



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY, September 6, 2023, 4:00 P.M.

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

IN-PERSON PARTICIPATION: 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 comments 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/87231522146> 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
Kathleen Pacheco, Assistant County Counsel

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF August 9, 2023, AS MAILED

4-0

III. PUBLIC COMMENTS

Regarding Item VII.1:

General Services Agency Director, Kimberly Gasaway and Deputy County Counsel, Beatrice Liu spoke on behalf of the General Services Agency and urged the Civil Service Commission to uphold the discipline recommended by the department.

Regarding Item VII.2

Departmental Human Resource Manager, Sharon Moore spoke on behalf of the Social Services Agency and urged the Civil Service Commission to reject the appeal hearing request as not meeting the requirements of Civil Service Rule 1824.

IV. APPROVED CONSENT MATTERS (Pages 2 – 8)

4-0

V. COMMUNICATION(S)

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

STAFF REPORT: Post Rule Change. **APPROVED**

4-0

VI. APPEALS (Non-Disciplinary Matters)

None

VII. CLOSED SESSION

1. REPORT AND RECOMMENDATION(S)

Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:
 Case No. 2022-07; OAH 2023010339 (General Services Agency)
(3 Ayes) (1 No – Commissioner Lum)

3 Ayes
1 No

<p>2. Public Employment pursuant to Government Code §54957 Job Code 1572; Eligibility Services Technician III (Social Services Agency)</p>	<p>4-0</p>
<p>3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (One Case)</p>	
<p>4. Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9</p>	<p>None</p>
<p>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION</p>	
<p>Regarding Item VII.1 The Civil Service Commission voted (3 Ayes) (1 No - Commissioner Lum) to adopt the Administrative Law Judge’s Report and Recommendation, with the exception of the discipline which is modified as follows: The disciplinary action of termination is reduced to a one year suspension without pay and benefits, and without the necessity to reinstate any vacation leave accruals that were paid out in cash upon termination.</p>	<p>3 -1</p>
<p>Regarding Item VII.2 The Civil Service Commission voted unanimously (4-0) to deny the appeal hearing request.</p>	<p>4-0</p>
<p>IX. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</p>	
<p>X. ADJOURNMENT</p>	

IV. CONSENT MATTERS **APPROVED**

A. Hearing Calendar. **None**

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Nicole Bouldin	Administrative Specialist II	Community Development Agency
2.	Youra Cho	Specialist Clerk II	Probation Department
3.	Kendra Clark	Associate Deputy Public Defender	Public Defender
4.	Christopher Llorente	Program Specialist	Health Care Services Agency
5.	Jeri Meres	Clinical Review Specialist	Health Care Services Agency
6.	Melissa Wong	Senior Financial Services Specialist	Health Care Services Agency

C. Voluntary Demotion(s).

Recommend approving the following:

Trans. #	Name	Classification Title	Agency/Department
7.	Jasmine Jackson	Deputy Sheriff's Recruit to Sheriff's Technician	Sheriff's Office
8.	Shaniqua Jackson	Eligibility Services Tech II to Eligibility Support Clerk	Social Services Agency
9.	Roya Sana	Eligibility Support Clerk to Specialist Clerk I	Social Services Agency

D. Comparable Transfer(s). **None**

E. Transfer CSC (Rule 1732). **None**

F. Examination ("Exam") Actions.

Recommend approving the following:

1. Promotional Assembled

Trans. #	Classification Title	Open Date	Last Day to File
1.	Administrative Secretary	8/25/23	9/19/23

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
2.	Legal Process Clerk I	8/3/23	8/29/23
3.	Veterans Service Officer	8/8/23	9/5/23
4.	Assistant Public Defender	8/8/23	9/1/23
5.	Employment Counselor	8/14/23	9/8/23
6.	Veterans Service Representative	8/16/23	9/11/23
7.	Environmental Health Technician	8/16/23	9/11/23

IV. CONSENT MATTERS **APPROVED**

8.	Financial Services Officer	8/17/23	9/11/23
9.	Account Clerk II	8/17/23	9/11/23
10.	Division Director, Public Health	8/25/23	9/18/23
11.	Assistant General Manager-Engineering, Zone 7	8/23/23	9/18/23
12.	Assistant Vector Ecologist	8/23/23	9/18/23
13.	Workforce Services Technician	8/24/23	9/25/23
14.	Planner III	8/25/23	9/18/23
15.	Fire Dispatch Supervisor	8/30/23	10/2/23

3. Re-Open Continuous

Trans. #	Classification Title	Re-Open Date	Last Day to File
16.	Principal Engineer/Geologist, Zone 7	8/10/23	9/1/23

4. Terminate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
17.	Registered Nurse IV (PHN Option)	22-5320-02	8/9/23

5. Extend Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
18.	Administrative Assistant	22-1142-01	4/5/24
19.	Associate Civil Engineer	22-2021-01	12/21/23
20.	Housing and Community Development Specialist II	21-2965-01	12/31/23
21.	Management Analyst	21-0206-01	12/31/23
22.	Payroll Records Clerk	22-1125-01	12/31/23
23.	Procurement & Contracts Assistant- Promotional	22-1480-01	12/21/23
24.	Program Specialist (Consumer/Family Specialty)	22-0305-01	1/31/24

