



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

WEDNESDAY, November 15, 2023, 4:00 P.M.

Alameda County Training and Education Center - 125 12th Street, Suite 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/84650963244> 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**

<b>I. CALLED TO ORDER</b>		
<b>II. APPROVED THE MINUTES OF NOVEMBER 1, 2023, AS MAILED</b>		<b>5-0</b>
<b>III. PUBLIC COMMENTS</b>		<b>None</b>
<b>IV. APPROVED CONSENT MATTERS (Pages 3 – 7)</b>		<b>5-0</b>
<b>V. REGULAR AGENDA</b> 1. From Human Resource Services Staff regarding an Administrative Update to Civil Service Rule 1824, <u>Separation, Suspension, Reduction in Rank or Compensation before Completion of a Probation</u> , in accordance with Civil Service Rule 1200, <u>Authority</u> <b>STAFF RECOMMENDATION:</b> Submit to Board of Supervisors for Approval. <b>CORRECTION to Item V.1:</b> <i>Interim Secretary indicated that the action for this item today is to <b>Post</b> the proposed changes to Civil Service Rule 1824.            On November 29, 2023, the item will come back to the Commission with a recommendation by staff to Adopt and Submit the Rule Change to the Board of Supervisors for Approval.</i>		<b>5-0</b>
<b>VI. COMMUNICATION(S)</b>		<b>None</b>
<b>VII. APPEALS (Non-Disciplinary Matters)</b>		<b>None</b>
<b>VIII. CLOSED SESSION</b>		<b>None</b>
1. <b>Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957</b>		<b>None</b>
2. <b>Public Employment pursuant to Government Code §54957</b>		<b>None</b>

<b>3. Conference with Legal Counsel – Potential Litigation:</b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	<b>None</b>
<b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION</b>	<b>No Action</b>
<b>X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</b> November 15, 2023, marks the final meeting and retirement of Commissioner Barbara Luna from the Civil Service Commission. Commissioner Luna was presented with a Commendation from David Haubert, Board of Supervisors, District 1, honoring the Commissioner for 15 years of time, talent, and unwavering commitment in service on the Civil Service Commission. Fellow Civil Service Commissioners, the Interim Director, and Interim Secretary followed with comments of great appreciation for Commissioner Luna’s, insight, guidance, and noble public service.	
<b>XI. ADJOURNMENT</b>	<b>5-0</b>

<b>IV. CONSENT MATTERS</b>		<b>APPROVED</b>	
<b>A. Hearing Calendar.</b>		<b>None</b>	
<b>B. Reinstatement Request(s).</b>			
<b>Trans. #</b>	<b>Name</b>	<b>Classification Title</b>	<b>Agency/Department</b>
1.	Carolyn Louise Bims-Payne	Child Welfare Worker II	Social Services Agency
2.	Sara Star	Deputy Public Defender	Public Defender's Office
3.	Royce Trotter	Program Specialist	Health Care Services agency
4.	Lulian Zhong	Janitor	General Services Agency
<b>C. Voluntary Demotion(s).</b>			
<b>Trans. #</b>	<b>Name</b>	<b>Classification Title</b>	<b>Agency/Department</b>
5.	Ronald Argueta Hernandez	Account Clerk II	Sheriff's Office
<b>D. Comparable Transfer(s).</b>		<b>None</b>	
<b>E. Transfer CSC (Rule 1732).</b>		<b>None</b>	
<b>F. Examination ("Exam") Actions.</b>			
Recommend approving the following:			
<b>1. Open Assembled</b>			
<b>Trans. #</b>	<b>Classification Title</b>	<b>Open Date</b>	<b>Last Day to File</b>
1.	Civil Legal Secretary	10/17/23	11/17/23
2.	Deputy Public Guardian-Conservator/Investigator	10/24/23	11/28/23
3.	Fire Department Secretary II	10/27/23	11/27/23
4.	Traffic Signal Technician	11/1/23	11/28/23
5.	Deputy of Agricultural and Standards Services	11/3/23	11/28/23
6.	Human Resources Support Supervisor	11/8/23	12/4/23
<b>2. Re-Open Continuous</b>			
<b>Trans. #</b>	<b>Classification Title</b>	<b>Open Date</b>	<b>Last Day to File</b>
7.	Legal Secretary	11/3/23	11/27/23
<b>3. Terminate Eligible Lists.</b>			
<b>Trans. #</b>	<b>Classification Title</b>	<b>Exam #</b>	<b>Termination Date</b>
8.	Behavioral Health Clinical Supervisor	22-6525-01	11/1/23
9.	Forensic Behavioral Health Clinician Manager	23-6531-01	11/1/23
10.	Mapping Technician III	23-2303-01	11/8/23

**IV. CONSENT MATTERS APPROVED**

**4. Reinstate Eligible Lists.**

Trans. #	Classification Title	Exam #	Termination Date
11.	Supervising Administrative Specialist	22-0220-01	5/1/24

