



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY February 23, 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/85763508831>. 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
Welcome New Commissioner Julie Yim

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

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| I. CALLED TO ORDER | | |
| II. | APPROVED THE MINUTES OF FEBRUARY 9, 2022, AS MAILED | 4-0 |
| III. | PUBLIC COMMENTS: | None |
| IV. | APPROVED CONSENT MATTERS - Pages 3 - 5 | 4-0 |
| V. | COMMUNICATION(S): | None |
| VI. | APPEALS (Non-Disciplinary Matters) | None |
| VII. | CLOSED SESSION | |
| | REPORT AND RECOMMENDATION(S): Public Employee Discipline/Dismissal/Release – Case No. 2020-04 - OAH 2021030268 (Probation Department). | 4-0 |

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| <p>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</p> <p><u>Regarding Item VII:</u></p> <p>The Commission voted unanimously (4-0) to accept the Findings of Fact and Conclusions of Law and to sustain the discipline recommended by the Administrative Law Judge.</p> | <p>4-0</p> |
| <p>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</p> <p>Civil Service Commissioners and staff warmly welcomed Julia Yim as our new Commissioner.</p> | |
| <p>X. ADJOURNMENT</p> | <p>4-0</p> |

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| V. CONSENT MATTERS - APPROVED | | |
| A. <u>Hearing Calendar</u> - None | | |
| B. <u>Reinstatement Request(s)</u> 1. Mona Palacios, Supervising Program Specialist, Health Care Services Agency. | | |
| C. <u>Voluntary Demotions</u> 1. JaCeeka Williams, Child Welfare Worker II to Social Worker III, Social Services Agency. | | |
| D. <u>Comparable Transfer(s)</u> - None | | |
| E. <u>Transfer CSC (Rule 1732)</u> - None | | |
| F. <u>Examination Actions – for CSC Meeting of February 23, 2022</u> | | |
| Promotional Assembled Examinations | | |
| OPEN DATE | EXAMINATION TITLE | LDF |
| 2/10/22 | 1. Fire Department Division Chief (Promotional) | 3/7/22 |
| 2/10/22 | 2. Lead Janitor, Detention Facilities | 3/7/22 |
| 2/14/22 | 3. Janitor Supervisor II | 3/10/22 |
| Open-Assembled Examinations | | |
| OPEN DATE | EXAMINATION TITLE | LDF |
| 1/31/22 | 4. Management Analyst | 2/24/22 |
| 2/2/22 | 5. Employment Specialist II | 2/28/22 |
| 2/4/22 | 6. Deputy Chief Probation Officer | 2/28/22 |
| 2/7/22 | 7. Information Systems Director | 3/4/22 |
| 2/8/22 | 8. Health Care Claims Manager | 3/4/22 |
| 2/8/22 | 9. Information Systems Specialist | 3/4/22 |
| 2/14/22 | 10. Planner III | 3/14/22 |
| 2/14/22 | 11. Senior Project Manager, General Services Agency | 3/10/22 |
| 2/15/22 | 12. Account Clerk II | 3/11/22 |
| 2/16/22 | 13. Clinical Review Specialist | 3/14/22 |
| 2/18/22 | 14. Junior Engineer/Geologist, Zone 7 | 3/15/22 |

| V. CONSENT MATTERS - APPROVED | | |
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| Re-Open-Continuous Examinations | | |
| REOPEN DATE | EXAMINATION TITLE | LDF |
| 2/7/22 | 15. Assessor's Technician | 2/22/22 |
| 2/15/22 | 16. Public Health Investigator | 3/15/22 |
| Terminate Eligible Lists | | Terminate on |
| | 17. Clinical Review Specialist, Exam 20-6515-01 | 2/15/22 |
| Miscellaneous | | |
| <ol style="list-style-type: none"> 1. Cancel the Program Specialist (Family Specialty) Exam #21-0305-02 effective 1/18/22. 2. Change the Public Health Investigator, Exam #20-5770-01, from an open assembled exam to an open continuous exam effective 02/24/21. | | |
| G. Eligible Lists | | |
| Created Approved and Ordered Promulgated: | | |
| <ol style="list-style-type: none"> 1. Community Outreach Worker II (Program Worker/Re-Entry Pilot Program Specialty), Exam #21-6701-01. 2. Division Director, SSA (Promotional), Exam #21-6050-01. 3. Human Resource Validation Processor, Exam #21-0269-01. 4. Human Resources Technician, Exam #21-0278-01. 5. Sergeant (Promotional), Exam #21-8617-01. 6. Vector Control Biologist Supervisor (Promotional), Exam #21-5692-01. | | |
| H. Classification Recommendations | | |
| Department | Regarding: | |
| Health Care Services Agency | 1. Reallocate one position of 0219 P - Administrative Specialist II Project, to 0219 - Administrative Specialist II | 21-36817 |
| | 2. Allocate two positions of 7879 - Health Services Trainee | 22-37808 |
| | 3. Reallocate one position of 5383 - Mid-Level Practitioner, to 5030 - Homelessness Services Administrator | 22-38121 |
| | 4. Reallocate one position of 7856 - Laboratory Assistant III, to 5550 - Laboratory Technician | 22-39170 |

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| V. CONSENT MATTERS - APPROVED | | |
| Public Defenders Office | 5. Allocate three positions of 1585N P - Legal Assistant SAN, Project | 22-38126 |
| | 6. Allocate one position of 1240 P - Legal Secretary, Project (Clean Slate / Civil Remedies) | 22-38127 |
| | 7. Allocate one position of 1585N P - Legal Assistant SAN, Project | 22-38128 |
| I. <u>Specialty Designations</u> | | |
| Health Care Services Agency | 1. Approve specialty designation for position #311054 Job Code 0307 - Senior Program Specialist (COVID) Effective 3/6/22. | |
| Public Defenders Office | 2. Approve specialty designation for position #301603 Job Code 3125 - Deputy Public Defender (Clean Slate / Civil Remedies) Effective 3/6/22. | |
| | 3. Approve specialty designation for position #301604 Job Code 3125 - Deputy Public Defender (Clean Slate / Civil Remedies) Effective 3/6/22. | |
| J. <u>Classification Specifications</u> | | |
| Unrepresented-Management | 1. Adopt the revised classification specification of Job Code 6647 – Children and Youth Initiatives Director. | |
| <p>ADJOURNMENT</p> <p>There being no further business, the meeting was adjourned.</p> <div style="text-align: center;"> <p>DocuSigned by:  2CC022F934DA404...</p> </div> <hr/> <p>JOE ANGELO, Secretary to Civil Service Commission</p> | | |