



# Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

**WEDNESDAY, AUGUST 21, 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 (*Excused*)  
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 AUGUST 7, 2024, AS MAILED

3-0

## III. PUBLIC COMMENTS

None

## IV. APPROVED CONSENT MATTERS (Pages 3 - 6)

3-0

## V. REGULAR AGENDA

None

## VI. COMMUNICATION(S)

None

## VII. APPEALS (Non-Disciplinary Matters)

None

## VIII. CLOSED SESSION

### 1. REPORT AND RECOMMENDATION(S): None

None

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

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

Trans. #	Job Code	Classification Title	Agency/Department	Case #
1.	1137	Administrative Associate, CAO	County Administrator's Office	2024-06

3-0

### 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

<b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION</b> <b>Regarding Item VIII.2:</b> The Civil Service Commission voted unanimously (3-0) to deny the appeal.	<b>3-0</b>
<b>X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</b>	<b>None</b>
<b>XI. ADJOURNED</b>	

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

**A. Hearing Calendar.** **None**

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

Trans. #	Name	Classification Title	Agency/Department
2.	Edgard Escalante	Management Associate I	Alameda County Health Department
3.	Vien Vong	Specialist Clerk I	Public Works Agency
4.	Tehauja Ward	Administrative Assistant	Alameda County Health Department

**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.	Policy Manager, Department of Child Support Services (Promotional)	8/9/24	8/23/24
2.	Training Center Customer Service and Sales Coordinator (Promotional)	8/9/24	8/23/24

##### 2. **Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
3.	Fire Department Human Resources Officer	8/1/24	8/14/24
4.	Fire Department Human Resources Technician	8/1/24	8/14/24
5.	Civil Legal Clerk	8/2/24	8/16/24
6.	Fire Public Education Assistant	8/5/24	8/20/24
7.	Truck Driver	8/5/24	8/19/24
8.	Adult Protective Services Worker II	8/9/24	8/23/24
9.	Training and Education Center Customer Service Specialist	8/9/24	8/23/24
10.	Deferred Compensation Program Manager	8/13/24	8/26/24

## IV. CONSENT MATTERS **APPROVED**

### 3. Re-Open Continuous

Trans. #	Classification Title	Re-Open Date	Last Day to File
11.	Payroll Records Clerk	8/2/24	8/16/2024
12.	Secretary II	8/5/24	8/19/2024
13.	Financial Services Specialist II	8/12/24	8/26/2024
14.	Library Division Director	8/19/24	9/2/2024

### 4. Terminate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
15.	Real Estate Projects Manager (Promotional)	24-9695-01	7/31/24
16.	Senior Transportation Planner	24-2089-01	8/6/24

### 5. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
17.	Principal Appraiser	23-2630-01	9/30/24

### 6. Miscellaneous

#### a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
18.	Financial Services Officer	23-0217-01	open-assembled	open-continuous	8/17/23
19.	Financial Services Specialist II	23-0214-01	open-assembled	open-continuous	9/28/23
20.	Library Division Director	24-4180-01	open-assembled	open-continuous	3/22/24
21.	Payroll Records Clerk	23-1125-01	open-assembled	open-continuous	11/13/23

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

Trans. #	Classification Title	Exam #	From	To
22.	County Surveyor	24-2157-01	7/29/24	8/19/24
23.	Procurement Manager, Zone 7	24-4956-01	8/9/24	8/30/24

#### IV. CONSENT MATTERS

**APPROVED**

##### G. Eligible Lists.

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Auditor Associate I	24-1527-01
2.	Career Development Specialist II	24-6788-01
3.	County Training and Organizational Development Specialist	24-0466-01
4.	Departmental Human Resources Officer	24-0460-01
5.	Emergency Services Dispatcher I	23-1882-01
6.	Information Systems Analyst	24-0419-01
7.	Institutional Supervisor II	24-6225-01
8.	Probation Training Manager	24-6139-01
9.	Retirement Benefits Specialist	24-1361-01
10.	Senior Nutritionist	23-5794-01
11.	Social Worker II	24-6715-01
12.	Veterans Service Officer	24-1474-01

##### 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>Alameda County Health</b>						
1.	1	1128	Specialist Clerk I (Spanish)	6492	Mental Health Specialist III	24-42775
2.	1	1128	Specialist Clerk I	1129	Specialist Clerk II	24-42866
3.	2	6491 P	Mental Health Specialist II Project	6491	Mental Health Specialist II	24-43119
4.	1	0419	Information Systems Analyst (Managed Care Data)	0206	Management Analyst	24-43126
5.	1	1418	Foundation Director	0316	Fund Development and Grants Manager	25-43328
6.	1	1128	Specialist Clerk I	1142	Administrative Assistant	25-43351
<b>Auditor's Office [ADDED PER HRS STAFF]</b>						
7.	1	1529	Auditor Associate III	0144	Senior Auditor	25-43336

#### IV. CONSENT MATTERS

**APPROVED**

##### Probation

8.	1	1128	Specialist Clerk I	1129	Specialist Clerk II	25-43324
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#### 2. Specialty Designations

Recommend Approving the following:

##### a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Alameda County Health					
9.	0307	Senior Program Specialist	310120	Emergency Preparedness Profess	9/1/24

#### 3. Classification Specifications.

##### a) Revised

Adopt the revised classification specification(s) noted below:

Trans. #	Job Code	Classification Title	Unit
10.	9420	Auto Mechanic	BTC

##### b) Revised and Retitled

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

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
11.	8675	Zoning Investigator I	Code Enforcement Officer I	SEIU 1021
12.	8680	Zoning Investigator II	Code Enforcement Officer II	SEIU 1021
13.	8685	Zoning Investigator III	Code Enforcement Officer III	SEIU 1021
14.	8764	Senior Code Enforcement Investigator	Senior Code Enforcement Officer	Unrepresented – Management

**IV. CONSENT MATTERS**

**APPROVED**

**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**