



*Agenda*  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

WEDNESDAY, NOVEMBER 30, 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/86997832930>. 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>.

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| Commissioner Arlene Lum, President<br>Commissioner Barbara Luna, Vice-President<br>Commissioner Ross Peterson<br>Commissioner Julie Yim<br>Commissioner Monica Lee | Joe Angelo, Secretary to<br>Civil Service Commission<br>Andrea Weddle,<br>Chief Assistant Deputy County Counsel |
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| <b>I. CALL TO ORDER</b>  |  |
| <b>II. REMOTE MEETINGS (AB 361):</b><br>Civil Service Commission to Receive Oral Staff Report Regarding AB 361 and to Adopt Findings for Continued Teleconference Meetings   |  |
| <b>III. APPROVE THE MINUTES OF NOVEMBER 16, 2022, AS MAILED.</b>   |  |
| <b>IV. PUBLIC COMMENTS:</b>  |  |
| <b>V. APPROVE CONSENT MATTERS - Pages 3-6</b>  |  |
| <b>VI. COMMUNICATION(S):</b><br>From the Human Resource Services Staff, to approve and post the Civil Service Commission Meeting Dates for 2023.   |  |
| <b>VII. APPEALS (Non-Disciplinary Matters)</b>   |  |
| <b>VIII. CLOSED SESSION</b><br><ol style="list-style-type: none"> <li>1. Public Employment pursuant to Government Code §54957:</li> <li>2. Public Employee Discipline/Dismissal/Release pursuant to Government Code pursuant to Government Code §54957:</li> <li>3. <b>Conference with Legal Counsel – Potential Litigation:</b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9</li> </ol> |  |

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| <b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b> |  |
| <b>X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>         |  |
| <b>XI. ADJOURNMENT</b>  |  |

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| <b>V. CONSENT MATTERS -</b>   |   |            |
| <b>A. <u>Hearing Calendar</u> - None</b>  |   |            |
| <b>B. <u>Reinstatement Request(s)</u></b>   |   |            |
| 1. Rocio Aranda, Specialist Clerk I, Health Care Services Agency.   |   |            |
| 2. Michelle Jesse, Human Resources Technician, Health Care Services Agency.                                   |   |            |
| <b>C. <u>Voluntary Demotions</u> - None</b>   |   |            |
| <b>D. <u>Comparable Transfer(s)</u> -</b>   |   |            |
| 1. Monica Osorio, Senior Clinical Case Manager, CHSC to Behavioral Clinician II, Health Care Services Agency. |   |            |
| <b>E. <u>Transfer CSC (Rule 1732)</u> - None</b>  |   |            |
| <b>F. <u>Examination Actions – for CSC Meeting of November 30, 2022</u></b>                                   |   |            |
| <b><u>Promotional-Assembled Examinations</u></b>  |   |            |
| <b>OPEN DATE</b>  | <b>EXAMINATION TITLE</b>  | <b>LDF</b> |
| 11/18/22  | 1. Senior Engineer/Geologist, Zone 7                                      | 12/14/22   |
| <b>Open-Assembled Examinations</b>  |   |            |
| <b>OPEN DATE</b>  | <b>EXAMINATION TITLE</b>  | <b>LDF</b> |
| 11/5/22   | 2. Financial Services Specialist II                                       | 12/14/22   |
| 11/5/22   | 3. Mental Health Specialist III   | 12/14/22   |
| 11/10/22  | 4. Healthy Homes Manager  | 12/5/22    |
| 11/14/22  | 5. Superintendent, Probation  | 12/8/22    |
| 11/14/22  | 6. Accounting Technician  | 12/9/22    |
| 11/14/22  | 7. Associate Deputy Public Defender                                       | 12/8/22    |
| 11/18/22  | 8. Customer Services Representative, Department of Child Support Services | 12/14/22   |
| 11/18/22  | 9. Information Systems Technician II                                      | 12/12/22   |
| 11/18/22  | 10. Principal Engineer/Geologist, Zone 7                                  | 12/14/22   |
| 11/22/22  | 11. Registered Nurse IV (PHN Option)                                      | 12/16/22   |
| <b>Re-Open Continuous Examinations</b>  |   |            |
| <b>OPEN DATE</b>  | <b>EXAMINATION TITLE</b>  | <b>LDF</b> |
| 11/10/22  | 12. Specialist Clerk I  | 12/8/22    |
| 11/14/22  | 13. Supervising Program Specialist  | 12/8/22    |

**V. CONSENT MATTERS -**

**Terminate Eligible Lists**

| Title                                       | Examination Number | Terminate On |
|---|--------------------|--------------|
| 14. Fire Department Human Resources Manager | 22-8194-02         | 11/30/22     |
| 15. Planner I                               | 20-2925-01         | 11/18/22     |

**Reinstate Eligible Lists**

| Title                           | Examination Number | Effective Date |
|---------------------------------|--------------------|----------------|
| 16. Appeals Officer             | 20-6738-01         | 11/16/23       |
| 17. Institutional Supervisor I  | 21-6217-01         | 6/30/23        |
| 18. Mental Health Specialist II | 18-6491-01         | 3/15/23        |

**Miscellaneous**

- 19. Change the **Supervising Program Specialist**, Exam #21-0308-01, from open assembled to open continuous, effective 3/11/21.
- 20. Extend the last day of filing for the **Director of Community, Assessment, Planning and Evaluation**, Exam #21-5783-01 from 11/7/22 to 11/21/22.

