



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

WEDNESDAY, JULY 13, 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/86593427434>. 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  
 Commissioner Julie Yim

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

**I. CALLED TO ORDER**

<b>II. APPROVED THE MINUTES OF JUNE 29, 2022, AS MAILED.</b> (3 Ayes) (1 Abstention: Commissioner Peterson)	3 Ayes 1 Abstention
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III. PUBLIC COMMENTS:	None
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IV. APPROVE CONSENT MATTERS - Pages 2 - 4	4-0
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V. COMMUNICATION(S):	None
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VI. APPEALS (Non-Disciplinary Matters)	None
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VII. CLOSED SESSION	None
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Public Employment pursuant to Government Code §54957:	None
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Public Employee Discipline/Dismissal/Release pursuant to Government Code Pursuant to Government Code §54957:	None
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<u>Conference with Legal Counsel – Potential Litigation:</u> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	None
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VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	No Action
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IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS:  
 President Lum reminded the Commission and staff that she will not be present at the July 27, 2022 Commission meeting.

X. ADJOURNMENT	4-0
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**V. CONSENT MATTERS - APPROVED**

**A. Hearing Calendar - None**

**B. Reinstatement Request(s) - None**

**C. Voluntary Demotions**

1. Sharmel Shelton, Supervising Financial Services Specialist to a Program/Financial Specialist, Health Care Services Agency.

**D. Comparable Transfer(s) - None**

**E. Transfer CSC (Rule 1732) - None**

**F. Examination Actions – for CSC Meeting of July 13, 2022**

**Open-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
6/20/22	1. Capital Programs Manager	7/15/22
6/20/22	2. Human Resources Analyst, Zone 7	7/15/22
6/24/22	3. Accounting and Finance Manager, Public Works	7/22/22
6/24/22	4. Public Information Specialist	7/20/22
6/24/22	5. Supply Clerk II	7/19/22
6/29/22	6. Youth and Family Services Lead Therapist	7/26/22
6/29/22	7. Youth and Family Services Therapist	7/26/22
7/7/22	8. Registered Nurse IV (PHN Option)	8/1/22

**Open-Continuous Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
6/21/22	9. Emergency Services Dispatcher I	Continuous
6/21/22	10. Emergency Services Dispatcher II	Continuous
6/28/22	11. Associate Youth and Family Services Therapist	7/25/22

**Reinstate Eligible Lists**

Title	Examination Number	Terminate On
12. Instrument Technician, Zone 7	20-4994-01	9/30/22

**V. CONSENT MATTERS - APPROVED**

**Miscellaneous**

13. Change the **Associate Youth & Family Services Therapist**, Exam #21-6507-01, from an open-assembled to open-continuous exam effective 12/20/21.
14. Change the **Emergency Services Dispatcher I**, Exam #22-1882-01, from an open-assembled to open-continuous exam effective 4/22/22.
15. Change the **Emergency Services Dispatcher II**, Exam #22-1885-01, from an open-assembled to open-continuous exam effective 4/22/22.
16. Extend the last day for filing for **Administrative Legal Secretary**, Exam #22-1226-01, from 6/17/22 to 7/15/22.
17. Extend the last day for filing for the **Chief Forensic Pathologist**, Exam #22-5149-01, from 6/30/22 to 8/1/22.
18. Extend the last day for filing for the **Deputy Director, Public Health Nursing (PHN Option)**, Exam #22-5390-01, from 7/11/22 to 8/1/22.
19. Extend the last day for filing for the **Forensic Pathologist**, Exam #22-5151-01, from 6/30/22 to 8/1/22.
20. Extend the last day for filing for the **Water Resources Manager, Zone 7**, Exam #22-4980-02, from 6/21/22 to 7/15/22.

**G. Eligible Lists**

**Created Approved and Ordered Promulgated:**

1. Assistant General Manager-Engineering, Zone 7, Exam #22-4975-01.
2. Associate Program Specialist, Exam #21-0301-01.
3. Nutritionist I, Exam #21-5792-01.
4. Operations Manager, Zone 7 (Promotional), Exam #22-4991-01.
5. Plant Mechanic, Zone 7, Exam #22-4988-01.
6. Program Specialist, Exam #21-0305-01.
7. Senior Project Manager, GSA, Exam #22-9701-01.
8. Senior Water Resources Planner, Zone 7, Exam #22-4968-01.

**H. Classification Recommendations**

Department	Regarding:
Community Development Agency	1. Reallocate 1 position of 1215 - Secretary I, to 1129 - Specialist Clerk II 22-40125
General Services Agency	2. Reallocate 3 positions of 9402 - Transportation Services Attendant, to 9403 - Parking Enforcement Technician 21-36433 3. Reallocate 1 position of 0207 - Senior Management Analyst ( <b>Early Care and Education</b> ), to 0460 - Departmental Human Resources Officer 22-39796

<b>V. CONSENT MATTERS - APPROVED</b>	
<b>Health Care Services Agency</b>	<p>4. Reallocate 1 position of 1128 - Specialist Clerk I, to 1129 - Specialist Clerk II 22-37997</p> <p>5. Reallocate 1 position of 1142 P – Administrative Assistant Project, to 0419 P – Information Systems Analyst Project 22-39663</p> <p>6. Reallocate 1 position of 0215 P – Senior Financial Services Specialist Project, to 0419 P – Information Systems Analyst Project 22-39664</p> <p>7. Allocate 1 position of 5791 - Supervising Prehospital Care Coordinator 22-39675</p> <p>8. Allocate 1 position of 0305 - Program Specialist (<b>Emergency Medical Svcs Opt</b>) 22-39676</p>
<b>Probation</b>	<p>9. Reallocate 1 position of 6115 P – Deputy Probation Officer III Project, to 6115 - Deputy Probation Officer III 22-39339</p> <p>10. Reallocate 1 position of 1314 - Accounting Specialist I, to 1316 - Accounting Specialist II 22-40044</p>
<b>Public Works Agency</b>	<p>11. Reallocate 1 position of 9105 – Laborer, to 9152 - Maintenance and Construction Worker 22-40050</p>
<b>Social Services Agency</b>	<p>12. Reallocate 1 position of 6752- Social Services Ombudsperson, to 0219 - Administrative Specialist II 22-39889</p> <p>13. Reallocate 1 position of 6785 - Gain Employment Counselor Supervisor, to 6927 - Program Services Coordinator 22-40096</p> <p>14. Reallocate 1 position of 1131 - Data Input Clerk, to 1132 - Eligibility Support Clerk 22-40099</p>
<b>I. <u>Specialty Designations</u> - None</b>	
<b>J. <u>Classification Specifications</u></b>	
<b>BTC – Building &amp; Construction Trades Council</b>	<p>1. Adopt the revised classification specification of Job Code 4983 – Construction Maintenance Laborer, Zone 7</p>
<b>Unrepresented Management</b>	<p>2. Recommend the Board of Supervisors establish the classification of Job Code 5099 - Chief Compliance and Privacy Officer, HCSA, and adopt the classification specification.</p>

V. CONSENT MATTERS - **APPROVED**

**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