**G. Eligible Lists.**

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Assistant Public Defender	23-3126-01
2.	Eligibility Services Technician I	23-1570-01
3.	Epidemiologist II	23-5785-01
4.	Fire Dispatch Supervisor	23-8210-01
5.	Librarian I	23-4130-01
6.	Library Manager II (Promotional)	23-4178-01
7.	Library Manager III (Promotional)	23-4179-01
8.	Public Works Inspector III, Construction	23-2162-01
9.	Storekeeper II	23-1720-01
10.	Supervising Clerk I	23-1138-01
11.	Survey Technician II	23-2145-01

**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>Health Care Services Agency</b>				
1.	1	1314	Accounting Specialist I	24-41920
2.	1	1142	Administrative Assistant	24-41921
3.	1	0223	Departmental Facilities Manager	24-41923
4.	1	0214	Financial Services Specialist II	24-41924

**IV. CONSENT MATTERS** **APPROVED**

5.	1	5785	Epidemiologist II	24-41925
6.	1	0423	Information Systems Coordinator	24-41926
7.	1	5550	Laboratory Technician	24-41927
8.	1	0206	Management Analyst	24-41928
9.	1	5605	Microbiologist	24-41929
10.	1	0306	Program/Financial Specialist	24-41930
11.	1	5305	Registered Nurse II	24-41933
12.	1	5315	Registered Nurse III	24-41934
13.	1	0308	Supervising Program Specialist	24-41935
14.	1	0219 P	Administrative Specialist II Project	24-42018
15.	4	0219	Administrative Specialist II	24-42019
16.	1	0314	Health Care Program Administrator I	24-42020
17.	1	0278 P	Human Resources Technician Project	24-42021
18.	1	0419 P	Information Systems Analyst Project	24-42022
19.	1	0420 P	Information Systems Manager Project	24-42023
20.	2	0206 P	Management Analyst Project	24-42024
21.	3	6927	Program Services Coordinator	24-42026
22.	2	0305	Program Specialist	24-42027
23.	2	0306 P	Program/Financial Specialist Project	24-42028
24.	1	6910	Recruitment Specialist, HCSA	24-42029
25.	1	0216	Supervising Financial Services Specialist	24-42031
26.	1	1314 P	Accounting Specialist I Project	24-42050

**IV. CONSENT MATTERS** **APPROVED**

27.	1	0460 P	Departmental Human Resources Officer Project	24-42051
28.	1	6797 P	Staff Development Supervisor Project	24-42052
29.	1	0315	Health Care Program Administrator II	24-42066
30.	1	0306	Program/Financial Specialist	24-42095
31.	1	0206 P	Management Analyst Project	24-42096
32.	1	0219 P	Administrative Specialist II Project	24-42097
33.	1	0219 P	Administrative Specialist II Project	24-42098
34.	1	0315	Health Care Program Administrator II	24-42099
35.	1	6527 P	Behavioral Health Clinical Manager Project	24-42116
36.	1	0420	Information Systems Manager	24-42121

**2. Reclassify Positions**

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
<b>ACERA</b>						
37.	1	1344	Retirement Support Specialist	1353	Senior Retirement Technician	24-42140
38.	1	1120	Clerk II	1374	Cybersecurity Analyst, ACERA	24-42187

**3. Specialty Designations**

Recommend Approving the following:

**a) Remove**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
39.	6701	Community Outreach Worker II	310033	Spanish Speaking	11/25/23
40.	0206	Management Analyst	310364	Equity and Social Justice	11/26/23
41.	1133	Service Support Specialist	402497	Public Authority	11/26/23
42.	1133	Service Support Specialist	402501	Public Authority	11/26/23

**IV. CONSENT MATTERS APPROVED**

**b) Add**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
43.	6701	Community Outreach Worker II	310033	Vietnamese Speaking	11/26/23
44.	6415	Medical Social Worker II	312577	Pediatric	11/26/23
45.	5139	Physician III	403557	Psychiatric Option	11/26/23

**4. Classification Specifications.**

Adopt the revised classification specification(s) noted below:

**a) Revise**

Trans. #	Job Code	Classification Title	Unit
46.	2507	Assessor's Technician	SEIU
47.	2705	Auditor-Appraiser I	SEIU
48.	2710	Auditor-Appraiser II	SEIU
49.	2715	Auditor-Appraiser III	SEIU
50.	5095	Compliance and Privacy Officer, Health Care Services Agency	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
51.	0152	Business License Tax Lead Auditor	SEIU 1021
52.	1275N	Election Worker I – Services-As-Needed	Unrepresented - Non-Management
53.	1276N	Election Worker II – Services-As-Needed	Unrepresented - Non-Management

**IV. CONSENT MATTERS**

**APPROVED**

**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**