



# Agenda

## ALAMEDA COUNTY CIVIL SERVICE COMMISSION

**WEDNESDAY, November 1, 2023, 4:00 P.M.**

Alameda County Training and Education Center - 125 12th St #400 (The Oakland Room), 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](mailto: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](mailto: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/84590032861> 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 Dan Chang**  
**Commissioner Monica Lee**  
**Commissioner Barbara Luna**

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

**I. CALL TO ORDER**

**II. APPROVE THE MINUTES OF October 18, 2023, AS MAILED**

**III. PUBLIC COMMENTS**

**IV. APPROVE CONSENT MATTERS (Pages 3 – 6)**

**V. REGULAR AGENDA**

1. From the Human Resource Services Staff regarding Abolishing thirteen (13) Unused/Obsolete Classification per Alameda County Charter, Civil Service, Section 36. (a.) and Civil Service Rule 1200, Authority.

**STAFF RECOMMENDATION:** Submit to Board of Supervisors for Approval.

**VI. COMMUNICATION(S)**

**VII. APPEALS (Non-Disciplinary Matters)**

**VIII. CLOSED SESSION**

1. **Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957**
2. **Public Employment pursuant to Government Code §54957**
3. **Conference with Legal Counsel – Potential Litigation:**  
 Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

<b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION</b>	
<b>X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</b>	
<b>XI. ADJOURNMENT</b>	

## IV. CONSENT MATTERS

### A. Hearing Calendar.

Correspondence received requesting an appeal hearing.

#### 1. Remove from Hearing Calendar of the Civil Service Commission.

Trans. #	Requestor	Organization	Disposition	Case Number
1.	Blake Huntsman	SEIU Local 1021	Appeal Withdrawn	2023-07

### B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Kristin Boer	Medical Leaves & Accommodation Services Technician	Human Resource Services
2.	Lesley Manchamee	Specialist Clerk II	Health Care Services Agency

**C. Voluntary Demotion(s).**                      **None**

**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.	Supervising Legal Clerk (Promotional)	10/11/23	11/6/23
2.	Lead Janitor (Promotional)	10/20/23	11/15/23

#### 2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
3.	Laborer	10/11/23	11/6/23
4.	Child Support Attorney I	10/18/23	11/13/23
5.	Maintenance and Operations Manager	9/29/23	10/23/23
6.	Senior Assessor's Technician	10/20/23	11/14/23

#### 3. Terminate Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
7.	Physician III (Child Psychiatric Specialty)	19-5139-01	10/19/23

## IV. CONSENT MATTERS

### 4. Extend Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
8.	Deputy Sheriff's Recruit	20-8601-01	1/31/24

### 5. Miscellaneous.

#### a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
9.	Legal Secretary	23-1240-01	New Assembled	Continuous	5/26/23
10.	Water Plant Operator II, Zone 7	23-4943-01	New Assembled	Continuous	2/6/23

#### b) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
11.	Building Inspector II	23-8310-01	8/21/23	10/21/23
12.	Library Manager II (Promotional)	23-4179-01	10/9/23	10/16/23

## G. Eligible Lists.

Recommend approving the following:

**Create, approve, and order to promulgate the following:**

Trans. #	Classification Title	Exam #
1.	Assistant General Manager-Engineering, Zone 7	23-4975-01
2.	Information Technology Specialist IV	23-1795-01
3.	Management Analyst Assistant	23-0234-01
4.	Planner III	23-2935-01
5.	Program Manager, Detention Facilities (Promotional)	23-2219-01
6.	Supervising Civil Engineer	22-2025-01
7.	Traffic Sign Worker	23-9110-01
8.	Unit Supervisor, Probation	23-6122-01

## IV. CONSENT MATTERS

### 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 #
<b>General Services Agency</b>				
1.	1	1142	Administrative Assistant	24-41971
2.	3	9695	Real Estate Projects Manager	24-41972

#### 2. Reclassify Positions

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
<b>Health Care Services Agency</b>						
3.	1	1128	Specialist Clerk I	1129	Specialist Clerk II	24-41855
4.	1	6300 N	Health Care Services Intern SAN	1142	Administrative Assistant	24-41963
5.	1	0424 P	Information Systems Director Project	0424	Information Systems Director	24-42032
6.	1	0305 P	Program Specialist Project	0305	Program Specialist	24-42033
7.	1	0220 P	Supervising Administrative Specialist Project	0220	Supervising Administrative Specialist	24-42034
8.	1	0220 P	Supervising Administrative Specialist Project	0220	Supervising Administrative Specialist	24-42035
9.	1	0220 P	Supervising Administrative Specialist Project	0220	Supervising Administrative Specialist	24-42036
10.	1	0416 P	Information Systems Specialist Project	0416	Information Systems Specialist	24-42039
11.	1	1812	Computer Operator II	0410	Information Systems Technician I	24-42134
12.	1	1812	Computer Operator II	0410	Information Systems Technician I	24-42137
<b>Information Technology Department</b>						
13.	1	0424	Information Systems Director	1868	Application Systems Engineer III	24-42072

## IV. CONSENT MATTERS

### Sheriff's Office

14.	1	8617	Sergeant	8620	Lieutenant	24-42127
15.	2	1310	Account Clerk II	1314	Accounting Specialist I	24-42128
16.	1	1091	Retired Annuitant II	1090	Retired Annuitant I	24-42153

### 3. Specialty Designations

Recommend Approving the following:

#### a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
17.	1128	Specialist Clerk I	312528	Spanish Speaking	11/12/23

#### b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
18.	0207	Senior Management Analyst	402399	Equity and Social Justice	11/12/23

### 4. Classification Specifications.

Adopt the revised classification specification(s) noted below:

#### a) Revise

Trans. #	Job Code	Classification Title	Unit
19.	9700	Project Manager, GSA	IFPTE Local 21 - CEMU
20.	9701	Senior Project Manager, GSA	IFPTE Local 21 - CEMU
21.	0310	Fund Development and Grant Specialist	Unrepresented – Management
22.	2953	Assistant Deputy Director, Community Development Agency	Unrepresented – Management
23.	9425	Auto Mechanic Supervisor	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
24.	9703	Project Manager Trainee, GSA	IFPTE Local 21 - CEMU