



# Agenda

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

**WEDNESDAY, December 13, 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**

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

#### I. CALL TO ORDER

#### II. APPROVE THE MINUTES OF NOVEMBER 29, 2023, AS MAILED

#### III. PUBLIC COMMENTS

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

#### V. REGULAR AGENDA

1. From the Human Resource Services Director: Exempt the Newly-Created Classifications of Election Worker I – Services-As-Needed (Job Code 1275N) and Election Worker II – Services-As-Needed (Job Code 1276N) from Civil Service (“CS”) Rule 1324 and Waive Pre-Employment Medical Screening Under CS Rule 1490.

**STAFF RECOMMENDATION:** Exempt the above-referenced two (2) classifications from fingerprinting as outlined in CS Rule 1324 and adopt the Director of Human Resource Services’ recommendation to waive pre-employment medical screening under CSC Rule 1490.

2. From the Human Resource Services staff regarding Civil Service Commission Meeting Dates for Calendar Year 2024.

**STAFF RECOMMENDATION:** Approve and Post

#### VI. COMMUNICATION(S)

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

|  |  |
|--|--|
| <b>VIII. CLOSED SESSION</b>  |  |
| 1. <b>REPORT AND RECOMMENDATION(S):</b><br><b>Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957</b><br>Case No. 2022-04; OAH 2022110642 (Sheriff's Office) |  |
| 2. <b>Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957</b>  |  |
| 3. <b>Conference with Legal Counsel – Potential Litigation:</b><br>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. None**

**B. Reinstatement Request(s).**

| Trans. # | Name              | Classification Title         | Agency/Department           |
|----------|-------------------|------------------------------|-----------------------------|
| 1.       | Marina Austin     | Administrative Assistant     | General Services Agency     |
| 2.       | Rukiya Marshall   | Senior Retirement Technician | ACERA                       |
| 3.       | Esteban Sepulveda | Specialist Clerk II          | General Services Agency     |
| 4.       | Royce Trotter     | Program Specialist           | Health Care Services Agency |
| 5.       | Gerardo Vilorio   | Accounting Specialist I      | Health Care Services Agency |

**C. Voluntary Demotion(s).**

| Trans. # | Name       | Classification Title  | Agency/Department   |
|----------|------------|---|---------------------|
| 1.       | Mary Shang | Accounting Supervisor Public Works Agency to Accounting Specialist II | Public Works Agency |

**D. Comparable Transfer(s).**

| Trans. # | Name          | Classification Title                               | Agency/Department           |
|----------|---------------|--|-----------------------------|
| 1.       | Falguni Patel | Program/Financial Specialist to Program Specialist | Health Care Services Agency |

**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.       | Project Manager, GSA (Promotional) | 12/4/23   | 12/29/23         |

**2. Open Assembled**

| Trans. # | Classification Title             | Open Date | Last Day to File |
|----------|----------------------------------|-----------|------------------|
| 2.       | Associate Deputy Public Defender | 11/13/23  | 12/8/23          |
| 3.       | Payroll Records Clerk            | 11/13/23  | 12/7/23          |
| 4.       | Information Systems Specialist   | 11/14/23  | 12/8/23          |
| 5.       | Child Support Specialist I       | 12/1/23   | 12/27/23         |

**3. Re-Open Continuous**

| Trans. # | Classification Title                                    | Re-Open Date | Last Day to File |
|----------|---|--------------|------------------|
| 6.       | Administrative Associate, County Administrator’s Office | 11/20/23     | 12/11/23         |

## IV. CONSENT MATTERS

### 4. Extend Eligible Lists.

| Trans. # | Classification Title | Exam #     | Termination Date |
|----------|----------------------|------------|------------------|
| 7.       | Specialist Clerk I   | 21-1128-01 | 4/1/24           |
| 8.       | Specialist Clerk II  | 21-1129-01 | 4/1/24           |

### 5. Miscellaneous

#### a) Change Exam

| Trans. # | Classification Title                                       | Exam #     | From          | To         | Effective |
|----------|--|------------|---------------|------------|-----------|
| 9.       | Administrative Associate,<br>County Administrator's Office | 23-1137-01 | New Assembled | Continuous | 6/26/23   |

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

| Trans. # | Classification Title | Exam #     | From     | To       |
|----------|----------------------|------------|----------|----------|
| 10.      | Legal Secretary      | 23-1240-01 | 11/27/23 | 12/12/23 |

### G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

| Trans. # | Classification Title  | Exam #     |
|----------|---|------------|
| 1.       | Building Inspector II   | 23-8310-01 |
| 2.       | Clerk-Recorder and Collection Supervisor                          | 23-1413-01 |
| 3.       | Clinical Case Manager, Center for Healthy Schools and Communities | 23-6643-01 |
| 4.       | Environmental Health Technician                                   | 23-5649-01 |
| 5.       | Investigator, Probation Department                                | 23-8588-01 |
| 6.       | Legal Process Clerk I   | 23-1511-01 |

