



Agenda

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, JANUARY 10, 2024, 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 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/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

Margarita Zamora, Interim Human Resource Services Director
Sam Gee, Interim Secretary to Civil Service Commission (Excused)
Andrea Weddle, Chief Assistant County Counsel

I. CALL TO ORDER

II. APPROVE THE MINUTES OF DECEMBER 13, 2023, AS MAILED

III. PUBLIC COMMENTS

IV. APPROVE CONSENT MATTERS (Pages 2 - 7)

V. REGULAR AGENDA

VI. COMMUNICATION(S)

VII. APPEALS (Non-Disciplinary Matters)

VIII. CLOSED SESSION

1. **Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957 (One Case)**

2. **Public Employee pursuant to Government Code §54957**

Trans. #	Job Code	Classification Title	Agency/Department	Case #
1.	9616	Bridge Tender	Public Works Agency	2023-11

3. **Conference with Legal Counsel – Potential Litigation:**
 Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION

X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS

XI. ADJOURNMENT

IV. CONSENT MATTERS

A. Hearing Calendar. None

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
2.	Michael Caminero	Information Systems Analyst	Health Care Services Agency
3.	Tracy Davis	Juvenile Institutional Officer	Probation Department
4.	Carletta Hodge	Veterans Service Representative	Social Services Agency
5.	Lisa McKay	Financial Services Specialist II	Public Defender
6.	Anna Park	Forensic Pathologist	Sheriff's Office
7.	Andree Reyes	Program Specialist	Health Care Services Agency
8.	Flora Shek	Program/Financial Specialist	Community Development Agency
9.	William Tutol	Administrative Specialist II	Social Services Agency
10.	Jeanne Zhao	Payroll Records Clerk	Health Care Services Agency

C. Voluntary Demotion(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Jesus Pena	Child Support Specialist I to Customer Service Representative	Department of Child Support Services
2.	Airika Smith-Payne	Child Support Specialist I to Customer Service Representative	Department of Child Support Services

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.	Project Manager, GSA (Promotional)	10/11/23	11/6/23
2.	Emergency Services Supervisor (Promotional)	12/1/23	12/27/23
3.	Director of Operations and Management Services, CDA (Promotional)	12/15/23	1/9/24

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
4.	Accountant	12/4/23	12/29/23
5.	Agricultural and Standards Aide SAN	12/7/23	1/2/24

IV. CONSENT MATTERS

6.	Specialist Clerk I	12/11/23	1/5/24
7.	Specialist Clerk II	12/11/23	1/5/24
8.	Fire Department Plan Checker II	12/12/23	1/11/24
9.	Vegetation and Litter Abatement Supervisor	12/20/23	1/15/24
10.	Janitor	12/22/23	1/16/24
11.	Janitor, Floor Specialist	12/29/23	1/24/24

3. Open Continuous

Trans. #	Classification Title	Re-Open Date	Last Day to File
12.	Emergency Services Dispatcher I	12/12/23	Continuous

4. Terminate Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
13.	Building Equipment Maintenance Worker	21-9665-01	12/14/23

5. Reinstate Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
14.	Employment Counselor Supervisor	22-6785-01	12/5/24
15.	Fire Captain (Promotional)	21-8146-02	6/30/24
16.	Sheriff's Safety Aide	20-8752-01	2/3/24

6. Extend Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
17.	Supervising Program Specialist	21-0308-01	6/30/24

7. Miscellaneous

a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
18.	Juvenile Institutional Officer	23-6216-01	Open Continuous	12/29/23	2/24/23
19.	Juvenile Institutional Officer Associate	23-6214-01	Open Continuous	12/29/23	3/3/23

b) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
20.	Assistant Deputy Director, Community Development Agency	23-2953-01	12/4/23	12/11/23

