



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, AUGUST 7, 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 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 24, 2024, AS MAILED

3-0

III. PUBLIC COMMENTS

Regarding Item VII.:

- Shatiqua Hampton, Appellant, spoke in favor of her appeal being granted and for overturning staff's determination to reject her employment application based upon the Minimum Qualification requirement for Exam #24-0460-01.
- Monique Hill, Personnel Services Program Manager of Recruitment and Selection presented the staff report outlining the basis for staff's determination for denial of the appeal.

IV. APPROVED CONSENT MATTERS (Pages 3 - 7)

3-0

V. REGULAR AGENDA

None

VI. COMMUNICATION(S)

From Human Resource Services staff regarding the Director Report on the 2023-2024
Grand Jury Final Report

[Received and Filed]

VII. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services staff in response to Shatiqua Hampton's appeal of
Minimum Qualification Determination for the Departmental Human Resources Officer,
Exam #24-0460-01.

STAFF RECOMMENDATION: Deny Appeal

The Commission voted (2 Ayes) (1 No - Chang) to deny the appeal.

2-1

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. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957	None
4. <u>Conference with Legal Counsel – Potential Litigation:</u> 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	3-0

IV. CONSENT MATTERS **APPROVED**

A. Hearing Calendar. **None**

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Derek Braselton	Administrative Specialist II	Alameda County Health Department
2.	Ondray Cooper	Juvenile Institutional Officer	Probation Department
3.	Danny Doan	Administrative Specialist II	Alameda County Health Department
4.	Ahjyia Fox	Specialist Clerk II	Alameda County Health Department
5.	Zhihui Huang	Eligibility Services Technician III	Social Services Agency
6.	Clyde Lewis	Senior Program Specialist	Alameda County Health Department
7.	Natasha Sanchez	Specialist Clerk I	Alameda County Health Department
8.	Quan Thai	Senior Financial Services Specialist	Alameda County Health Department
9.	Katrina Thomas Martin	Social Worker III	Alameda County Health Department

C. Voluntary Demotion(s).

Trans. #	Name	Classification Title From	Classification Title To	Agency/Department
1.	Christopher Logwood	Juvenile Institutional Officer Associate	Juvenile Institutional Officer Intermittent	Probation Department
2.	Ko Kin Or	Appraiser I	Clerk II	Assessor's Office
3.	Mayra Flores Paniagua	Deputy Sheriff's Recruit	Sheriff's Technician	Sheriff's Office
4.	Divya Thota Raghunathan	Specialist Clerk II	Library Clerk II	Library

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.	Economic and Civic Development Manager (Promotional)	7/16/24	7/30/24

IV. CONSENT MATTERS **APPROVED**

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
2.	Senior Deputy County Counsel	7/12/24	7/26/24
3.	Civil Legal Secretary	7/17/24	7/31/24
4.	Deputy Director, Public Works	7/24/24	8/5/24
5.	Medical Leaves & Accommodation Services Technician	7/26/24	8/9/24
6.	Janitor, Floor Specialist, Detention Facilities	7/26/24	8/12/24
7.	Water Plant Operator II, Zone 7	7/26/24	8/19/24
8.	Auditor-Appraiser III	7/29/24	8/12/24

3. Open Continuous

Trans. #	Classification Title	Open Date	Last Day to File
9.	Fire Dispatcher Trainee	7/26/24	Continuous

4. Re-Open Continuous

Trans. #	Classification Title	Re-Open Date	Last Day to File
10.	Auditor-Appraiser I	7/29/24	8/12/24
11.	Treasurer-Tax Collector's Specialist III	7/29/24	8/5/24

5. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
12.	Accounting Technician	22-1315-01	10/23/24

6. Extend Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
13.	Senior Supervising Auditor	23-0150-01	10/26/24

IV. CONSENT MATTERS APPROVED

7. Miscellaneous

a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
14.	Auditor-Appraiser I	23-2705-01	Open Assembled	Open Continuous	2/4/24
15.	Treasurer-Tax Collector's Specialist III	23-1603-01	Open Assembled	Open Continuous	2/15/24

b) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
16.	County Surveyor	24-2157-01	7/15/24	7/29/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Administrative Services Officer (Promotional)	24-0221-01
2.	Assistant Director, Forensic, Diversion & Re-Entry System of Care	23-5065-01
3.	Associate Civil Engineer / Professional Geologist, Zone 7	24-4965-01
4.	Business License Tax Lead Auditor (Promotional)	24-0152-01
5.	Clinical Review Specialist Supervisor	23-6516-01
6.	Crime Analyst	23-0405-01
7.	Deputy Probation Officer III	24-6115-01
8.	Fire Department Plan Checker I	24-8127-01
9.	Public Works Inspector III, Construction	24-2162-01
10.	Retirement Technician	24-1352-01
11.	Risk Coordinator	24-0493-01

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. Reclassify Positions

Trans.#	# of Pos	Job Code	Classification Title From	Job Code	Classification Title To	Control #
Alameda County Health						
1.	1	6635	Housing Resource Specialist, BHCS	6510	Behavioral Clinician II	24-43099
2.	1	6927 P	Program Services Coordinator Project (Youth Development)	6927	Program Services Coordinator (Youth Development)	24-43205
3.	1	0416	Information Systems Specialist	0206	Management Analyst	25-43288
Probation						
4.	1	6118 P	Probation Specialist	6118	Probation Specialist	24-42384

2. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Alameda County Health					
5.	6492	Mental Health Specialist III	401050	Adult Clinical Specialty	8/18/24

b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Alameda County Health					
6.	5305	Registered Nurse II	311206	Homeless Program Specialty	8/18/24

IV. CONSENT MATTERS

APPROVED

3. Classification Specifications.

a) Revised

Adopt the revised classification specification(s) noted below:

Trans. #	Job Code	Classification Title	Unit
7.	8166	Fire Department Payroll Processor	Unrepresented – Fire Non-Management

b) Revised and Retitled

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

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
8.	7423	Janitor Supervisor II	Janitor Supervisor	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:

Trans. #	Job Code	Classification Title	Unit
9.	1801	Information Technology Acquisition Specialist I	Unrepresented – Management
10.	1802	Information Technology Acquisition Specialist II	Unrepresented – Management
11.	1848	Chief Information Security Officer	Unrepresented – Management
12.	8180	Fire Department Payroll Analyst	Unrepresented – Fire Management

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

Sam GEE

977E8A6A6F46406...

SAM GEE, Interim Secretary to Civil Service Commission