



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY, OCTOBER 19, 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/85609241394>. 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
 Commissioner [Monica Lee \(Excused\)](#)

Joe Angelo, Secretary to
 Civil Service Commission
 Kathleen Pacheco,
 Senior Deputy County Counsel

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF OCTOBER 5, 2022, AS MAILED.

4-0

III. PUBLIC COMMENTS:

None

IV. APPROVED CONSENT MATTERS - Pages 3 - 8

4-0

V. COMMUNICATION(S):

None

VI. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services staff in response to Adrienne Bareilles' appeal of the Classification Study Determination to upgrade her position of Transportation Services Attendant to Specialist Clerk I.

Staff Recommendation: Deny Appeal

The Civil Service Commission directed staff to continue the matter and to return with an alternative solution.

4-0

VII. CLOSED SESSION

None

Public Employment pursuant to Government Code §54957:

None

Public Employee Discipline/Dismissal/Release pursuant to Government Code Pursuant to Government Code §54957:

None

Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	None
VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:	No Action
IX. CIVIL SERVICE COMMISSION’S OR DIRECTOR’S REMARKS: Commissioner Lum indicated that she will not be in attendance at the November 2, 2022 meeting.	
X. ADJOURNMENT	4-0

V. CONSENT MATTERS - APPROVED

A. Hearing Calendar - None

B. Reinstatement Request(s)

1. Janice Edwards, Program Specialist, Health Care Services Agency.
2. Jose Garcia, Specialist Clerk I, Health Care Services Agency.
3. Saleemah Jones, Housing & Community Development Specialist II, Community Development Agency.

C. Voluntary Demotions

1. Salvador Gudino, Janitor Floor Specialist to Janitor, General Services Agency.
2. Juan Guerrero, Janitor Detentions Facilities to Janitor, General Services Agency.
3. Paul Nichols, Supervising Financial Services Specialist to Management Analyst.
4. Ana Villagomez, Janitor Floor Specialist, Detentions Facilities to Janitor, Detention Facilities.

D. Comparable Transfer(s) - None

E. Transfer CSC (Rule 1732) - None

F. Examination Actions – for CSC Meeting of October 19, 2022

Open-Assembled Examinations

OPEN DATE	EXAMINATION TITLE	LDF
9/29/22	1. Auto Mechanic	10/24/22
9/30/22	2. Director of Community Assessment, Planning and Evaluation	10/24/22
9/30/22	3. Physician V (Communicable Disease)	10/24/22
9/30/22	4. Treasurer-Tax Collector Supervisor	10/24/22
10/3/22	5. Eligibility Support Clerk	10/28/22
10/7/22	6. Stationary Engineer, GSA	11/1/22
10/7/22	7. Assistant Chief Probation Officer	10/31/22

Suspend Continuous Examinations

Title	Examination Number	Effective Date
8. Nutritionist I	21-5792-01	9/26/22

Terminate Eligible Lists

Title	Examination Number	Effective Date
9. Planner III	21-2935-01	10/4/22
10. Civil Legal Secretary	22-1242-01	10/7/22

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Reinstate Eligible Lists

Title	Examination Number	Terminate On
1. Supervising Appeals Officer (Promotional)	20-6739-01	3/31/23

Extend Eligible Lists

Title	Examination Number	Terminate On
2. Assessor's Technician	21-2507-01	8/31/23
3. Child Support Specialist III	20-1403-01	4/28/23
4. Secretary II	20-1220-01	1/31/23

Order an Eligible List Designated as Alternative List

5. Designate the **Principal Civil Engineer**, Exam #22-2030-01, as an alternate list for **Supervising Civil Engineer**.

Miscellaneous

6. Change the **Institutional Supervisor II**, Exam #21-6225-01, from open assembled to open continuous effective 9/24/21.
7. Extend the last day for filing for the **Chief Rehabilitation Counselor**, Exam #22-6642-01, from 10/24/22 to 11/30/22.
8. Extend the last day for filing for the **Fire Department Plan Checker**, Exam #22-8131-01, from 10/3/22 to 10/17/22.
9. Extend the last day for filing for **Fund Development and Grant Specialist**, Exam #21-0310-01, from 9/30/22 to 11/4/22.
10. Extend the last day for filing for the **Information Systems Manager**, Exam #22-0420-01, from 10/3/22 to 10/14/22.
11. Extend the last day for filing for the **Program/Financial Specialist**, Exam #22-0306-01, from 9/12/22 to 10/10/22.
12. Extend the last day for filing for **Program Services Coordinator**, Exam #22-6927-01, from 10/7/22 to 10/17/22.
13. Extend the last day for filing for the Supervising Environmental Compliance Specialist, Exam #22-2070-01, from 10/10/22 to 10/28/22.

G. Eligible Lists

Created Approved and Ordered Promulgated:

1. E-Studio Instructional Design Trainer, Exam #21-6793-01.
2. Human Resources Assistant II, Exam #22-1122-01.
3. Principal Auditor, Exam #22-0151-01.
4. Principal Civil Engineer, Exam #22-2030-01.
5. Retirement Technician, Exam #22-1352-01.

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6. Social Worker II, Exam #21-6715-01.
7. Supervisor, Carpentry, Paint and Lock Services (Promotional), Exam #21-9225-01.
8. Traffic Signal Supervisor, Exam #22-9534-01.

