



Agenda

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, MARCH 20, 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 (*Excused*)
 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. CALL TO ORDER

II. APPROVE THE MINUTES OF MARCH 6, 2024, AS MAILED

III. PUBLIC COMMENTS

IV. APPROVE CONSENT MATTERS (Pages 3 - 7)

V. REGULAR AGENDA

VI. COMMUNICATION(S)

From Peining Chang of the Alzheimer's Association. Flyers provided with information offering educational and training programs, care consultation in multiple languages and an invitation to an upcoming 18th Annual Chinese Alzheimer's Forum. **[Receive and File]**

VII. APPEALS (Non-Disciplinary Matters)

VIII. CLOSED SESSION

1. REPORT AND RECOMMENDATION(S):

Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957

Trans. No.	Agency/Department	Alameda County Case No.	Office of Administrative Hearings Case No.
1.	Zone 7 Water Agency	2023-03	2023060208

2. Public Employment pursuant to Government Code §54957

Trans. No.	Job Code	Classification Title	Agency/Department	Alameda County Case No.
1.	6765	Adult Protective Services Worker II	Social Services Agency	2023-14

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
1.	Katrina Babb	Medical Social Worker II	Health Care Services Agency
2.	Iona Childers	Departmental Human Resource Officer	General Services Agency
3.	Stefanie Toro	Program Specialist	Health Care Services Agency
4.	Nicholas Yan	Specialist Clerk I	Community Development 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.	Fire Department Fleet Services Manager (Promotional)	3/1/24	4/1/24

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
2.	Information Systems Technician II	2/26/24	3/21/24
3.	Crime Laboratory Director	3/1/24	3/26/24
4.	Senior Program Specialist	3/1/24	3/25/24
5.	Maintenance and Operations Manager	3/8/24	4/5/24

3. Promotional Continuous

Trans. #	Classification Title	Open Date	Last Day to File
6.	Appeals Officer (Promotional)	3/7/24	4/3/24

4. Re-Open Continuous

Trans. #	Classification Title	Re-Open Date	Last Day to File
7.	Departmental Human Resource Manager (Promotional)	2/29/24	3/8/24

IV. CONSENT MATTERS

5. Terminate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
8.	Deputy County Counsel	23-3230-01	2/27/24
9.	Supervising Administrative Specialist	22-0220-01	3/1/24

6. Miscellaneous

a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
10.	Departmental Human Resource Manager (Promotional)	22-0462-01	Assembled	Continuous	3/1/23

b) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
11.	Senior Civil Engineer	24-2025-01	2/28/24	3/8/24
12.	Senior Food Service Worker	24-7512-01	3/8/24	3/15/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Bridge Utility Worker (Promotional)	23-9615-01
2.	Information Systems Specialist	23-0416-01
3.	Payroll Records Clerk	23-1125-01
4.	Supervising Criminalist	24-8526-01

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. Reclassify Positions

Trans #	# of Pos	Job Code	Classification Title From	Job Code	Classification Title To	Control #
Health Care Services Agency						
1.	1	6640	Rehabilitation Counselor II (Vocational Services Specialty)	6510	Behavioral Clinician II	24-42710
2.	1	5315	Registered Nurse III	6708	Family Support Senior Case Manager	24-42860
Information Technology Department						
3.	2	0419 P	Information Systems Analyst Project	1836	Infrastructure Services Engineer	24-42770
4.	1	0419 P	Information Systems Analyst Project	1868	Application Systems Engineer III	24-42771
5.	2	0423 P	Information Systems Coordinator Project	1868	Application Systems Engineer III	24-42772
6.	1	0420 P	Information Systems Manager Project	1868	Application Systems Engineer III	24-42773
Public Defender's Office						
7.	1	1120	Clerk II	0219	Administrative Specialist II	24-42645
Registrar of Voters						
8.	1	1282	Elections Technician	0219	Administrative Specialist II	24-42133
Social Services Agency						
9.	1	1120	Clerk II	1132	Eligibility Support Clerk	24-42766

2. Add Positions

Trans #	# of Pos	Job Code	Classification Title	Control #
Information Technology Department				
10.	2	9280	Telecommunications Technician	24-42706

IV. CONSENT MATTERS

3. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
11.	1129	Specialist Clerk II	309998	Human Resources	3/31/24
12.	0305	Program Specialist	310128	HiV Specialty / Option	3/30/24
13.	6927	Program Services Coordinator	310381	Skilled Medical Professional	3/31/24
14.	6701	Community Outreach Worker II	311025	Spanish Speaking	3/31/24
Public Defender's Office					
15.	3125 P	Deputy Public Defender Project	404146	Post Conviction Unit	3/30/24

b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
16.	0305	Program Specialist	310128	Communicable Disease	3/31/24
17.	0307	Senior Program Specialist	401071	School Health Svcs Specialty	3/31/24
18.	6927	Program Services Coordinator	404281	COVID	3/31/24
Public Defender's Office					
19.	3125 P	Deputy Public Defender Project	404146	Clean Slate/Civil Remedies	3/31/24

4. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revised

Trans. #	Job Code	Classification Title	Unit
20.	6217	Institutional Supervisor I	ACMEA - Probation Department Managers
21.	6225	Institutional Supervisor II	ACMEA - Probation Department Managers
22.	6108	Deputy Probation Officer I	Teamsters 856

IV. CONSENT MATTERS

23.	6110	Deputy Probation Officer II	Teamsters 856
24.	6115	Deputy Probation Officer III	Teamsters 856