



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

**Wednesday, March 11, 2020**

**(Minutes Subject to Approval at March 25, 2020 Meeting)**

The Civil Service Commission will meet **Wednesday, March 25, 2020** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

Commissioners: **All Present**

Secretary: **J. Angelo**

Chief Assistant

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF February 26, 2020 AS MAILED. 4-0**

**III. PUBLIC COMMENTS: None**

**IV. APPROVED CONSENT MATTERS - Pages 3- 6 4-0**  
**As Amended Items: IV.-C.-18 & C.-23; F.-3 & F.-4; G.-2 &G.-3**

**V. COMMUNICATION(S)**  
1. Pulled by HRS Department

**VI. APPEALS (Non-Disciplinary Matters) No Actions**

**VII. CLOSED SESSION Held for Item VII-1**

1. Public Employment pursuant to Government Code §54957:  
Job Code 6720, Social Worker III, Social Services Agency **4-0**
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(One case) **Pulled by HRS Department**
3. **Conference with Legal Counsel – Potential Litigation:** Significant exposure to litigation  
pursuant to Subdivision (B) of Government Code §54956.9

**VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:**  
**For Closed Session Item VII-1., the Commission unanimously voted to deny the request  
for an appeal. 4-0**

**IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:**

**HRS Director, Joe Angelo, announced Pat Olivarez will be retiring effective April 2020 and introduced Nina Hinton, new HRS Department Secretary.**

**Rudy Esparza, introduced three new HRS Department employees; Irene Lu, HR Analyst, Sandy Kim, HR Analyst and Stacey Angelo, Administrative Specialist II.**

**X. ADJOURNMENT 4-0**

#### IV. CONSENT MATTERS - APPROVED

**A. Reinstatement Request(s)**

1. Maitsetseg Myagmarjav, Financial Services Specialist II, Social Services Agency
2. Ashwin Swenson, Administrative Specialist II, General Services Agency
3. Rachel Verduzco-Ortega, Financial Services Specialist II, Health Care Services Agency

**B. Comparable Transfer(s)**

1. Rickie Lopez, Administrative Services Officer to Financial Services Officer, Health Care Services Agency

**C. Examination Actions – for CSC Meeting of March 11, 2020**

Ordered on 2/21/20 promotional-assembled examination:

1. Agricultural and Standards Investigator I, LDF 3/16/20

Ordered on 2/25/20 promotional-assembled examination:

2. Procurement and Contracts Supervisor, LDF 3/23/20

Ordered 2/14/20 open-assembled examination:

3. Social Worker II, LDF 3/10/20

Ordered on 2/27/20 open-assembled examination:

4. Gardener I, General Services Agency, LDF 3/24/20

Ordered on 2/28/20 open -assembled examination:

5. Information Systems Technician II, LDF 3/23/20
6. Pediatric Physical Therapist, LDF 3/23/20

Ordered on 3/2/20 open-assembled examination:

7. Procurement & Contracts Specialist II, LDF 3/27/20
8. Fire Fighter Recruit, LDF 4/17/20

Ordered on 3/11/20 open-assembled examination:

9. Employment Specialist II, LDF 4/6/20

Ordered on 2/14/20 open-continuous examination:

10. Water Plant Operator II, Zone 7, LDF 3/20/20
11. Water Plant Operator III, Zone 7, LDF 3/20/20

Ordered on 3/24/20 open-continuous examination:

12. Deputy Sheriff's Recruit, LDF 3/24/20

Reopened on 2/24/20 continuous examination:

13. Division Director, LDF 3/19/20

Reopened on 2/28/20 continuous examination

14. Probation Specialist, LDF 3/24/20

Reinstated eligible list:

15. Fire Battalion Chief (Promotional), #17-8150-01, terminate 4/27/20

Reinstated eligible list:

16. Supervising Administrative Specialist, #18-0220-01, terminate 6/2/20

**IV. CONSENT MATTERS - APPROVED**

**Examination Actions – for CSC Meeting of March 11, 2020 - continued**

Extended eligible list:

17. Accounting Specialist II, #18-1316-02

Miscellaneous:

18. Extended the last day for filing for Registered Nurse IV (Public Health Nurse Option), Exam #19-5320-01 from 2/14/20 to 3/3/20.
19. Extended the last day for filing for Supervising Clerk II, Exam 18-1139-01 from 2/14/20 to 2/18/20.
20. Changed Division Director, Exam #19-6126-01 from open-assembled to open-continuous effective 7/19/19.
21. Changed Probation Specialist, Exam #19-6118-01 from open-assembled to open-continuous effective 8/16/19.
22. Changed Institutional Supervisor II, Exam#19-6225-01 from open-assembled to open-continuous effective 4/30/19.
23. Extended the last day for filing for Institutional Supervisor I, Exam #20-6217-01 from 2/21/20 to 3/13/20.

**D. Eligible Lists**

Created, approved and ordered promulgated:

1. Agricultural and Standards Aide, Services-As-Needed, #19-8202N-01
2. Assessor’s Technician, #19-2507-01
3. Bridge Tender, #19-9616-01
4. Crime Analyst, #19-0405-01
5. Emergency Medical Services Coordinator, #19-5786-01
6. Employment Counselor, #19-6784-01

**E. Classification Recommendations - Approved**

**Department:**

**Re:**

Health Care Services Agency

1. Reallocate one position of 5860, Pediatric Physical Therapist to 5865, Senior Therapist (20-34637).
2. Allocate one additional position of 0207, Senior Management Analyst (20-34015).
3. Allocate one additional position of 1220, Secretary II (20-34016).

**IV. CONSENT MATTERS - APPROVED**

**E. Classification Recommendations – Continued - Approved**

Department	Re:
Health Care Services Agency	4. Allocate one additional position of 5062, Care Connect Systems Integration Administrator (20-34017). 5. Allocate one additional position of 0217, Financial Services Officer (20-34018).
Social Services Agency	6. Reallocate one position of 0306, Program/Financial Specialist to 0217, Financial Services Officer (20-34798). 7. Reallocate one position of 0306, Program/Financial Specialist to 0140, Supervising Accountant (20-34797). 8. Reallocate one position of 1128, Specialist Clerk I to 1132, Eligibility Support Clerk (20-34725). 9. Reallocate one position of 6784, Employment Counselor to 1573, Eligibility Services Technician IV (20-34724) 10. Reallocate one position of 1128, Specialist Clerk I to 1132, Eligibility Support Clerk (19-32725).

**F. Specialty Designations - Approved**

Department:	Re:
Health Care Services Agency	1. Remove the specialty designation for one position #310195, job code #1128, Specialist Clerk I, (Spanish Speaking Specialty) effective 3/22/20. 2. Remove the specialty designation for one position #310147, job code, #6707, Family Support Case, (Spanish Speaking Specialty) effective 3/22/20. 3. Remove the specialty designation for one position #310098, job code #5315, Registered Nurse III (Public Health Nurse/Pediatric Specialty) effective 3/21/20. 4. Approve the specialty designation for one position #310098, job code #5315, Registered Nurse III, (Public Health Nurse Specialty) effective 3/22/20.

**IV. CONSENT MATTERS - APPROVED**

**G. Classification Specifications - Approved**

SEIU 1021	1. Adopt the revised classification specification for 5825, Therapy Aide.
Unrepresented Management	2. Recommend the Board of Supervisors establish the classification for 9702, Real Estate Program Manager, and adopt the classification specification. 3. Revise and retitle the classification for 5062, Care Connect Systems Integration Administrator to 5062, Health Care Systems Integration Administrator.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

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Joe Angelo, Secretary to Civil Service Commission