



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, MAY 3, 2023, 4:00 P.M.

In-Person and Remote/Teleconference Participation

IN-PERSON PARTICIPATION:

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201, Oakland CA
Remote/Teleconference Location: 4501 Pleasanton Avenue, Pleasanton, CA

These meeting sites are open to the public. Written public comment may be submitted by email to Nina.Hinton3@acgov.org prior to the beginning of the meeting. Spoken public comment will be accepted in-person and remotely. 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.

REMOTE/TELECONFERENCE PARTICIPATION:

Members of the public may observe and participate in meetings remotely by joining the live stream at <https://us06web.zoom.us/j/87821730705> and 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 Ross Peterson, Vice-President
 Commissioner Barbara Luna
 Commissioner Monica Lee

Sam Gee, Interim Secretary to
 Civil Service Commission
 Andrea Weddle,
 Chief Assistant County Counsel

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF APRIL 19, 2023, AS MAILED.

4-0

III. PUBLIC COMMENTS:

None

IV. APPROVED CONSENT MATTERS - Pages 3 - 6

4-0

V. COMMUNICATION(S):

None

VI. APPEALS (Non-Disciplinary Matters)

None

VII. CLOSED SESSION

1. **Public Employment pursuant to Government Code §54957:**

None

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

None

3. **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:	None
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS - APPROVED

A. Hearing Calendar - None

B. Reinstatement Request(s)

1. Vivian Singleton, Behavioral Clinician II, Health Care Services Agency.

C. Voluntary Demotions

1. Janet Joy Grady, Eligibility Services Technician I to Service Support Specialist, Social Services Agency.

D. Comparable Transfer(s) - None

E. Transfer CSC (Rule 1732) - None

F. Examination Actions – for CSC Meeting of May 3, 2023

Promotional Assembled Examinations

OPEN DATE	EXAMINATION TITLE	LDF Last Day to File
4/13/23	1. Senior Program Systems Coordinator	5/12/23

Open Assembled Examinations

OPEN DATE	EXAMINATION TITLE	LDF
4/12/23	2. Senior Supervising Auditor	5/8/23
4/19/23	3. Auditor Associate I	5/15/23

Reinstate Eligible Lists

Title	Examination Number	Terminate On
4. Supervising Accountant	20-0140-02	10/31/23

Miscellaneous

5. Extend the last day for filing for **Departmental Facilities Manager (Promotional)**, Exam #23-0223-01, from 4/10/23 to 5/1/23.
6. Extend the last day for filing for **Juvenile Institutional Officer**, Exam #23-6214-01, from 4/17/23 to 5/15/23.
7. Extend the last day for filing for **Criminalist I**, Exam #23-8523-01, from 4/10/23 to 4/24/23.
8. Extend the last day for filing for the **Child Welfare Worker II**, Exam #23-6745-01 from 2/15/23 to 4/13/23.

G. Eligible Lists

Created Approved and Ordered Promulgated:

1. Accountant, Exam #22-0132-01.
2. Accounting Specialist II, Exam #22-1316-01.
3. Accounting Technician, Exam #22-1315-01.

IV. CONSENT MATTERS - APPROVED

4. Captain (Promotional), Exam #22-8625-01.
5. Consumer/Family Relations Program Assistant, Exam #20-5097-01.
6. Heavy Truck Driver, Exam #22-9325-01.
7. Mapping Technician III, Exam #23-2303-01.
8. Social Worker III, Exam #22-6720-01.
9. Water Plant Operator II, Zone 7, Exam #23-4943-01.

H. Classification Recommendations

Department	Regarding:
General Services Agency	1. Reallocate 1 position of 2218 - Capital Programs Manager, to 23-41372 2219 - Program Manager, Detention Facilities
Health Care Services Agency	2. Reallocate 1 position of 23-40280 5080 - Quality Assurance Administrator, BHCS, to 5094 - Division Director, Behavioral Health Care Services 3. Allocate 1 position of 23-40667 6700 - Community Outreach Worker I (Emergency Medical Srvs Opt) 4. Reallocate 1 position of 23-41185 5797N - Health Services Consultant SAN, to 6701 - Community Outreach Worker II (Emergency Medical Srvs Opt) 5. Reallocate 1 position of 23-41258 1220 - Secretary II, to 1142 - Administrative Assistant 6. Reallocate 1 position of 23-41259 0305 - Program Specialist, to 0216 - Supervising Financial Services Specialist 7. Reallocate 1 position of 23-41260 1462 - Health Care Claims Examiner II, to 0206 - Management Analyst 8. Reallocate 1 position of 23-41287 6513 - Behavioral Health Crisis Intervention Specialist II, to 6492 - Mental Health Specialist III 9. Reallocate 1 position of 23-41307 6491 - Mental Health Specialist II (Consumer/Family Specialty), to 6492 - Mental Health Specialist III 10. Reallocate 1 position of 23-41309 0207 - Senior Management Analyst, to 0308 - Supervising Program Specialist