### 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>Community Development Agency</b> |           |          |  |           |
| 1.                                  | 1         | 2996     | Healthy Homes Community Development Specialist III | 24-42166  |
| 2.                                  | 1         | 1128     | Specialist Clerk I                                 | 24-42167  |

## IV. CONSENT MATTERS

### 2. Reclassify Positions

| Trans. #                            | # of Pos. | Job Code | Classification Title From  | Job Code | Classification Title To  | Control # |
|-------------------------------------|-----------|----------|--|----------|--|-----------|
| <b>Auditor-Controller's Office</b>  |           |          |  |          |  |           |
| 3.                                  | 1         | 1529     | Auditor Associate III  | 0144     | Senior Auditor   | 24-42249  |
| <b>Community Development Agency</b> |           |          |  |          |  |           |
| 4.                                  | 1         | 2973     | Housing And Community Development Technician II                    | 0306     | Program/Financial Specialist   | 24-42168  |
| 5.                                  | 1         | 2973 P   | Housing And Community Development Technician II Project            | 2966 P   | Housing And Community Development Specialist III Project                 | 24-42170  |
| <b>Health Care Services Agency</b>  |           |          |  |          |  |           |
| 6.                                  | 1         | 0307     | Senior Program Specialist  | 0308     | Supervising Program Specialist   | 24-41776  |
| 7.                                  | 1         | 0424     | Information Systems Director                                       | 0423     | Information Systems Coordinator  | 24-42287  |
| 8.                                  | 1         | 2966     | Housing And Community Development Specialist III                   | 6927     | Program Services Coordinator   | 24-42289  |
| 9.                                  | 1         | 0204 P   | Management Associate II Project                                    | 0219 P   | Administrative Specialist II Project                                     | 24-42290  |
| 10.                                 | 1         | 5650     | Hazardous Materials Specialist ( <b>Local Oversight Program</b> )  | 5655     | Senior Hazardous Materials Specialist ( <b>Local Oversight Program</b> ) | 24-42292  |
| 11.                                 | 1         | 6701     | Community Outreach Worker II ( <b>Emergency Medical Svcs Opt</b> ) | 1129     | Specialist Clerk II  | 24-42293  |
| <b>Public Defender's Office</b>     |           |          |  |          |  |           |
| 12.                                 | 1         | 3108     | Holistic Defense Mitigation Specialist III ( <b>Realignment</b> )  | 3109     | Holistic Defense Mitigation Supervisor ( <b>Realignment</b> )            | 24-42265  |
| <b>Public Works Agency</b>          |           |          |  |          |  |           |
| 13.                                 | 1         | 2162     | Public Works Inspector III, Construction                           | 2161     | Public Works Inspector II, Construction                                  | 24-42141  |

### 3. Specialty Designations

Recommend Approving the following:

#### a) Remove

| Trans. #                           | Job Code | Classification Title                | Position # | Specialty                 | Effective |
|------------------------------------|----------|-------------------------------------|------------|---------------------------|-----------|
| <b>Health Care Services Agency</b> |          |                                     |            |                           |           |
| 14.                                | 6491 P   | Mental Health Specialist II Project | 310903     | Consumer/Family Specialty | 12/24/23  |

#### IV. CONSENT MATTERS

|     |        |                                     |        |                           |          |
|-----|--------|-------------------------------------|--------|---------------------------|----------|
| 15. | 6491 P | Mental Health Specialist II Project | 400897 | Consumer/Family Specialty | 12/24/23 |
|-----|--------|-------------------------------------|--------|---------------------------|----------|

#### b) Add

| Trans. #                           | Job Code | Classification Title      | Position # | Specialty | Effective |
|------------------------------------|----------|---------------------------|------------|-----------|-----------|
| <b>Health Care Services Agency</b> |          |                           |            |           |           |
| 16.                                | 0307     | Senior Program Specialist | 310107     | Pediatric | 12/24/23  |

#### 4. Classification Specifications.

Adopt the revised classification specification(s) noted below:

#### a) Revise

| Trans. # | Job Code | Classification Title           | Unit                       |
|----------|----------|--------------------------------|----------------------------|
| 17.      | 1315     | Accounting Technician          | ACMEA                      |
| 18.      | 2021     | Associate Civil Engineer       | IFPTE, Local 21 - ACEA     |
| 19.      | 2030     | Principal Civil Engineer       | IFPTE, Local 21 - CEMU     |
| 20.      | 0451     | Contract Compliance Supervisor | Unrepresented - Management |

#### b) Revise and Retitle

| Trans. # | Job Code | Classification Title From  | Classification Title To | Unit                   |
|----------|----------|----------------------------|-------------------------|------------------------|
| 21.      | 2025     | Supervising Civil Engineer | Senior Civil Engineer   | IFPTE, Local 21 – CEMU |

#### c) 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                       |
|----------|----------|---|----------------------------|
| 22.      | 8758     | Sheriff's Accreditation Supervisor                  | ACMEA                      |
| 23.      | 2941     | Waste Program Manager, Community Development Agency | Unrepresented - Management |