youth and Family Services Lead Therapist	1/14/22
12/14/21	18. Youth and Family Services Supervisor	1/14/22
<b>Reinstate Eligible Lists</b>		
Title	Examination Number	Terminate On
19. Senior Therapist	19-8565-01	3/31/22
20. Supervising Civil Engineer	20-2025-01	3/21/22
21. Water Plant Operator III, Zone 7	20-4944-01	3/31/22
<b>Extend Eligible Lists</b>		
Title	Examination Number	Terminate On
22. Departmental Facilities Manager	20-0223-02	5/27/22
<b>Miscellaneous</b>		
<p>23. Extend the last day for filing for Agricultural and Standards Aide SAN from 1/3/22 to 1/18/22.</p> <p>24. Extend the last day for filing for Lead Customer Services Representative from 12/10/21 to 12/17/21.</p> <p>25. Change the Youth and Family Services Lead Therapist, Exam #21-6499-01, from an open assembled to continuous exam effective 11/15/21.</p> <p>26. Change the Youth and Family Services Supervisor, Exam #21-6500-01, from an open assembled to continuous exam effective 11/15/21.</p> <p>27. Cancel Training and System Specialist, exam #21-0485-01, effective 11/3/21.</p>		
<b>G. Eligible Lists</b>		
<b>Created Approved and Ordered Promulgated:</b>		
<ol style="list-style-type: none"> <li>Accounting Specialist II, Exam #21-1316-01.</li> <li>Administrative Associate, County Administrator's Office (CAO), Exam #21-1137-01.</li> <li>Administrative Specialist II, Exam #21-0219-01.</li> <li>Building Equipment Maintenance Worker, Exam #21-9665-01.</li> <li>Collection Enforcement Deputy I, Exam #21-1420-01.</li> <li>Fire Department Benefits Specialist, Exam #21-8189-01.</li> </ol>		

<b>V. CONSENT MATTERS - APPROVED</b>	
7. Hazardous Materials Specialist (LOP), Exam #21-5650-04. 8. Housing and Community Development Manager, Exam #21-2960-01. 9. Junior Engineer/Geologist, Zone 7, Exam #21-4963-01. 10. Legal Secretary, Exam #21-1240-01. 11. Medical Leaves & Accommodation Services Case Manager, Exam # 21-0467-01. 12. Medical Leaves & Accommodation Services Technician, Exam # 21-0464-01. 13. Parks Supervisor, Exam #21-1132H-01. 14. Planner I, Exam #20-2925-01. 15. Registered Nurse V ( <b>PHN Option</b> ), Exam #21-5325-01. 16. Retirement Benefits Specialist (Promotional), Exam #21-1361-01. 17. Senior Program Specialist, Exam #21-0307-01. 18. Social Worker III, Exam #21-6720-01. 19. Sustainability Project Manager, Exam #21-0176-01. 20. Transportation Worker, Exam #21-6990-01. 21. Water Plant Operator II Zone 7, Exam #21-4943-01.	
<b>H. Classification Recommendations</b>	
<b>Department</b>	<b>Regarding:</b>
<b>ACERA</b>	1. Reallocate one position of 0219 – Administrative Specialist II, to 22-38012 1361 – Retirement Benefits Specialist
<b>Fire</b>	2. Allocate one additional position of 22-38088 8188 – Fire Department Human Resources Officer 3. Allocate one additional position of 22-38089 8194 – Fire Department Human Resources Manager 4. Allocate one additional position of 22-38090 8187 – Fire Department Human Resources Technician
<b>Health Care Services Agency</b>	5. Reallocate one position of 22-37426 1128 - Specialist Clerk I, to 1129 - Specialist Clerk II 6. Reallocate one position of 22-37427 1128 - Specialist Clerk I, to 1129 - Specialist Clerk II 7. Reallocate one position of 22-37651 7879 - Health Services Trainee, to 0306 - Program/Financial Specialist
<b>ITD</b>	8. Reallocate one position of 22-38041 0219, Administrative Specialist II, to 0214 - Financial Services Specialist II
<b>Public Defender</b>	9. Reallocate one position of 22-38007 3105 - Dependency Attorney, to 3125 - Deputy Public Defender ( <b>Immigration</b> )

<b>V. CONSENT MATTERS - APPROVED</b>	
<b>Public Defender</b>	10. Reallocate one position of 0229 - Administrative/ Financial Services Manager, to 0221 - Administrative Services Officer 22-38049
<b>I. Specialty Designations</b>	
<b>Health Care Services Agency</b>	1. Remove specialty designation for position #310373 Job Code 0315 - Health Care Program Administrator II, ( <b>Communicable Disease Program Admin</b> ) Effective 1/23/22.
<b>J. Classification Specifications</b>	
<b>ACMEA – Sheriff’s Non-Sworn</b>	1. Adopt the revised classification specification of Job Code 1889 – Manager, Emergency Services Dispatch.
<b>Unrepresented– Management</b>	2. Recommend the Board of Supervisors establish the classification of Job Code 3106 – Holistic Defense Mitigation Specialist I, and adopt the classification specification. 3. Recommend the Board of Supervisors establish the classification of Job Code 3107 – Holistic Defense Mitigation Specialist II, and adopt the classification specification. 4. Recommend the Board of Supervisors establish the classification of Job Code 3108 – Holistic Defense Mitigation Specialist III, and adopt the classification specification. 5. Adopt the revised classification specification of Job Code 0320 – Public Information Specialist. 6. Adopt the revised and retitled classification of Job Code 4980 - from Manager of Integrated Water Resources, Zone 7, to Water Resources Manager, Zone 7. 7. Adopt the revised classification specification of Job Code 6780 – Senior Employment Specialist.
<b>BTC - Building &amp; Construction Trades Council</b>	8. Recommend the Board of Supervisors establish the classification of Job Code 9403 – Parking Enforcement Technician, and adopt the classification specification.
<b>ADJOURNMENT</b>	
There being no further business, the meeting was adjourned.	
<p><b>DocuSigned by:</b>                    2CC022F934DA404...</p>	
<hr/> JOE ANGELO, Secretary to Civil Service Commission	