



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

Wednesday, April 8, 2020

(Minutes Subject to Approval at April 22, 2020 Meeting)

The Civil Service Commission will hold its next meeting by Teleconference only, on  
Wednesday, April 22, 2020, at 4:00 p.m.

NO PHYSICAL LOCATION WILL BE AVAILABLE FOR TELECONFERENCE MEETINGS.  
THE PUBLIC MAY OBSERVE THE MEETING BY JOINING A LIVE WEBINAR POSTED ON  
THE CIVIL SERVICE COMMISSION WEBSITE AT:

<http://www.acgov.org/hrs/csc/calendar.htm>.

Commissioner Arlene Lum, President  
Commissioner Barbara Luna, Vice-President  
Commissioner Dan Chang  
Commissioner Ross Peterson

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

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF MARCH 11, 2020 AS MAILED. 4-0**

**III. PUBLIC COMMENTS:**

**Item VII - 1: Job Code 6115, Probation Department:**

- 1. Several public comments were made in opposition to the Staff Recommendation.**
- 2. Probation staff made comments to support the Staff Recommendation.**

**IV. APPROVED CONSENT MATTERS - Pages 3 - 6 4-0**

**V. COMMUNICATION(S)**

From the Human Resource Services Staff regarding a revision of Civil Service Rule 1820,  
Duration of Probation Period

**STAFF RECOMMENDATION: Post Rule Change - Approved 4-0**

**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 6115, Probation Department 4.0
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:  
(Four cases)
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 voted to adopt the Findings of Fact and Conclusions of Law in the Administrative Law Judge (ALJ) Report, but to reduce the discipline to a suspension, without back pay. 4-0

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

**X. ADJOURNMENT 4-0**

#### IV. CONSENT MATTERS - APPROVED

##### A. Hearing Calendar

Order from the Office of Administrative Hearing Granting Motion to Dismiss Appeal for Case No. 2019-08; OAH No. 2019110028 Failure to appear.

**Removed from hearing calendar.**

##### B. Reinstatement Request(s)

1. Ericka Medina, Administrative Assistant, General Services Agency
2. Rashon Seldon, Social Work Supervisor, Social Services Agency
3. Ian Ivan Tecson, Departmental Human Resource Manager, County Library
4. Christopher Buschhueter, Deputy Sheriff's Recruit, Sheriff's Office
5. Amanda Fanfa, Legal Process Clerk I, Sheriff's Office

##### C. Examination Actions – for CSC Meeting of April 8, 2020

Ordered on 3/6/20 **open-assembled examinations:**

1. Deputy Probation Officer I, LDF 3/30/20
2. Deputy Public Defender, LDF 4/13/20
3. Retirement Technician, LDF 3/30/20
4. Sustainability Project Manager (Sustainable Transportation Program), LDF 4/30/20

Ordered on 3/11/20 **open assembled examinations:**

5. Employment Specialist II, Behavioral Health Care Services, LDF 4/6/20

Ordered on 3/20/20 **open assembled examinations:**

6. Financial Services Specialist I, LDF 4/13/20
7. Fire Department Division Chief, LDF 4/20/20

Ordered on 3/23/20 **open assembled examinations:**

8. Procurement and Contract Supervisor, Zone 7, LDF 4/17/20

Ordered on 3/11/20 **open assembled examinations:**

9. Child Welfare Worker II, LDF 4/6/20

Ordered on 3/18/20 **open assembled examinations:**

10. Chief Departmental Human Resources Administrator, 4/17/20

Ordered on 3/9/20 **open continuous examinations:**

11. Deputy Sheriff I (POST Academy Graduate), LDF 4/3/20
12. Deputy Sheriff II (Lateral), LDF 4/3/20

Reopened on 3/5/20 **open continuous examinations:**

13. Administrative Specialist II, LDF 3/31/20
14. Specialist Clerk I, LDF4/2/20

Reopened on 3/16/20 **open continuous examinations:**

15. Juvenile Institutional Officer Associate, LDF 4/9/20

#### IV. CONSENT MATTERS - APPROVED

Extended the Eligible List

16. Auto Mechanic, #19-9420-01, terminate on 12/31/20

17. Designate the Supervising Program Specialist, #18-0308-01, as an alternate list for Senior Program Specialist.

Ordered on 3/20/20 **promotional assembled examinations:**

18. Division Commander (Promotional), LDF 4/15/20

Ordered on 2/26/20 promotional continuous examinations:

19. Social Services Program Manager (Promotional), LDF 3/23/20

Reopened on 3/24/20 continuous examinations:

20. Pediatric Occupational Therapist, #19-5850-01, LDF 4/21/20

#### C. Examination Actions – for CSC Meeting of April 8, 2020

##### Miscellaneous:

1. Extended the last day for filing for Hazardous Materials Specialist CUPA, exam #20-5650-01 from 3/6/20 to 4/10/20
2. Extended the last day for filing for Firefighter Recruit, exam #20-8137-01 from 4/17/20 to 5/29/20
3. Extended the last day for filing for Division Director, exam #19-6126-01 from 3/19/20 to 4/2/20
4. Extended the last day for filing for Probation Specialist, exam #19-6118-01 from 3/24/20 to 4/23/20
5. Extended the last day for filing for Institutional Supervisor I, exam #20-6217-01 from 3/13/20 to 4/23/20
6. Extended the last day for filing for Heavy Equipment Operator, exam #20-9355-01 from 3/27/20 to 5/1/20
7. Extended the last day for filing for Heavy Truck Driver, exam #20-9325-01 from 3/27/20 to 5/1/20
8. Extended the last day for filing for Pediatric Physical Therapist, exam #20-5860-01 from 3/23/20 to 4/21/20
9. Extended the last day for filing for the Information Systems Technician II, exam #20-0411-01 from 3/23/20 to 4/8/20
10. Changed the Specialist Clerk I, exam #19-1128-02, from open-assembled to open-continuous effective 4/17/19
11. Changed the Administrative Specialist II, exam #19-0219-02, from open-assembled to open-continuous effective 6/4/19

