



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, JUNE 1, 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/85090145569>. 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
 Commissioner Julie Yim

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 (4-0) 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).	4-0
III. APPROVED THE MINUTES OF MAY 18, 2022, AS MAILED.	4-0
IV. PUBLIC COMMENTS:	None
V. APPROVED CONSENT MATTERS - Pages 3 - 5	4-0
VI. COMMUNICATION(S):	None
VII. APPEALS (Non-Disciplinary Matters)	None

<p>VIII. CLOSED SESSION</p> <ol style="list-style-type: none"> 1. Public Employment pursuant to Government Code §54957: 2. Public Employee Discipline/Dismissal/Release pursuant to Government Code pursuant to Government Code §54957: 3. <u>Conference with Legal Counsel – Potential Litigation:</u> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9 	<p style="text-align: center;">None</p> <p style="text-align: center;">None</p> <p style="text-align: center;">None</p>
<p>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</p>	<p style="text-align: center;">No Action</p>
<p>X. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:</p> <p>Commissioners and staff announced future dates in which they will not be in attendance at Civil Service Commission meetings: Assistant Chief County Counsel Weddle indicated that a different County Counsel will sit in at the June 15, 2022 meeting; Commissioner Peterson will be unavailable for the June 29, 2022 meeting; Commissioner Lum will be unavailable for the July 27, 2022 meeting.</p>	
<p>XI. ADJOURNMENT</p>	<p style="text-align: center;">4-0</p>

V. CONSENT MATTERS - APPROVED		
A. <u>Hearing Calendar</u>		
1. Correspondence from Appellant, requesting an appeal hearing for Case No. 2022-03. Set for Hearing.		
B. <u>Reinstatement Request(s)</u>		
1. Ma Carmel Figueroa, Human Resources Technician, Health Care Services Agency.		
2. Tamara Johnson, Supply Clerk II, Social Services Agency.		
C. <u>Voluntary Demotions</u>		
1. Dominique Baxter, Eligibility Services Technician I to Eligibility Support Clerk, Social Services Agency.		
2. Kenneth Konno, Stationary Engineer, GSA, to Automatic Guided Vehicle Tech, General 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 June 1, 2022</u>		
Promotional Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
5/3/22	1. Social Work Supervisor	5/31/22
5/13/22	2. Procurement & Contracts Assistant	6/7/22
5/26/22	3. Child Welfare Supervisor	6/20/22
Open-Assembled Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
5/11/22	4. Labor Relations Analyst I	6/6/22
5/23/22	5. Deputy Director, Public Health Nursing (PHN Option)	6/16/22
5/25/22	6. Assistant Controller	6/20/22
6/1/22	7. Mental Health Specialist III	6/27/22
6/1/22	8. Program Specialist (Consumer/Family Specialty)	6/27/22
Open-Continuous Examinations		
OPEN DATE	EXAMINATION TITLE	LDF
05/23/22	9. Nutritionist I	Continuous

V. CONSENT MATTERS - APPROVED**Re-Open-Continuous Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
3/21/22	10. Forensic Pathologist	5/16/22
5/31/22	11. Registered Environmental Health Specialist	6/27/22

Extend Eligible Lists

Title	Examination Number	Terminate On
12. Family Support Case Manager	20-6707-01	11/30/22

Miscellaneous

13. Cancel **Fire Department Human Resources Manager**, Exam #22-8194-01, effective 5/2/22.
14. Cancel **Fire Department Human Resources Officer**, Exam #22-8188-01, effective 5/2/22.
15. Cancel **Fire Department Human Resources Technician**, Exam #22-8187-01, effective 5/2/22.
16. Extend the last day for filing for the **Chief Forensic Pathologist**, Exam #22-5149-01, from 6/1/22 to 6/30/22.
17. Extend the last day of filing for **E-Studio Instructional Design Trainer**, Exam #21-6793-01, from 5/9/22 to 6/30/22.
18. Extend the last day for filing for the **Forensic Pathologist**, Exam #22-5151-01, from 5/16/2022 to 6/17/22.
19. Extend the last day of filing for **Senior Project Manager**, GSA, Exam #22-9701-01, from 5/17/22 to 5/31/22.
20. Extend the last day for filing for the **Sheriff's Multimedia Producer**, Exam #21-9294-01, from 5/16/22 to 6/6/22.
21. Extend the last day of filing for **Supervising Hazardous Materials Specialist (CUPA)**, Exam 22-5656-01, from 5/2/22 to 6/27/22.

G. Eligible Lists**Create Approve and Order Promulgated:**

1. Clinical Review Specialist, Exam #22-6515-01.
2. Eligibility Services Technician IV (Promotional), Exam #22-1573-01.
3. Fire Captain (Promotional), Exam #21-8146-02.
4. Housing and Community Development Specialist III, Exam #21-2966-01.
5. Physician III (Pediatric), Exam #21-5139-01.
6. Senior Management Analyst, Exam #21-0207-01.
7. Staff Development Specialist, Exam #20-6796-01.

V. CONSENT MATTERS - APPROVED

H. Classification Recommendations

Department	Regarding:	
Health Care Services Agency	1. Reallocate 1 position of 6715 P - Social Worker II Project (Cantonese/Mandarin Speaking), to 6715 - Social Worker II (Cantonese/Mandarin Speaking)	22-39178
	2. Reallocate 1 position of 5315 P - Registered Nurse III Project, to 5315 - Registered Nurse III	22-39179
	3. Reallocate 1 position of 6491 - Mental Health Specialist II (Consumer/Family Option), to 0305 - Program Specialist (Consumer/Family Specialty)	22-39391
Sheriff's Office	4. Reallocate 1 position of 1129 - Specialist Clerk II, to 1128 - Specialist Clerk I	22-39669

I. Specialty Designations

Health Care Services Agency	1. Approve specialty designation for position #311083 Job Code 5799 - Nutrition Assistant II (Spanish Speaking) Effective 6/12/22
	2. Approve specialty designation for position #402651 Job Code 0207 P – Senior Management Analyst Project (Business Intelligence Specialty) Effective 6/12/22

J. Classification Specifications

ACMEA Confidential Management	1. Adopt the revised classification specification of Job Code 0464 – Medical Leaves & Accommodation Services Technician.
Unrepresented – Management	2. Adopt the revised classification specification of Job Code 5095 – Compliance and Privacy Officer, Health Care Services Agency. 3. Adopt the revised and retitled classification of Job Code 4956 – from Procurement and Contract Supervisor, Zone 7, to Procurement Manager, Zone 7.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

Joe Angelo

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JOE ANGELO, Secretary to Civil Service Commission