6. Order Eligible List Designated As Alternative List

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternate List
25.	Senior Infrastructure Systems Analyst	23-1832-01	Infrastructure Systems Analyst

7. Miscellaneous

a) Cancel Exam

Trans. #	Classification Title	Exam #	Effective
26.	Veterans Service Officer	23-1474-01	8/8/2023

IV. CONSENT MATTERS APPROVED

b) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
27.	Principal Engineer/Geologist, Zone 7	23-2303-01	Open Assembled	Continuous	11/18/22

c) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
28.	Associate Civil Engineer/Professional Geologist, Zone 7	23-4965-01	7/31/23	8/7/23
29.	Building Inspector II	23-8310-01	8/7/23	8/21/23
30.	Librarian I	23-4130-01	8/21/23	8/28/23

d) Undesignate Eligible List as Alternate List

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternate List
31.	Principal Civil Engineer	22-2030-01	Supervising Civil Engineer
32.	Principal Engineer/Geologist, Zone 7	22-4970-01	Associate Civil Engineer/ Professional Geologist

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Auditor Associate I	23-1527-01
2.	Associate County Counsel	23-3220-01
3.	Building Maintenance Worker II	23-9141-01
4.	Deputy Director, Public Works	23-2047-01
5.	Deputy Public Defender	23-3125-01
6.	Division Director	23-6126-01
7.	Employee Benefits Technician I	23-0265-01
8.	Junior Engineer	23-2010-01
9.	Legal Secretary	23-1240-01
10.	Principal Administrative Analyst	21-0255-01
11.	Program Systems Coordinator	23-0303-01
12.	Water Conservation Coordinator, Zone 7	23-4940-01

IV. CONSENT MATTERS **APPROVED**

H. Classification Recommendations.

Adopt the classification recommendation(s) noted below and submit recommendation to the BOS to approve the action of the CSC.

1. Add Positions

Trans. #	# of Pos.	Job Code	Classification Title	Control #
Fire Department				
1.	12	8221	Firefighter Lateral-EMT	23-41186
2.	15	8128 P	Fire Fuels Crew Technician Project	23-41692
General Services Agency				
3.	1	9700	Project Manager, GSA	23-40978

2. Reclassify Positions

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
Community Development Agency						
4.	1	2973	Housing and Community Development Technician II	1215	Secretary I	23-41584
5.	1	5667	Senior Registered Environmental Health Specialist	5665	Registered Environmental Health Specialist	23-41727
Health Care Services Agency						
6.	1	6707 P	Family Support Case Manager Project	0315 P	Health Care Program Administrator II Project (Communicable Disease)	23-41175
7.	1	1129 P	Specialist Clerk II Project	1129	Specialist Clerk II	23-41344
8.	1	6720	Social Worker III	6415	Medical Social Worker II	23-41393
9.	1	5605	Microbiologist	5615	Supervising Microbiologist	23-41588
Social Services Agency						
10.	3	1133	Service Support Specialist	8705	Deputy Public Guardian-Conservator/Investigator	24-41882
11.	1	8509	Assistant Public Guardian Conservator/Investigator	8705	Deputy Public Guardian-Conservator/Investigator	24-41884
12.	1	1120	Clerk II	1132	Eligibility Support Clerk	24-41946

IV. CONSENT MATTERS **APPROVED**

3. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
13.	5141	Physician IV	310091	Communicable Disease Prgm Admi	9/16/23
14.	0305 P	Program Specialist Project	310140	Communicable Disease Prgm Admi	9/16/23
15.	0308	Supervising Program Specialist	310361	STD Option	9/16/23
16.	0305	Program Specialist	310402	AIDS Specialty/Opt	9/16/23
17.	0305	Program Specialist	310412	STD Option	9/16/23
18.	5785	Epidemiologist II	311120	HIV Specialty/Option	9/16/23
19.	0315	Health Care Program Administrator II	311030	AIDS Specialty/Opt	9/16/23
20.	0308	Supervising Program Specialist	311105	AIDS Specialty/Opt	9/16/23
21.	0305	Program Specialist	311031	AIDS Specialty/Opt	9/16/23
22.	1314	Accounting Specialist I	311067	Spanish Speaking	9/17/2023
23.	0315	Health Care Program Administrator II	400035	Tobacco Control	9/16/23

b) Approve

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
24.	5141	Physician IV	310091	Communicable Disease	9/17/23
25.	0305 P	Program Specialist Project	310140	Communicable Disease	9/17/23
26.	0308	Supervising Program Specialist	310361	Communicable Disease	9/17/23

IV. CONSENT MATTERS **APPROVED**

4. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revise

Trans. #	Job Code	Classification Title	Unit
27.	2117	Safety Officer	ACMEA
28.	6797	Staff Development Supervisor	ACMEA
29.	6512	Behavioral Health Crisis Intervention Specialist I	SEIU
30.	6513	Behavioral Health Crisis Intervention Specialist II	SEIU
31.	2219	Program Manager, Detention Facilities	Unrepresented – Management

b) New

Recommend Approving the following and submit recommendation to the BOS to establish the classification and adopt the new classification specification(s) noted below:

Trans. #	Job Code	Classification Title	Unit
32.	3109	Holistic Defense Mitigation Supervisor	Unrepresented – Management

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

Sam GEE

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SAM GEE, Interim Secretary to Civil Service Commission