



# Summary Action Minutes

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

**WEDNESDAY, JULY 24, 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

Margarita Zamora, Interim Director, Human Resource Services  
Sam Gee, Interim Secretary to Civil Service Commission  
Andrea Weddle, Chief Assistant County Counsel

#### I. CALLED TO ORDER

#### II. APPROVED THE MINUTES OF JULY 10, 2024, AS MAILED

4-0

#### III. PUBLIC COMMENTS

None

#### IV. APPROVED CONSENT MATTERS (Pages 2 - 6)

4-0

#### V. REGULAR AGENDA

None

#### VI. COMMUNICATION(S)

None

#### VII. APPEALS (Non-Disciplinary Matters)

None

#### VIII. CLOSED SESSION

##### 1. REPORT AND RECOMMENDATION(S):

None

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

##### 2. Public Employment pursuant to Government Code §54957

None

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

None

##### 4. Conference with Legal Counsel – Potential Litigation:

None

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

#### 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.	Wendy Huang	Registered Environmental Health Specialist	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. Promotional Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
1.	Lieutenant (Promotional)	6/28/24	7/24/24
2.	Lead Janitor, Detention Facilities (Promotional)	7/15/24	7/29/24

**2. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
3.	Diversity, Equity and Inclusion Deputy Director	6/14/24	6/28/24
4.	Risk Coordinator	6/17/24	7/1/24
5.	Administrative Associate, County Administrator’s Office	7/8/24	7/22/24
6.	Child Welfare Worker I	7/9/24	7/23/24
7.	Administrative Analyst	7/12/24	7/26/24
8.	Early Childhood Mental Health Coordinator	7/15/24	7/29/24
9.	Procurement Manager, Zone 7	7/15/24	8/9/24
10.	Financial Services Specialist I	7/22/24	8/5/24

**3. Re-Open Continuous**

Trans. #	Classification Title	Re-Open Date	Last Day to File
11.	Child Welfare Worker II	7/15/24	Continuous

#### IV. CONSENT MATTERS

APPROVED

##### 4. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
12.	Food Service Worker	22-7510-01	1/9/25

##### 5. Extend Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
13.	Human Resources Technician	22-0278-01	1/12/25

##### 6. Miscellaneous

###### a) Cancel

Trans. #	Classification Title	Exam #	Effective
14.	Administrative Analyst	21-0245-01	8/12/22
15.	Treasurer-Tax Collector Supervisor	24-1604-01	6/17/24

###### b) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
16.	Child Welfare Worker II	24-6745-01	Open Assembled	Open Continuous	2/5/24

###### c) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
17.	Janitor, Floor Specialist	23-7411-01	1/24/24	7/22/24
18.	Policy Director	23-6047-01	7/5/24	7/19/24
19.	Senior Latent Fingerprint Examiner	23-8531-01	7/11/24	7/25/24

## IV. CONSENT MATTERS APPROVED

### G. Eligible Lists.

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Benefits Accountant	24-0267-01
2.	Junior Engineer	24-2010-01
3.	Mapping Technician III	24-2303-01
4.	Medical Clerk	24-1126-01
5.	Public Works Inspector III, Facilities	24-2172-01
6.	Registered Nurse II	23-5305-01
7.	Senior Program Specialist	24-0307-01
8.	Workforce Services Technician	23-1467-01

### 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 #
<b>ACERA</b>						
1.	1	1346	Investment Officer, ACERA	1375	Senior Investment Officer, ACERA	24- 43124
<b>Alameda County Health</b>						
2.	1	6701	Community Outreach Worker II (Spanish Speaking)	6706	Family Support Care Coordinator (Spanish Speaking)	24-42410
3.	1	7879	Health Services Trainee	0206 P	Management Analyst Project	24-42919
4.	1	1220	Secretary II	0219	Administrative Specialist II	24-43159
5.	1	6701	Community Outreach Worker II	6706	Family Support Care Coordinator	24-43166
6.	1	0215	Senior Financial Services Specialist	0306	Program/Financial Specialist	24-43206
<b>Library</b>						
7.	1	4177 P	Librarian IV Project	4177	Librarian IV	25-43262
8.	1	4178	Library Manager II (WEB Services)	4177	Librarian IV	25-43263

## IV. CONSENT MATTERS APPROVED

### Public Defender's Office

9.	1	1216	Supervising Secretary I (Legal Experience Specialty)	0232	Executive Programs Coordinator	24-42944
10.	1	1212	Transcriptionist	1226	Administrative Legal Secretary	25-43287

### Sheriff's Office

11.	1	8755	Sheriff's Technician	0404	Crime Technician	24-43098
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## 2. Specialty Designations

Recommend Approving the following:

### a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Social Services Agency</b>					
12.	1120	Clerk II	308112	Imaging Specialty	8/3/24
13.	1120	Clerk II	308984	Imaging Specialty	8/3/24

### b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Alameda County Health</b>					
14.	0420	Information Systems Manager	404298	Health Informaticist	8/4/24
<b>Social Services Agency</b>					
15.	1120	Clerk II	307551	Re-Entry Training	8/4/24
16.	1120	Clerk II	307557	Re-Entry Training	8/4/24
17.	1120	Clerk II	308104	Re-Entry Training	8/4/24
18.	1120	Clerk II	308112	Re-Entry Training	8/4/24
19.	1120	Clerk II	308114	Re-Entry Training	8/4/24
20.	1120	Clerk II	308116	Re-Entry Training	8/4/24
21.	1120	Clerk II	308984	Re-Entry Training	8/4/24

#### IV. CONSENT MATTERS

**APPROVED**

##### 3. Classification Specifications.

###### a) Revised

Adopt the revised classification specification(s) noted below:

Trans. #	Job Code	Classification Title	Unit
22.	2510	Assistant Right of Way Agent	SEIU 1021

###### b) Revised and Retitled

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

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
23.	2520	Supervising Right-Of-Way Agent	Chief Right of Way Agent	IFPTE, Local 21 - CEMU

#### 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