**G. Eligible Lists**

**Create Approve and Order Promulgated:**

- 1. Administrative Analyst, Exam #21-0245-01.
- 2. Adult Protection Supervisor (Promotional), Exam #22-6770-01.
- 3. Children and Youth Initiatives Director, Exam #21-6647-01.
- 4. Heavy Equipment Operator, Exam #22-9355-01.
- 5. Information Systems Analyst, Exam #22-0419-01.
- 6. Juvenile Institutional Officer, Exam #21-6216-01.
- 7. Probation Contracts and Grants Administrative Manager, Exam #22-6076-01.
- 8. Senior Therapist, Exam #21-5865-01.

**H. Classification Recommendations**

| Department                         | Regarding:  |          |
|------------------------------------|---|----------|
| <b>Health Care Services Agency</b> | 1. Reallocate 1 position of 5139 - Physician III ( <b>PEDIATRIC</b> ), to 5141 - Physician IV                   | 23-40698 |
|                                    | 2. Reallocate 1 position of 0306 - Program/Financial Specialist, to 0215 - Senior Financial Services Specialist | 23-40726 |

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| <b>V. CONSENT MATTERS -</b>             |  |
| <b>Social Services Agency</b>           | 3. Reallocate 1 position of<br>1131 - Data Input Clerk, to<br>1132 – Eligibility Support Clerk<br>23-40549   |
| <b>I. <u>Specialty Designations</u></b> |  |
| <b>Health Care Services Agency</b>      | 1. Remove specialty designation for position #310048<br>Job Code 6707 - Family Support Case Manager ( <b>MPCAH Option</b> )<br>Effective 12/11/22<br>2. Approve specialty designation for position #403189<br>Job Code 0206 P - Management Analyst Project ( <b>Business Intelligence</b> )<br>Effective 12/11/22  |
| <b>Library</b>                          | 3. Approve specialty designation for position # 311307<br>Job Code 4140 – Librarian II ( <b>Spanish Speaking</b> )<br>Effective 12/11/22   |
| <b>Probation Department</b>             | 4. Remove specialty designation for position #302650<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22<br>5. Remove specialty designation for position #302652<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22<br>6. Remove specialty designation for position #302661<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22<br>7. Remove specialty designation for position #302670<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22<br>8. Remove specialty designation for position #302676<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22<br>9. Remove specialty designation for position #302723<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22<br>10. Remove specialty designation for position #302727<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22<br>11. Remove specialty designation for position #302732<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22<br>12. Remove specialty designation for position #302832<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22<br>13. Remove specialty designation for position #302835<br>Job Code 6216 - Juvenile Institutional Officer (Male Only)<br>Effective 12/11/22 |

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| <b>V. CONSENT MATTERS -</b>                    |   |
|  | <p>14. Remove specialty designation for position #302836<br/>         Job Code 6216 - Juvenile Institutional Officer (Male Only)<br/>         Effective 12/11/22</p> <p>15. Remove specialty designation for position #302847<br/>         Job Code 6216 - Juvenile Institutional Officer (Male Only)<br/>         Effective 12/11/22</p> <p>16. Remove specialty designation for position #302886<br/>         Job Code 6216 - Juvenile Institutional Officer (Male Only)<br/>         Effective 12/11/22</p> <p>17. Remove specialty designation for position #302911<br/>         Job Code 6216 - Juvenile Institutional Officer (Male Only)<br/>         Effective 12/11/22</p> <p>18. Remove specialty designation for position #302921<br/>         Job Code 6216 - Juvenile Institutional Officer (Male Only)<br/>         Effective 12/11/22</p> <p>19. Remove specialty designation for position #302998<br/>         Job Code 6216 - Juvenile Institutional Officer (Male Only)<br/>         Effective 12/11/22</p> |
| <b>J. <u>Classification Specifications</u></b> |   |
| <b>SEIU 1021</b>                               | <p>1. Recommend the Board of Supervisors establish the classification of Job Code 8753 - Sheriff's Office Facilities Technician, and adopt the classification specification.</p> <p>2. Adopt the revised classification specification of Job Code 6638 - Rehabilitation Counselor I.</p> <p>3. Adopt the revised classification specification of Job Code 6640 - Rehabilitation Counselor II.</p>   |
| <b>Unrepresented - Management</b>              | <p>4. Adopt the revised classification specification of Job Code 6145 - Assistant Chief Probation Officer.</p>  |