



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, October 2 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 Ross Peterson, Vice-President
Commissioner Dan Chang
Commissioner Monica Lee
Commissioner Stephen Wright

Margarita Zamora, Interim Director, Human Resource Services
Sam Gee, Interim Secretary to Civil Service Commission
Scott Dickey, Assistant County Counsel

I. CALLED TO ORDER

II. APPROVED THE MINUTES OF September 18, 2024, AS MAILED
(3 Ayes) (1 Abstention – Wright)

3 Ayes
1 abstention

III. PUBLIC COMMENTS

None

IV. APPROVED CONSENT MATTERS (Pages 3 - 6)

4-0

V. REGULAR AGENDA

None

VI. COMMUNICATION(S)

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

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 (One Case)

**No Action
Required**

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. ADJOURNMENT	

IV. CONSENT MATTERS **APPROVED****A. Hearing Calendar.** **None****B. Reinstatement Request(s).**

Trans. #	Name	Classification Title	Agency/Department
1.	Syna Aye	Administrative Assistant	General Services Agency
2.	Joanna Saeteurn	Program Specialist	Alameda County Health Department
3.	Christopher Wong	Specialist Clerk I	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.	Bonds and Finance Coordinator (Promotional)	9/12/24	9/26/24
2.	Bonds and Finance Technician I (Promotional)	9/12/24	9/26/24
3.	Appraiser III (Promotional)	9/20/24	10/3/24
4.	Supervising Appraiser II (Promotional)	9/20/24	10/3/24

2. Open Assembled.

Trans. #	Classification Title	Open Date	Last Day to File
5.	Administrative Legal Secretary	9/13/2024	10/4/24
6.	Secretary I	9/18/2024	10/2/24
7.	Rehabilitation Counselor II	9/23/2024	10/7/24

3. Open Continuous. **None****4. Re-Open Continuous.** **None****5. Terminate Eligible Lists.** **None**

IV. CONSENT MATTERS **APPROVED****6. Reinstate Eligible Lists.**

Trans. #	Classification Title	Exam #	Termination Date
8.	Program Specialist	21-0305-01	10/11/24

7. Extend Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
9.	Contract Compliance Officer	23-0481-01	4/1/25

8. Miscellaneous**a) Extend the Last Day for Filing**

Trans. #	Classification Title	Exam #	From	To
10.	Deputy Public Defender	24-3125-01	9/13/24	9/20/24
11.	Librarian IV	24-2177-01	9/23/24	9/30/24
12.	Mapping Technician III	24-2303-02	9/3/24	10/11/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Appeals Officer (Promotional)	24-6738-01
2.	Associate Civil Engineer	24-2021-01
3.	Child Welfare Worker I	24-6740-01
4.	Civil Legal Secretary	24-1242-01
5.	Civil Paralegal	24-1583-01
6.	Deferred Compensation Program Manager	24-1539-01
7.	Investment Specialist	24-0159-01
8.	Janitor, Floor Specialist	23-7411-01
9.	Lead Customer Service Representative, DCSS	24-1155-01
10.	Policy Manager, DCSS (Promotional)	22-3162-01
11.	Training Center Customer Service and Sales Coordinator (Promotional)	24-0483-01
12.	Water Plant Operator II, Zone 7	24-4943-01

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	6700	Community Outreach Worker I (Emergency Medical Svcs Opt)	0305	Program Specialist (Youth Development)	25-43465
Auditor's Office						
2.	1	1529	Auditor Associate III	0144	Senior Auditor	25-43471
Information Technology Department						
3.	3	1855	Web Designer II	1856	Web Designer III	25-43375
4.	2	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43376
5.	5	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43377
6.	6	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43378
7.	3	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43379
8.	1	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43380
9.	1	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43381
10.	1	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43382
11.	1	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43383
12.	1	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43384
13.	2	1830	Infrastructure Services Analyst	1832	Senior Infrastructure Services Analyst	25-43502
Social Services Agency						
14.	1	1128	Specialist Clerk I	1132	Eligibility Support Clerk	25-43405
15.	1	1120	Clerk II (Imaging Specialty)	1132	Eligibility Support Clerk	25-43407
16.	1	1120	Clerk II (Imaging Specialty)	1132	Eligibility Support Clerk	25-43459
17.	1	1120	Clerk II	1133	Service Support Specialist	25-43469

IV. CONSENT MATTERS**APPROVED**

18.	1	1120	Clerk II	1133	Service Support Specialist	25-43470
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2. Add Positions**None****3. Specialty Designations****None****4. Classification Specifications.****a) Revised**

Adopt the revised classification specification(s) noted below:

Trans. #	Job Code	Classification Title	Unit
19.	8723	Senior Emergency Services Coordinator	ACMEA
20.	8724	Emergency Services Supervisor	ACMEA
21.	8720	Emergency Services Coordinator I	SEIU 1021
22.	8721	Emergency Services Coordinator II	SEIU 1021
23.	1157	Customer Service Supervisor, Department of Child Support Services	ACMEA

b) Revised and Retitled

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

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
24.	6781	Employment Specialist I, BHCS	Employment Specialist I, Behavioral Health	SEIU 1021
25.	6782	Employment Specialist II, BHCS	Employment Specialist II, Behavioral Health	SEIU 1021

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