



Summary Action Minutes ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, FEBRUARY 7, 2024, 4:00 P.M.

Alameda County Training and Education Center - 125 12th Street, Suite 400 (**The Albany 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
Andrea Weddle, Chief Assistant County Counsel

I. CALLED TO ORDER	
II. APPROVED THE MINUTES OF JANUARY 24, 2024, AS MAILED	4-0
III. PUBLIC COMMENTS	None
IV. APPROVED CONSENT MATTERS (Pages 2 - 5)	4-0
V. REGULAR AGENDA	None
VI. COMMUNICATION(S)	None
VII. APPEALS (Non-Disciplinary Matters)	None
VIII. CLOSED SESSION	None
1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957	None
2. Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	None
IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION	No Action
X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS	None
XI. ADJOURNMENT	4-0

IV. CONSENT MATTERS **APPROVED**

A. Hearing Calendar. **None**

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Kelsey Luk	Service Support Specialist	Social Services Agency

C. Voluntary Demotion(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Abel Kolodziejski	Program Systems Coordinator to Supervising Eligibility Tech	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.	Fire Battalion Chief (Promotional)	1/29/24	2/27/24
2.	Fire Captain (Promotional)	1/29/24	2/27/24

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
3.	Infrastructure Services Manager	1/17/24	2/13/24
4.	Crime Technician	1/19/24	2/13/24
5.	Probation Chief of Research and Evaluation	1/19/24	2/13/24
6.	Associate Youth and Family Services Therapist	1/25/24	2/20/24
7.	Accounting Specialist I	1/26/24	2/23/24
8.	Accounting Specialist II	1/26/24	2/23/24
9.	Supervising Criminalist	1/26/24	2/21/24
10.	Senior Project Manager, GSA	1/31/24	2/26/24

IV. CONSENT MATTERS **APPROVED**

3. Reinstate Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
11.	Division Director, Behavioral Health Care Services	22-5094-01	10/17/24
12.	Family Support Case Manager	20-6707-01	7/16/24
13.	Juvenile Institutional Officer	21-6216-01	6/30/24
14.	Juvenile Institutional Officer Associate	21-6214-01	6/30/24

4. Extend Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
15.	Food Service Worker	22-7510-01	6/30/24
16.	Lieutenant (Promotional)	22-8620-01	7/19/24

5. Miscellaneous

a) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To	Effective
17.	Vegetation and Litter Abatement Supervisor	23-9536-01	1/15/24	1/31/24	12/20/23

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Administrative Specialist I	23-0218-01
2.	Administrative Specialist II	23-0219-01
3.	Clinical Review Specialist	23-6515-01
4.	Deputy Sheriff's Recruit	23-8601-01
5.	Division Director, Public Health	23-5085-01
6.	Forensic Pathologist	22-5151-01
7.	Workforce Education and Training Manager, HCSA	23-5098-01

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. Reclassify Positions

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
Health Care Services Agency						
1.	1	0416 P	Information Systems Specialist Project	0416	Information Systems Specialist	24-42040
2.	1	6491	Mental Health Specialist II (Consumer/Family Specialty)	0305	Program Specialist (Consumer/Family Specialty)	24-42139
3.	1	6300	Health Care Services Intern SAN (Services As Needed)	0214	Financial Services Specialist II	24-42162
4.	1	6300	Health Care Services Intern SAN (Services As Needed)	0308	Supervising Program Specialist	24-42163
5.	1	1462	Health Care Claims Examiner II	1493	Billing Technician III	24-42244
6.	1	1091	Retired Annuitant II	1493	Billing Technician III	24-42245
7.	1	1091	Retired Annuitant II	1493	Billing Technician III	24-42246
8.	1	6300	Health Care Services Intern SAN (Services As Needed)	0214	Financial Services Specialist II	24-42247
9.	1	6300	Health Care Services Intern SAN (Services As Needed)	1142	Administrative Assistant	24-42248
10.	1	0214	Financial Services Specialist II	0306	Program/Financial Specialist	24-42252
11.	1	0214	Financial Services Specialist II	0306	Program/Financial Specialist	24-42255
12.	1	1316	Accounting Specialist II	0219	Administrative Specialist II	24-42286
13.	1	1314	Accounting Specialist I	0214	Financial Services Specialist II	24-42350
14.	1	0315 P	Health Care Program Administrator II Project	0315	Health Care Program Administrator II	24-42375
15.	1	2966 P	Housing and Community Development Specialist III Project	2966	Housing and Community Development Specialist III	24-42379
16.	1	0305 P	Program Specialist Project (Homeless Program Specialty)	0305	Program Specialist (Homeless Program Specialty)	24-42380
17.	1	0419 P	Information Systems Analyst Project	0423	Information Systems Coordinator Project	24-42444
Probation Department						
18.	3	6107N	Probation Intern SAN	6701	Community Outreach Worker II	24- 42005

IV. CONSENT MATTERS APPROVED

Public Works Agency

19.	1	0465	Chief Departmental Human Resources Administrator	0462	Departmental Human Resources Manager	24- 42513
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Social Services Agency

20.	1	1128	Specialist Clerk I	1132	Eligibility Support Clerk	24-42437
21.	1	1120	Clerk II (Imaging Specialty)	1132	Eligibility Support Clerk	24-42438

2. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Community Development Agency					
22.	2952	Deputy Director, Community Development Agency	303209	Assistant Planning Specialty	2/17/24

b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Community Development Agency					
23.	2952	Deputy Director, Community Development Agency	303209	Planning Director Specialty	2/18/24
Public Defender's Office					
24.	3125 P	Deputy Public Defender Project	404146	Post Conviction Unit	2/18/24

3. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revised

Tran s. #	Job Code	Classification Title	Unit
25.	0159	Investment Specialist	ACMEA

b) Revise and Retitle

Tran s. #	Job Code	Classification Title From	Classification Title To	Unit
26.	6053	Assistant Director, Workforce Investment Board	Assistant Director, Workforce Development Board	ACMEA

IV. CONSENT MATTERS

APPROVED

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
27.	6532	Forensic Mental Health Specialist	SEIU 1021

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