



COUNTY OF SAN MATEO

CIVIL SERVICE COMMISSION

AGENDA

Thursday, February 2, 2023

8:30 a.m.

Pursuant to AB 361, signed into law by Governor Newsom on September 16, 2021, the meeting will be held via teleconferencing with members of the Commission attending from separate remote locations. The meeting will be held from the following location where members of the public shall have the right to observe and offer public comment:

For Video Conference: <https://smcgov.zoom.us/j/96882104863> Meeting ID: 968 8210 4863

For Phone Conference: Dial: 1-669-900-6833 (Local). Enter meeting ID: 968 8210 4863, then press #

Please Note: Instructions are included at the end of the agenda

In compliance with the Americans with Disabilities Act, Title II, the Commission will provide reasonable accommodations for persons with disabilities. If possible, please give three (3) days advance notice of any accommodation needs by calling Elvia Gonzalez at (650) 363-4333 or (650) 368-7807 (TDD).

OPEN SESSION (Use Video or Phone Conference Number Listed Above)

Pledge of Allegiance

Roll Call

1. Public Comment
2. Consent Agenda (see below)
3. Request for an Appeal Hearing on a Termination (Information Services Department)
4. Approval of New Classifications, Assignment to Bargaining Units and Establishment of Probation Periods
 - IS Application Support Analyst I – Confidential
 - IS Application Support Analyst II – Confidential
 - IS Application Support Analyst III – Confidential
 - Electronic Health Record Analyst I
 - Electronic Health Record Analyst II
 - Electronic Health Record Analyst III
 - Electronic Health Record Supervisor
 - Overpayments and Collections Analyst I
 - Overpayments and Collections Analyst II
 - Children’s Services Program Manager I
 - Children’s Services Program Manager II
 - Clinical Services Manager-Community Health

5. Informational Items
 - a. Notice of a Termination of a Permanent Employee
6. Items for Future Agendas

Consent Agenda

7. Approval of Minutes from the January 5, 2023 Meeting
8. Request for Extensions of Eligible Lists
 - Administrative Assistant II – 2 months
 - Pretrial Specialist – Probation Department (E020A) – 3 months

CLOSED SESSION (Video Conference Number to Be Provided to Participants)

(The Commission will adjourn to closed session to consider the following items at the end of the agenda, or at any time during the meeting as time permits. At the conclusion of closed session, the Board will reconvene in open session to report on any actions taken for which a report is required by law.)

9. Appeal Hearing on a Termination (Department of Public Works)
Scheduled to start at 9:00 a.m.

OPEN SESSION (Use Video or Phone Conference Number Listed Above)

10. Report from Closed Session

Instructions for Joining via Videoconference or Phone Conference

Please be online/on the call by 8:15 a.m. to ensure we are set to start the meeting at 8:30 a.m.

JOINING BY VIDEOCONFERENCE:

1. The February 2, 2023 Civil Service Commission (CSC) Meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/96882104863> The meeting ID: 968 8210 4863.
 - You may be asked to enter an email address and name. Please identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
 - We will use the “raise hand” feature in order to organize any public comments.
 - When the Chairperson of the Commission calls for the item on which you wish to speak, click on “raise hand.” The CSC staff member Elvia Gonzalez will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.

Note: You may download the Zoom client or connect to the meeting using an internet browser. If you have never used Zoom, you can join a test meeting in advance to ensure your device is ready, at this link - <https://zoom.us/test>. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.

JOINING BY PHONE:

2. The February 2, 2023 Civil Service Commission (CSC) Meeting may also be accessed via telephone by dialing 1-669-900-6833 (Local). Enter the meeting ID: 968 8210 4863, then press #.

CSC staff member Elvia Gonzalez may ask you to identify yourself to rename your masked phone number. We highly encourage that you join early so we can make this change, OR you can email Elvia your phone number ahead of time to ebgonzalez@smcgov.org

- Press *6 to mute and unmute your phone
- Press *9 if would like to speak.
- When the Chairperson of the Commission calls for the item on which you wish to speak, click on Press *9. This will notify the CSC staff member Elvia Gonzalez that you would like to speak. When you hear your name called, Elvia will unmute your mic to begin speaking.