



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, MAY 29, 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 (*Excused*)

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 15, 2024, AS MAILED

3-0

III. PUBLIC COMMENTS

None

IV. APPROVED CONSENT MATTERS (Pages 3 - 6)

None

V. REGULAR AGENDA

From Human Resource Services staff in accordance with Civil Service Rule ("CSR") 1012 Amendments to Rules, regarding Proposed Adoption of Amendment to CSR 1300 Notice of Examination, to change the reference to days, from "twenty five" to "fourteen (14) calendar" days' notice.

3-0

STAFF RECOMMENDATION:

Adopt Rule Change – APPROVED

VI. COMMUNICATION(S)

None

VII. APPEALS (Non-Disciplinary Matters)

None

VIII. CLOSED SESSION

1. REPORT AND RECOMMENDATION(S):

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

3-0

2. Public Employment pursuant to Government Code §54957

3-0

3. Conference with Legal Counsel – Potential Litigation:

Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

3-0

IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION	3-0
X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS <ul style="list-style-type: none">▪ Regarding Item V. Regular Agenda:<p>The Interim Director stated that the Commission’s approval to amend Civil Service Rule 1300 constitutes the final step in the process. The rule is now in effect and ready for implementation.</p>▪ The Interim Director mentioned the state-mandated Workplace Violence Prevention training that was recently rolled out to all County employees and briefly discussed the requirement to create an Agency-specific Workplace Violence Prevention Plan (“WVPP”) with a completion date of July 1, 2024.	
XI. ADJOURNMENT	3-0

IV. CONSENT MATTERS **APPROVED**

A. Hearing Calendar.

Correspondence received requesting an appeal hearing.

1. Set for hearing.

Trans. #	Requestor	Organization	Case Number
1.	Spencer M. Shure	Mastagni Holstedt	2024-04

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Adam-Ray Bernados	Library Page	Library
2.	Sheila Green	Departmental HR Officer	Social Services Agency
3.	Nedra Jones	Health Insurance Technician	Alameda County Health
4.	Neiandi Parnell	Specialist Clerk II	Alameda County Health
5.	Frank Talmadge	Employment Specialist II	Alameda County Health

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. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
1.	Assistant Director, Forensic, Diversion & Re-Entry System of Care	5/6/24	5/31/24
2.	Clinical Review Specialist Supervisor	5/6/24	5/31/24
3.	Fire Department Plan Checker I	5/8/24	6/7/24
4.	Auditor	5/13/24	6/7/24
5.	Institutional Supervisor I	5/13/24	6/6/24
6.	Institutional Supervisor II	5/13/24	6/6/24

2. Terminate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
7.	Medical Leaves & Accommodation Services Technician	22-0464-01	5/7/24
8.	Service Support Specialist	23-1133-01	5/13/24

IV. CONSENT MATTERS

APPROVED

3. Order Eligible List Designated Alternative List

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternative List	Job Code
9.	Eligibility Support Clerk	22-1132-01	Service Support Specialist	1133

4. Miscellaneous

a) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
10.	Public Works Inspector III, Facilities	24-2172-01	5/6/24	5/20/24
11.	Registered Nurse IV (PHN Option)	22-5320-02	5/17/24	6/17/24
12.	Retirement Technician,	24-1352-01	5/6/24	5/9/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Assessment Services Manager (Promotional)	24-2870-01
2.	Associate Water Resources Planner, Zone 7	24-4947-01
3.	Chief Forensic Pathologist	22-5149-02
4.	Clerk II (Program Worker/Re-Entry Pilot Program Specialty)	23-1120-02
5.	Infrastructure Services Manager	23-1837-01
6.	Maintenance and Operations Manager	24-9527-01
7.	Nutritionist II	24-5795-01
8.	Senior Project Manager, GSA	24-9701-01
9.	Supervising Clerk II	24-1139-01

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	Classification Title To	Control #
Alameda County Health						
1.	1	6640	Rehabilitation Counselor II	6510	Behavioral Clinician II	24-42496

IV. CONSENT MATTERS **APPROVED**

2.	1	1142	Administrative Assistant	0219	Administrative Specialist II	24-43017
ACERA						
3.	2	1346	Investment Officer, ACERA	1375	Senior Investment Officer, ACERA	24-43029
4.	1	1346	Investment Officer, ACERA	1375	Senior Investment Officer, ACERA	24-43052
Probation Department						
5.	1	6927	Program Services Coordinator	0219	Administrative Specialist II	24-42874
Sheriff's Office						
6.	1	1220	Secretary II	8721	Emergency Services Coordinator II	24-42856
7.	1	1220	Secretary II	1139	Supervising Clerk II	24-42872
Social Services Agency						
8.	1	0219	Administrative Specialist II	6927	Program Services Coordinator	24-41898

2. Add Positions

Trans #	# of Pos	Job Code	Classification Title	Control #
Registrar of Voters				
9.	6	1282	Elections Technician	24-43014

3. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Community Development Agency					
10.	2953	Assistant Deputy Director, Community Development Agency	303226	Assistant Planning Specialty	6/8/24

IV. CONSENT MATTERS

APPROVED

b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Community Development Agency					
11.	2953	Assistant Deputy Director, Community Development Agency	303226	Management Services	6/9/24

4. Classification Specifications. **None**

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

Sam GEE

977E8A6A6F46406...

SAM GEE, Interim Secretary to Civil Service Commission