



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, SEPTEMBER 18, 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 (*Excused*)
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 September 4, 2024, AS MAILED

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III. PUBLIC COMMENTS

None

IV. APPROVED CONSENT MATTERS (Pages 3-7)

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V. REGULAR AGENDA

None

VI. COMMUNICATION(S)

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

[Continued to the Civil Service Commission meeting of October 2, 2024]

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. ADJOURNED	

IV. CONSENT MATTERS **APPROVED**

A. Hearing Calendar **None**

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Kenya Holloman	Auditor Associate III	Auditor-Controller
2.	Renee Le Jordan	Eligibility Services Technician III	Social Services Agency
3.	Ericka Medina	Secretary II	Alameda County Health Department
4.	Chanta Vater	Eligibility Services Technician III	Social Services Agency
5.	Brandon G. Virrey	Account Clerk II	Sheriff's Office

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.	Division Director, SSA (Promotional)	8/30/24	9/13/24

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
2.	Assessor's External Affairs Manager	8/30/24	9/12/24
3.	Deputy County Counsel	8/26/24	9/9/24
4.	Deputy Public Defender	8/30/24	9/13/24
5.	Survey Technician III	9/4/24	9/18/24
6.	Fire CERT Program Coordinator	9/6/24	9/25/24
7.	Forensic Pathologist	9/6/24	10/2/24
8.	Librarian IV	9/9/24	9/23/24

3. Re-Open Continuous

Trans. #	Classification Title	Re-Open Date	Last Day to File
9.	Financial Services Officer	8/23/24	9/13/24

IV. CONSENT MATTERS APPROVED

4. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
10.	Career Development Specialist I	23-6787-01	3/1/25

5. Miscellaneous

a) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
11.	Epidemiologist III	23-5777-01	8/26/24	9/16/24
12.	Financial Services Officer	23-0217-01	9/13/24	9/24/24
13.	Financial Services Specialist II	23-0214-01	8/26/24	9/24/24
14.	Senior Accountant	24-0138-01	9/4/24	9/18/24
15.	Senior Transportation Planner	24-2089-02	9/2/24	9/3/24
16.	Staff Development Supervisor	23-6797-01	8/28/24	9/11/24
17.	Supervising Accountant	23-0140-01	9/4/24	9/18/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Administrative Associate, County Administrator's Office (CAO)	24-1137-01
2.	Adult Protection Supervisor	24-6770-01
3.	Client Advocate, Promotional	23-6736-01
4.	Crew Leader	24-9515-01
5.	Diversity, Equity, and Inclusion Deputy Director	24-0497-01
6.	Economic and Civic Development Manager (Promotional)	24-2985-01
7.	Executive Program Coordinator	24-0232-01
8.	Healthy Housing Rehabilitation Specialist I	24-2955-01
9.	Lieutenant (Promotional)	24-8620-01
10.	Supervising Hazardous Materials Specialist	23-5656-01
11.	Treasurer-Tax Collector's Specialist I	24-1601-01
12.	Veterans Service Representative	23-1476-01

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 #
Public Defender						
1.	1	8579	Public Defender Investigator III	0229	Administrative/Financial Services Manager	25-43408
Public Works Agency						
2.	1	1128	Specialist Clerk I	2112	Public Works Technical Assistant II	24-43031
Sheriff's Office						
3.	1	6833	Inmate Services Programs Supervisor	6506	CORE & Re-Entry System of Care Director	25-43362

2. Add Positions

Trans.#	# of Pos	Job Code	Classification Title To	Control #
Zone 7				
4.	2	4944	Water Plant Operator III, Zone 7	25-43277

3. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Probation					
5.	6216	Juvenile Institutional Officer	302658	Male Only	9/29/24
6.	6216	Juvenile Institutional Officer	302724	Male Only	9/29/24
7.	6216	Juvenile Institutional Officer	302742	Male Only	9/29/24
8.	6216	Juvenile Institutional Officer	302744	Male Only	9/29/24
9.	6216	Juvenile Institutional Officer	302755	Male Only	9/29/24
10.	6216	Juvenile Institutional Officer	302794	Male Only	9/29/24
11.	6216	Juvenile Institutional Officer	302803	Male Only	9/29/24
12.	6216	Juvenile Institutional Officer	302816	Male Only	9/29/24

IV. CONSENT MATTERS

APPROVED

13.	6216	Juvenile Institutional Officer	302821	Male Only	9/29/24
14.	6216	Juvenile Institutional Officer	302830	Male Only	9/29/24
15.	6216	Juvenile Institutional Officer	302838	Male Only	9/29/24
16.	6216	Juvenile Institutional Officer	302839	Male Only	9/29/24
17.	6216	Juvenile Institutional Officer	302842	Male Only	9/29/24
18.	6216	Juvenile Institutional Officer	302850	Male Only	9/29/24
19.	6216	Juvenile Institutional Officer	302852	Male Only	9/29/24
20.	6216	Juvenile Institutional Officer	302856	Male Only	9/29/24
21.	6216	Juvenile Institutional Officer	302900	Male Only	9/29/24
22.	6216	Juvenile Institutional Officer	302912	Male Only	9/29/24
23.	6216	Juvenile Institutional Officer	302914	Male Only	9/29/24
24.	6216	Juvenile Institutional Officer	302920	Male Only	9/29/24
25.	6216	Juvenile Institutional Officer	302957	Male Only	9/29/24
26.	6216	Juvenile Institutional Officer	302989	Male Only	9/29/24
27.	6216	Juvenile Institutional Officer	302992	Male Only	9/29/24
28.	6216	Juvenile Institutional Officer	302997	Male Only	9/29/24
29.	6216	Juvenile Institutional Officer	303006	Male Only	9/29/24
30.	6216	Juvenile Institutional Officer	303008	Male Only	9/29/24
31.	6216	Juvenile Institutional Officer	303009	Male Only	9/29/24
32.	6216	Juvenile Institutional Officer	303013	Male Only	9/29/24
33.	6216	Juvenile Institutional Officer	303014	Male Only	9/29/24
34.	6216	Juvenile Institutional Officer	303015	Male Only	9/29/24
35.	6216	Juvenile Institutional Officer	303016	Male Only	9/29/24
36.	6216	Juvenile Institutional Officer	303018	Male Only	9/29/24
Social Services Agency					
37.	1120	Clerk II	307624	Imaging Specialty	9/28/24

b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Alameda County Health					
38.	0305	Program Specialist	401469	Consumer/Family Specialty	9/29/24
Social Services Agency					
39.	1120	Clerk II	307624	Re-Entry Training	9/29/24

IV. CONSENT MATTERS

APPROVED

3. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revised

Trans. #	Job Code	Classification Title	Unit
40.	1154	Customer Service Representative, Department of Child Support Services	SEIU 1021
41.	1155	Lead Customer Service Representative, Department of Child Support Services	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
42.	0179	Manager, Purchasing Division	Manager, Procurement and Contracts Division	ACMEA

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
43.	5003	Environmental Health and Safety Program Manager, Zone 7	Unrepresented – Management

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:


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SAM GEE, Interim Secretary to Civil Service Commission