



# Summary Action Minutes

## ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, APRIL 3, 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](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 (*Excused*)

Margarita Zamora, Interim Human Resource Services Director  
 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 MARCH 20, 2024, AS MAILED</b>	<b>3-0</b>
<b>III. PUBLIC COMMENTS</b>	<b>None</b>
<b>IV. APPROVED CONSENT MATTERS (Pages 2 - 5)</b>	<b>3-0</b>
<b>V. REGULAR AGENDA</b>	<b>None</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>1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957</b>	<b>None</b>
<b>2. 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>None</b>
<b>X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</b> The Interim Director commented on the anticipated change to CSC Rule 1300 given the passage of the measure to change the Charter.	
<b>XI. ADJOURNMENT</b>	<b>3-0</b>

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

**A. Hearing Calendar.**

Correspondence received requesting an appeal hearing.

**1. Set for hearing.**

Trans. #	Requestor	Organization	Case Number
1.	Will M. Yamada	Tribuiano & Yamada, LLP	2024-01

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

Trans. #	Name	Classification Title	Agency/Department
1.	Dustin A. Parker	Deputy Sheriff II	Sheriff's Office
2.	Tina Tieu	Human Resources Technician	Health Care Services Department

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

Trans. #	Name	Classification Title From	Classification Title To	Agency/Department
1.	Javier Manzo	Deputy Sheriff II	Sheriff's Technician	Sheriff's Office
2.	Essica Torres	Social Work Supervisor	Social Worker III	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 Dispatch Manager (Promotional)	3/15/24	4/15/24

**2. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
2.	Street Sweeper Operator	3/15/24	4/09/24
3.	Engineering CAD/D Technician II	3/18/24	4/19/24
4.	Information Systems Analyst	3/18/24	4/11/24
5.	Firefighter Recruit - EMT	3/22/24	4/23/24
6.	Firefighter Recruit - Paramedic	3/22/24	4/23/24
7.	Library Division Director	3/22/24	4/15/24
8.	Associate Civil Engineer	3/25/24	4/26/24

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

**3. Reinstate Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
9.	Supply Clerk II	21-1710-01	6/30/24

**4. Miscellaneous**

**a) Extend the Last Day for Filing**

Trans. #	Classification Title	Exam #	From	To
10.	Auto Mechanic Supervisor	24-9425-01	3/20/24	4/1/24
11.	Principal Water Resources Planner, Zone 7	24-4969-01	3/18/24	4/1/24

**G. Eligible Lists.**

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Administrative Assistant	23-1142-01
2.	Assistant Deputy Director, Community Development Agency	23-2953-01
3.	Associate Deputy Public Defender	23-3110-01
4.	Child Support Specialist I	23-1401-01
5.	Deputy Sheriff I (POST Academy Graduate)	23-8602-01
6.	Deputy Sheriff II (Lateral)	23-8604-01
7.	Laborer	23-9105-01
8.	Medical Leaves & Accommodation Services Administrator (Promotional)	24-0463-01
9.	Real Estate Projects Manager (Promotional)	24-9695-01
10.	Senior Assessor's Technician	23-2508-01
11.	Youth and Family Services Lead Therapist	23-6499-01

**H. Classification Recommendations.**

Adopt the classification recommendation(s) noted below and submit recommendation to the BOS to approve the action of the CSC.

**1. Reclassify Positions**

Trans. #	# of Pos	Job Code	Classification Title From	Job Code To	Classification Title To	Control #
<b>Health Care Services Agency</b>						
1.	1	1128	Specialist Clerk I	1142	Administrative Assistant	24-42285

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

2.	1	0420	Information Systems Manager	0305	Program Specialist	24-42774
3.	1	0315	Health Care Program Administrator II (Homeless Program Specialty)	5030	Homelessness Services Administrator	24-42782
<b>Information Technology Department</b>						
4.	1	0217	Financial Services Officer	0460	Departmental Human Resources Officer	24-42778
5.	1	0232	Executive Programs Coordinator	0462	Departmental Human Resources Manager	24-42779
<b>Sheriff's Office</b>						
6.	1	8604	Deputy Sheriff II	8851	Chief Policy and Strategic Officer, Sheriff's Office	24-42897

**2. Add Positions**

Trans #	# of Pos	Job Code	Classification Title	Control #
<b>Public Defender's Office</b>				
7.	1	3310 P	Associate Deputy Public Defender Project (Clean Slate / Civil Remedies)	24-42859
<b>Sheriff's Office</b>				
8.	2	8617	Sergeant	24-42356
9.	1	8617	Sergeant	24-42357
10.	1	8617	Sergeant	24-42358
11.	2	8617	Sergeant	24-42359
12.	1	8617	Sergeant	24-42360
13.	1	8617	Sergeant	24-42361
14.	1	8617	Sergeant	24-42362
15.	1	8617	Sergeant	24-42363
16.	2	8620	Lieutenant	24-42364
17.	1	8620	Lieutenant	24-42365
18.	1	8620	Lieutenant	24-42366
19.	1	8620	Lieutenant	24-42367
20.	1	8620	Lieutenant	24-42368
21.	2	8620	Lieutenant	24-42369
22.	4	8620	Lieutenant	24-42370
23.	1	8620	Lieutenant	24-42371
24.	1	8620	Lieutenant	24-42372
25.	1	8620	Lieutenant	24-42373

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

26.	1	8620	Lieutenant	24-42374
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**3. Specialty Designations. None**

**4. Classification Specifications.**

**a) Revised**

Adopt the revised classification specification(s) noted below:

Tran s. #	Job Code	Classification Title	Unit
27.	0451	Contract Compliance Supervisor	Unrepresented – Management
28.	2047	Deputy Director, Public Works	Unrepresented – Management

**b) Revise and Retitle**

Adopt the revised and retitled classification specification(s) noted below:

Tran s. #	Job Code	Classification Title From	Classification Title To	Unit
29.	6502	Youth and Family Services Manager	CORE Clinical Manager	Unrepresented – Management


**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:

Tran s. #	Job Code	Classification Title	Unit
30.	6506	CORE & Re-Entry Support Services System of Care Director	Unrepresented – Management

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:  
  
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**SAM GEE, Interim Civil Service Commission Secretary**