



Summary Action Minutes

ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, MAY 15, 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
Andrea Weddle, Chief Assistant County Counsel

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF MAY 1, 2024, AS MAILED

4-0

III. PUBLIC COMMENTS

None

IV. APPROVED CONSENT MATTERS (Pages 3 - 5)

CORRECTION: Regarding Item IV. Consent Matters, H. Classification Recommendations, 3. Specialty Designation, Item No. 6: The Job Code listed as 5779, was corrected to reflect "5799" Nutrition Assistant II.

4-0

Consent Matters were approved as amended.

V. REGULAR AGENDA

None

VI. COMMUNICATION(S)

None

VII. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services staff in response to Aishah Bashir's appeal of the Classification Study Determination to reclassify her position from Administrative Specialist II ("AS II"), Job Code ("JC") 0219, to Program Services Coordinator ("PSC"), Job Code (JC) 6927

Staff Recommendation: Deny Ms. Bashir's appeal and uphold staff's recommendation to reclassify Ms. Bashir from Administrative Specialist II (AS II), Job Code 0219, to Program Services Coordinator (PSC), Job Code 6927.

The Commission voted unanimously 4-0 to deny the appeal and to uphold staff's recommendation to reclassify Aishah Bashir from Administrative Specialist II (JC) 0219, to Program Services Coordinator (JC) 6927.

4-0

VIII. CLOSED SESSION	
1. REPORT AND RECOMMENDATION(S): Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957	None
2. Public Employment pursuant to Government Code §54957	None
3. 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.

Correspondence received regarding an appeal hearing.

1. Remove from Hearing Calendar

Trans. #	Requestor	Organization	Case Number
1.	Sean D. Currin	Mastagni Holstedt	2017-03

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Jhoselin Alfaro	Sheriff's Technician	Sheriff's Office
2.	Toan Quach	Administrative Assistant	Health Care Services Agency

C. Voluntary Demotion(s). **None**

D. Comparable Transfer(s).

Trans. #	Name	Classification Title From	Classification Title To	Agency/Department
1.	Vu Tu Thanh Nguyen	Eligibility Support Clerk	Service Support Specialist	Social 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.	Administrative Services Officer (Promotional)	5/3/24	5/28/24
2.	Human Resource Services Division Manager (Promotional)	5/3/24	5/28/24

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
3.	Executive Program Coordinator	3/25/24	4/19/24
4.	Fingerprint Examiner	4/24/24	5/21/24
5.	Junior Engineer	4/24/24	5/20/24
6.	Retirement Benefits Specialist	4/24/24	5/20/24
7.	Supervising Environmental Compliance Specialist	5/1/24	5/28/24
8.	Benefits Accountant	5/3/24	5/28/24
9.	Departmental Human Resources Officer	5/3/24	5/28/24

IV. CONSENT MATTERS **APPROVED**

3. Open Continuous

Trans. #	Classification Title	Open Date	Last Day to File
10.	Sheriff's Technician	4/26/24	Continuous

4. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
11.	Juvenile Institutional Officer Intermittent	21-6210N-01	11/1/24
12.	Heavy Equipment Operator	22-9355-01	11/2/24

5. Order Eligible List Designated Alternative List

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternative List	Job Code
13.	Registered Nurse II PHN	19-5305-01	Registered Nurse II	5305
14.	Workforce Education and Training Manager, HCSA	23-5098-01	Staff Development Supervisor	6797

6. Miscellaneous

a) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
15.	Associate Civil Engineer	24-2021-01	4/26/24	5/28/24
16.	Nutritionist II	24-5795-01	4/25/24	5/3/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Accounting Specialist I	23-1314-01
2.	Accounting Specialist II	23-1316-01
3.	Auditor-Appraiser I	23-2705-01
4.	Auto Mechanic Supervisor	24-9425-01
5.	Child Support Supervisor	24-1406-01
6.	Child Welfare Worker II	24-6745-01
7.	Departmental Facilities Manager	24-0223-01
8.	Fire Battalion Chief (Promotional)	24-8150-01
9.	Fire Dispatch Manager (Promotional)	24-8200-01
10.	Principal Auditor-Appraiser (Promotional)	24-2725-01
11.	Senior Civil Engineer	24-2025-01

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. Add Positions

Trans. #	# of Pos	Job Code	Classification Title	Control #
Fire Department				
1.	1	8188	Fire Department Human Resources Officer	24-42783
2.	1	8187	Fire Department Human Resources Technician	24-42784

2. Reclassify Positions

Trans. #	# of Pos	Job Code	Classification Title From	Job Code	Classification Title To	Control #
Alameda County Health						
3.	1	6927	Program Services Coordinator	0305	Program Specialist	24-42903
General Services Agency						
4.	1	7422	Janitor Supervisor I	7243	Janitor Supervisor II	24-42977
Zone 7						
5.	1	4965	Associate Engineer/Geologist, Zone 7	4964	Assistant Engineer/Geologist, Zone 7	24-42986

3. Specialty Designations

Recommend Approving the following:

a) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Alameda County Health					
6.	5779	Nutrition Assistant II	311109	Spanish Speaking	5/26/24

4. Classification Specifications. None

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

 977E8A6A6F46406...

SAM GEE, Interim Civil Service Commission Secretary