H. Classification Recommendations

Department	Regarding:	
Community Development Agency	1. Reallocate 1 position of 0214 - Financial Services Specialist II, to 2966 - Housing & Community Development Specialist III	23-40499
County Counsel	2. Reallocate 1 position of 1090 – Retired Annuitant I, to 1091 – Retired Annuitant II	23-40547
Health Care Services Agency	3. Reallocate 1 position of 6646 – Senior Clinical Case Manager, Center For Healthy Schools And Communities, to 6700 – Community Outreach Worker I	22-39666
	4. Allocate 1 position of 0307 P – Senior Program Specialist Project	23-40394
Information Technology Department	5. Reallocate 1 position of 1795 – Information Technology Specialist IV, to 1823 – Programmer II	23-40393
Probation Department	6. Reallocate 1 position of 6990N - Transportation Worker SAN, to 6103 - Probation Aide	23-40134
	7. Reallocate 1 position of 6990N - Transportation Worker SAN, to 1129 - Specialist Clerk II	23-40135
	8. Reallocate 1 position of 6990N - Transportation Worker SAN, to 6103 - Probation Aide	23-40170
Public Defender	9. Reallocate 1 position of 6720 – Social Worker III (Realignment), to 3108 – Holistic Defense Mitigation Specialist III (Realignment)	23-40552
	10. Reallocate 2 positions of 6720 – Social Worker III (Realignment), to 3108 – Holistic Defense Mitigation Specialist III (Realignment)	23-40553
	11. Reallocate 1 position of 6720 – Social Worker III (Realignment), to 3108 – Holistic Defense Mitigation Specialist III (Realignment)	23-40554

V. CONSENT MATTERS - APPROVED

	12. Reallocate 1 position of 6720 – Social Worker III (Realignment), to 3108 – Holistic Defense Mitigation Specialist III (Realignment)	23-40556
	13. Reallocate 1 position of 6720 – Social Worker III (Realignment), to 3108 – Holistic Defense Mitigation Specialist III (Realignment)	23-40557
	14. Reallocate 1 position of 6720 – Social Worker III (Realignment), to 3108 – Holistic Defense Mitigation Specialist III (Realignment)	23-40558
	15. Reallocate 1 position of 6720 P – Social Worker III Project, to 3108 P – Holistic Defense Mitigation Specialist III Project	23-40559
	16. Reallocate 4 positions of 6720 P – Social Worker III Project, to 3108 P – Holistic Defense Mitigation Specialist III Project	23-40560
Social Services Agency	19. Reallocate 1 position of 1120 - Clerk II, to 0306 - Program/Financial Specialist	23-40505

I. Specialty Designations

Health Care Services Agency	1. Approve specialty designation for position #404153 Job Code 6927 P - Program Services Coordinator Project (Emergency Preparedness Profess) Effective 10/30/22
Human Resource Services Department	2. Remove specialty designation for position #312933 Job Code 1128 – Specialist Clerk I (STEP-UP Program) Effective 10/30/22
Probation Department	3. Remove specialty designation for position #302717 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 10/30/22 4. Remove specialty designation for position #302726 Job Code 6216 - Juvenile Institutional Officer (Female Only) Effective 10/30/22 5. Remove specialty designation for position #302789 Job Code 6216 - Juvenile Institutional Officer (Male Only) Effective 10/30/22 6. Remove specialty designation for position #302791 Job Code 6216 - Juvenile Institutional Officer (Female Only) Effective 10/30/22

V. CONSENT MATTERS - APPROVED

7. Remove specialty designation for position #302795
Job Code 6216 - Juvenile Institutional Officer (**Female Only**)
Effective 10/30/22
8. Remove specialty designation for position #302804
Job Code 6216 - Juvenile Institutional Officer (**Male Only**)
Effective 10/30/22
9. Remove specialty designation for position #302808
Job Code 6216 - Juvenile Institutional Officer (**Male Only**)
Effective 10/30/22
10. Remove specialty designation for position #302822
Job Code 6216 - Juvenile Institutional Officer (**Male Only**)
Effective 10/30/22
11. Remove specialty designation for position #302829
Job Code 6216 - Juvenile Institutional Officer (**Male Only**)
Effective 10/30/22
12. Remove specialty designation for position #302831
Job Code 6216 - Juvenile Institutional Officer (**Male Only**)
Effective 10/30/22
13. Remove specialty designation for position #302890
Job Code 6216 - Juvenile Institutional Officer (**Female Only**)
Effective 10/30/22
14. Remove specialty designation for position #302891
Job Code 6216 - Juvenile Institutional Officer (**Female Only**)
Effective 10/30/22
15. Remove specialty designation for position #302909
Job Code 6216 - Juvenile Institutional Officer (**Female Only**)
Effective 10/30/22
16. Remove specialty designation for position #302910
Job Code 6216 - Juvenile Institutional Officer (**Male Only**)
Effective 10/30/22
17. Remove specialty designation for position #302990
Job Code 6216 - Juvenile Institutional Officer (**Female Only**)
Effective 10/30/22
18. Remove specialty designation for position #303000
Job Code 6216 - Juvenile Institutional Officer (**Male Only**)
Effective 10/30/22
19. Remove specialty designation for position #303003
Job Code 6216 - Juvenile Institutional Officer (**Male Only**)
Effective 10/30/22

V. CONSENT MATTERS - APPROVED

J. Classification Specifications

Unrepresented – Non-Management

1. Adopted the revised and retitled classification specification of Job Code 6186 - Court Appointed Special Advocates (CASA) Volunteer Program Assistant, to Court Appointed Special Advocates (CASA) Program Associate.

Unrepresented – Management

2. Recommend the Board of Supervisors establish the classification of Job Code 6188 – Court Appointed Special Advocates (CASA) Program Administrator, and adopt the classification specification.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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JOE ANGELO, Secretary to Civil Service Commission