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21.	Senior Assessor's Technician	23-2508-01	11/14/23	12/12/23
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G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Administrative Secretary (Promotional)	23-1227-01
2.	Child Support Attorney I	23-3150-01
3.	Clerk-Recorder and Collection Supervisor <i>Effective 12/13/23</i>	23-1431-01
4.	Deputy of Agricultural and Standards Services	23-8422-01
5.	Deputy Probation Officer I	22-6108-01
6.	Emergency Services Dispatch Supervisor	23-1887-01
7.	Emergency Services Dispatcher I	22-1882-01
8.	Employment Counselor	23-6784-01
9.	Fire Fuels Crew Technician (Project)	23-8128-01
10.	Public Health Investigator	23-5770-01
11.	Retirement Accountant II	23-1370-01
12.	Transportation and Parking Manager	23-0236-01
13.	Treasurer-Tax Collector Administrator	23-0137-01
14.	Supervising Legal Clerk (Promotional)	23-1514-01
15.	Supervising Therapist	23-5870-01
16.	Web Designer I	23-1854-01

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 #
Registrar of Voters				
1.	200	1275 N	Election Worker I - Services-As-Needed	24-42315
2.	200	1275 N	Election Worker I - Services-As-Needed	24-42316
3.	200	1275 N	Election Worker I - Services-As-Needed	24-42317
4.	200	1275 N	Election Worker I - Services-As-Needed	24-42318
5.	90	1275 N	Election Worker I - Services-As-Needed	24-42319

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6.	200	1276 N	Election Worker II - Services-As-Needed	24-42320
7.	10	1276 N	Election Worker II - Services-As-Needed	24-42321
Sheriff's Office				
8.	15	8604	Deputy Sheriff II	23-41586
9.	1	0404	Crime Technician	24-41879
10.	2	8531	Senior Latent Fingerprint Examiner	24-42186

2. Reclassify Positions

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
General Services Agency						
11.	1	0481	Contract Compliance Officer	0451	Contract Compliance Supervisor	24-42381
Health Care Services Agency						
12.	1	0206 P	Management Analyst Project	0306	Program/Financial Specialist	24-42377
Probation Department						
13.	1	6990N	Transportation Worker - Services-As-Needed	6103	Probation Aide	24-41818
Public Defender's Office						
14.	1	3125 P	Deputy Public Defender Project (Post Conviction Unit)	3125	Deputy Public Defender (Post Conviction Unit)	24-42306
Social Services Agency						
15.	1	1120	Clerk II	1132	Eligibility Support Clerk	24-42353
16.	1	1120	Clerk II	1132	Eligibility Support Clerk	24-42354
Treasurer-Tax Collector						
17.	1	0166	Business License Supervisor	0152	Business License Tax Lead Auditor	24-42411

IV. CONSENT MATTERS

3. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Community Development Agency					
18.	2953	Assistant Deputy Director, Community Development Agency	303276	Neighborhood Preser & Sustain	1/20/24
Health Care Services Agency					
19.	0305	Program Specialist	310082	Quality Improvement Specialty	1/21/24
20.	6701	Community Outreach Worker II	310418	Spanish Speaking	1/20/24

b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Community Development Agency					
21.	2953	Assistant Deputy Director, Community Development Agency	303276	Management Services	1/21/24
Health Care Services Agency					
22.	6927	Program Services Coordinator	309923	Equity and Social Justice	1/21/24
23.	6701	Community Outreach Worker II	310418	Chinese Speaking	1/21/24
24.	6927	Program Services Coordinator	401475	Chronic Disease	1/21/24

4. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revised

Trans. #	Job Code	Classification Title	Unit
25.	9260	Plumber	BTC
26.	1830	Infrastructure Services Analyst	Unrepresented - Management
27.	1832	Senior Infrastructure Services Analyst	Unrepresented - Management

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28.	1854	Web Designer I	Unrepresented - Management
29.	1855	Web Designer II	Unrepresented - Management
30.	1856	Web Designer III	Unrepresented - Management
31.	1863	Associate Web Designer	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.	8851	Chief Policy and Strategic Officer, Sheriff's Office	Unrepresented – General Management