



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, SEPTEMBER 4, 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 Director, Human Resource Services (**Excused**)
Sam Gee, Interim Secretary to Civil Service Commission
Scott Dickey, Assistant County Counsel

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF AUGUST 21, 2024, AS MAILED (3 Ayes) (1 Abstention – Chang)

3 Ayes
1 Abstention

III. PUBLIC COMMENTS

None

IV. APPROVED CONSENT MATTERS (Pages 2-6)

CORRECTION:

**Item H. Classification Recommendation; 1. Reclassify Positions; 2. Public Works Agency
(Change from Specialist Clerk I, to Specialist Clerk II) Approved as amended**

4-0

V. REGULAR AGENDA

None

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

None

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:**

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. ADJOURN	

IV. CONSENT MATTERS**APPROVED****A. Hearing Calendar.**

Remove from Civil Service Commission calendar.

Trans. #	Case Nos.	Written Notification Received	Disposition
1.	2024-01 OAH 2024060291	Will Yamada of Tribuiano & Yamada	Appeal Withdrawn; Settlement Agreement

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
2.	Carol Brookens	Departmental Human Resource Officer	General Services Agency
3.	Adriene Renee Rodgers	Staff Development Specialist	Social Services Agency
4.	Roya Sana	Procurement and Contracts Assistant	General Services Agency
5.	Desiree Sellati	Administrative Legal Secretary	Public Defender
6.	Lakisha Taylor	Sheriff's Technician	Sheriff's Office
7.	Teena Whitmer	Departmental Human Resources Officer	Public Works Agency

C. Voluntary Demotion(s).

Trans. #	Name	Classification Title From	Classification Title To	Agency/Department
1.	Raul Martinez Gutierrez	Deputy Sheriff's Recruit	Sheriff's Safety Aide	Sheriff's Office
2.	Ashley McClain	Social Worker Supervisor	Social Worker III	Social Services Agency
3.	Jose L Montes	Eligibility Services Tech II	Eligibility Support Clerk	Social Services Agency

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.	Senior Rehabilitation Counselor	8/21/24	9/3/24
2.	Training Officer, Health Care Services Agency	8/27/24	9/9/24

IV. CONSENT MATTERS**APPROVED****2. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
3.	Epidemiologist III	8/12/24	8/26/24
4.	Staff Development Supervisor	8/14/24	8/28/24
5.	Senior Transportation Planner	8/19/24	9/2/24
6.	Mapping Technician III	8/20/24	9/3/24
7.	Assistant Right of Way Agent	8/21/24	9/4/24
8.	Departmental Human Resources Officer Trainee	8/21/24	9/4/24
9.	Heavy Equipment Mechanic	8/21/24	9/4/24
10.	Senior Accountant	8/21/24	9/4/24
11.	Supervising Accountant	8/21/24	9/4/24
12.	Associate Program Specialist	8/23/24	9/6/24
13.	Program Specialist	8/23/24	9/6/24
14.	Physician IV	8/26/24	9/9/24

3. Open Continuous

Trans. #	Classification Title	Open Date	Last Day to File
15.	Supervising Program Specialist	8/16/24	8/30/24

4. Re-Open Continuous

Trans. #	Classification Title	Re-Open Date	Last Day to File
16.	Departmental Human Resources Manager (Promotional)	8/19/24	9/3/24
17.	Financial Services Officer	8/23/24	9/13/24

5. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
18.	Program/Financial Specialist	22-0306-01	9/18/24
19.	Public Defender Investigator I	22-8576-01	8/15/25

IV. CONSENT MATTERS

APPROVED

6. Miscellaneous

a) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
20.	Auditor-Appraiser III	24-2715-01	8/12/24	8/20/24
21.	County Surveyor	24-2157-01	8/19/24	9/3/24
22.	Fire Department Human Resources Officer	24-8188-01	8/14/24	8/30/24
23.	Medical Leaves & Accommodation Services Technician	24-0464-01	8/9/24	8/23/24
24.	Registered Nurse IV (PHN Option)	22-5320-02	7/19/24	9/20/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Assistant Engineer / Geologist, Zone 7	24-4964-01
2.	Auditor	24-0143-01
3.	Billing Technician III	23-1493-01
4.	Deputy Director, Public Works	24-2047-01
5.	Institutional Supervisor I	24-6217-01
6.	Lead Janitor, Detention Facilities (Promotional)	24-7418-01
7.	Senior Deputy County Counsel	24-3240-01
8.	Senior Family Support Case Manager	24-6708-01
9.	Senior Latent Fingerprint Examiner	23-8531-01
10.	Street Sweeper Operator	24-9317-01

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 #
Community Development Agency						
1.	1	2966 P	Housing And Community Development Specialist III Project (Housing Dev Proj Coordinator)	1142	Administrative Assistant	24-43095
Public Works Agency						
2.	1	1128	Correction: Specialist Clerk I <i>Specialist Clerk II</i>	2112	Public Works Technical Assistant II	24-43031

2. Add Positions

Trans.#	# of Pos	Job Code	Classification Title To	Control #
Zone 7				
3.	1	4944	Water Plant Operator III, Zone 7	25-43277
4.	1	4952	Water Quality Laboratory Supervisor, Zone 7	25-43281

3. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Probation Department					
5.	6210N	Juvenile Institutional Officer Intermittent	302773	Female Only	9/15/24
6.	6210N	Juvenile Institutional Officer Intermittent	302778	Female Only	9/15/24
7.	6210N	Juvenile Institutional Officer Intermittent	302781	Female Only	9/15/24
8.	6210N	Juvenile Institutional Officer Intermittent	302878	Female Only	9/15/24


IV. CONSENT MATTERS **APPROVED**

9.	6210N	Juvenile Institutional Officer Intermittent	302884	Female Only	9/15/24
10.	6210N	Juvenile Institutional Officer Intermittent	302885	Female Only	9/15/24
11.	6210N	Juvenile Institutional Officer Intermittent	302651	Male Only	9/15/24
12.	6210N	Juvenile Institutional Officer Intermittent	302711	Male Only	9/15/24
13.	6210N	Juvenile Institutional Officer Intermittent	302875	Male Only	9/15/24
14.	6210N	Juvenile Institutional Officer Intermittent	302877	Male Only	9/15/24
15.	6210N	Juvenile Institutional Officer Intermittent	302879	Male Only	9/15/24
16.	6210N	Juvenile Institutional Officer Intermittent	302881	Male Only	9/15/24
17.	6210N	Juvenile Institutional Officer Intermittent	302883	Male Only	9/15/24
18.	6210N	Juvenile Institutional Officer Intermittent	302946	Male Only	9/15/24

4. Classification Specifications. **None**

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

977E8A6A6F46406...

SAM GEE, Interim Secretary to Civil Service Commission