IV. CONSENT MATTERS - APPROVED

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| 11. Reallocate 1 position of
6492 - Mental Health Specialist III (Vocational Services Specialty), to
0305 - Program Specialist | 23-41342 |
| 12. Reallocate 1 position of
0307 - Senior Program Specialist, to
1493 - Billing Technician III | 23-41373 |
| 13. Reallocate 1 position of
1492 - Billing Technician II, to
1142 - Administrative Assistant | 23-41374 |
| 14. Reallocate 1 position of
5981 - Public Health Nursing Assistant II, to
6706 - Family Support Care Coordinator | 23-41394 |
| 15. Reallocate 1 position of
5305 - Registered Nurse II (PHN Cert/Spanish Speaking), to
6706 - Family Support Care Coordinator (Spanish Speaking) | 23-41395 |
| 16. Reallocate 1 position of
5305 - Registered Nurse II (PHN Cert Required), to
6706 - Family Support Care Coordinator (Cantonese/Mandarin Speaking) | 23-41396 |
| 17. Reallocate 1 position of
0305 - Program Specialist, to
6187 - Court Appointed Special Advocates (CASA) Program Manager | 23-41398 |
| 18. Reallocate 1 position of
6510 - Behavioral Clinician II, to
6492 - Mental Health Specialist III | 23-41399 |

Retirement

- | | |
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| 19. Reallocate 1 position of
1343 – Investment Analyst, ACERA, to
1346 - Investment Officer, ACERA | 23-41292 |
| 20. Reallocate 1 position of
1356 - Retirement Assistant Benefits Manager, to
1356 P - Retirement Assistant Benefits Manager Project | 23-41293 |
| 21. Reallocate 1 position of
1343 – Investment Analyst, ACERA, to
1346 - Investment Officer, ACERA | 23-41294 |
| 22. Reallocate 1 position of
1343 – Investment Analyst, ACERA, to
1346 - Investment Officer, ACERA | 23-41295 |

IV. CONSENT MATTERS - APPROVED

I. Specialty Designations

**Health Care
 Services
 Agency**

1. Remove specialty designation for position #306850
 Job Code 6927 - Program Services Coordinator (School Health Svcs Specialty)
 Effective 5/14/23

J. Classification Specifications

ACMEA

1. Adopt the revised classification specification of
 Job Code 6122 - Unit Supervisor Probation.
2. Adopt the revised classification specification of
 Job Code 6124 - Deputy Chief Probation.
3. Adopt the revised classification specification of
 Job Code 6126 - Division Director.
4. Adopt the revised classification specification of
 Job Code 6230 - Assistant Superintendent, Probation.
5. Adopt the revised classification specification of
 Job Code 6235 - Superintendent, Probation.

PPOA

6. Adopt the revised classification specification of
 Job Code 6210N - Juvenile Institutional Officer Intermittent.
7. Adopt the revised classification specification of
 Job Code 6214 - Juvenile Institutional Officer Associate.
8. Adopt the revised classification specification of
 Job Code 6216 - Juvenile Institutional Officer.

**Unrepresented
 -Management**

9. Adopt the revised classification specification of
 Job Code 6033 - Probation Community Re-Entry & Outreach Director.
10. Adopt the revised classification specification of
 Job Code 6048 - Assistant Chief of Policy and Standards Compliance.
11. Adopt the revised classification specification of
 Job Code 6145 - Assistant Chief Probation Officer.
12. Adopt the revised classification specification of
 Job Code 6150 - Chief Probation Officer.
13. Adopt the revised classification specification of
 Job Code 8586 - Supervisor of Professional Standards, Probation.
14. Adopt the revised classification specification of
 Job Code 8587- Director of Professional Standards, Probation.
15. Adopt the revised classification specification of
 Job Code 8588 - Investigator, Probation Department.

IV. CONSENT MATTERS - **APPROVED**

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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SAM GEE, Interim Secretary to Civil Service Commission