**IV. CONSENT MATTERS - APPROVED**

12. Extended the last day for filing for Principal Auditor, exam #20-0151-01 from 3/9/20 to 3/16/20
13. Extended the last day for filing for Library Assistant Manager, exam #19-0423-01 from 3/9/20 to 4/13/20
14. Changed the Juvenile Institutional Officer Associate, exam #19-6214-01, from open-assembled to open-continuous effective 11/4/19

**D. Eligible Lists**

Created, approved and Ordered promulgated:

1. Associate Deputy Public Defender, #19-3110-01
2. Behavioral Clinician I, #20-6505-01
3. Chief Forensic Pathologist, #18-5149-01
4. Chief Technology Officer #19-1847-01
5. Child Support Specialist I, #19-1401-01
6. Deputy Sheriff's Recruit, #19-8601-01
7. Financial Services Director, HCSA, #20-0225-01
8. Hazardous Materials Specialist (Local Oversight Program Specialty), #19-5650-03
9. Management Analyst, #19-0206-01
10. Senior Auditor, #19-0144-01

**E. Classification Recommendations - Approved**

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Allocate one additional position of 0315, Health Care Program Administrator II (Homeless Program Specialty) (20-34013).</li> <li>2. Allocate two additional positions of 6927, Program Services Coordinator (20-34014).</li> <li>3. Allocate three additional positions of 6927, Program Services Coordinator (20-34709).</li> <li>4. Reallocate one position of 5022, Skilled Medical Professional II, Alameda County Children and Families Commission to 6415, Medical Social Worker II (19-33209).</li> <li>5. Reallocate one position of 6497, Marriage and Family Therapist II to 6513, Behavioral Health Crisis Intervention Specialist II (20-34411).</li> <li>6. Reallocate two positions of 6491, Mental Health Specialist II to 6491 Project, Mental Health Specialist II Project (Consumer/Family Specialty) (20-34559).</li> </ol>
Information Technology	<ol style="list-style-type: none"> <li>7. Reallocate one position of 1855, Web Designer II to 1856, Web Designer III (20-34966).</li> </ol>

**IV. CONSENT MATTERS - APPROVED**

Probation	<ol style="list-style-type: none"> <li>8. Reallocate one position of 6990N, Transportation Worker Services-As-Needed to 6031, Probation Re-Entry Services Coordinator (20-34783).</li> <li>9. Reallocate one position of 6107N, Probation Intern Services-As-Needed to 6031, Probation Re-Entry Services Coordinator (20-34784).</li> <li>10. Reallocate one position of 1128, Specialist Clerk I to 6031, Probation Re-Entry Services Coordinator (20-34785).</li> <li>11. Reallocate one position of 1128, Specialist Clerk I to 6031, Probation Re-Entry Services Coordinator (20-34786).</li> </ol>
Retirement	<ol style="list-style-type: none"> <li>12. Reallocate one position of 0219, Administrative Specialist II to 0206, Management Analyst (19-32658).</li> </ol>
Social Services Agency	<ol style="list-style-type: none"> <li>13. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (19-32734).</li> <li>14. Reallocate one position of 1120, Clerk II to 1128, Specialist Clerk I (19-32735).</li> </ol>

**F. Specialty Designation - Approved**

Department:	Re:
Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Remove the specialty designation for one position #310126, job code 6708, Family Support Senior Case Manager, (Public Health Nursing/Pediatric Specialty), effective 4/5/20.</li> <li>2. Remove the specialty designation for one position #310190, job code 6701, Community Outreach Worker II, (Tongan Speaking Specialty), effective 4/5/20.</li> </ol>

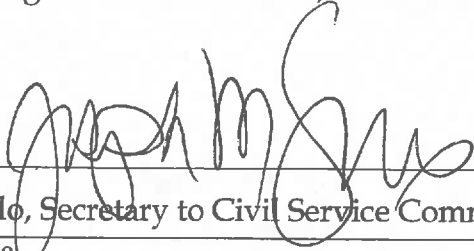
**G. Classification Specifications - Approved**

ACMEA General Government Unit	<ol style="list-style-type: none"> <li>1. Recommend the Board of Supervisors establish the classification of 0236, Transportation and Parking Manager, and adopt the classification specification.</li> <li>2. Adopt the revised classification specification 6641, Senior Rehabilitation Counselor</li> </ol>
Unrepresented Management	<ol style="list-style-type: none"> <li>3. Recommend the Board of Supervisors establish the classification of 0070, Chief Deputy Tax Collector and adopt the classification specification</li> </ol>

**IV. CONSENT MATTERS - APPROVED**

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

A handwritten signature in black ink, appearing to read "Joe Angelo", written over a horizontal line.

Joe Angelo, Secretary to Civil Service Commission

Csa 04-08-20