



SUMMARY ACTION MINUTES

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, OCTOBER 30, 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, President
Commissioner Dan Chang, Vice-President
Commissioner Monica Lee (*Excused*)
Commissioner Stephen Wright

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 October 16, 2024, AS MAILED

(2 Ayes) (1 Abstention - Commissioner Wright)

2-Ayes

1-Abstention

III. PUBLIC COMMENTS

None

IV. APPROVED CONSENT MATTERS (Pages 3-6)

CORRECTION:

Item H. Classification Recommendation; **1.** Reclassify Positions; **4.** General Services Agency (*Change from Human Resources Officer, to Departmental Human Resources Manager*) **Approved as amended**

3-0

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

Trans. #	Job Code	Classification Title	Agency/Department	Case #
a.	0234	Management Analyst Assistant	Social Services Agency	2024-07
b.	0301	Associate Program Specialist	Social Services Agency	2024-08

3-0

3-0

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 Regarding Item VIII.2.a The Civil Service Commission voted unanimously (3-0) to deny the appeal. Regarding Item VIII.2.b The Civil Service Commission voted unanimously (3-0) to grant the appeal.	3-0 3-0
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.	Sandra Espejo	Administrative Specialist II	Alameda County Health Department
2.	Saunyei Knapp	Deputy Probation Officer III	Probation Department
3.	Kara Palmer	Senior Program Specialist	Alameda County Health Department
4.	Jennifer Bartlett Wendell	Child Welfare Supervisor	Social Services Agency
5.	Ihsein Wu	Administrative Assistant	General Services Agency

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.	CORE & Re-Entry System of Care Director (Promotional)	10/4/24	10/18/24

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
2.	Detention and Corrections Ombudsperson	10/7/24	11/4/24
3.	Health Insurance Technician	10/14/24	10/28/24
4.	Medical Leaves & Accommodation Services Case Manager Trainee	10/18/24	11/1/24
5.	Public Works Technical Assistant II	10/18/24	11/1/24
6.	Public Works Traffic Painter	10/18/24	11/1/24
7.	Water Quality Manager, Zone 7	10/28/24	11/22/24
8.	Chief Departmental Human Resources Administrator	10/22/24	11/5/24
9.	Transportation Worker (SAN)	10/14/24	10/28/24

IV. CONSENT MATTERS**APPROVED****3. Open Continuous**

Trans. #	Classification Title	Open Date	Last Day to File
10.	Social Worker II	10/11/24	11/12/24

4. Eligible List Designated Alternative List

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternate List	Job Code
11.	Auditor-Appraiser III	23-2715-01	Auditor-Appraiser II	2710

5. Miscellaneous**a) Change**

Trans. #	Classification Title	Exam #	From	To	Effective
12.	Social Worker II	24-6715-01	open-assembled	open-continuous	4/18/24

b) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
13.	Safety Officer	24-2117-01	10/7/24	10/21/24
14.	Senior Civil Engineer	24-2025-02	10/11/24	10/25/24
15.	Supervising Environmental Compliance Specialist	24-2070-02	10/18/24	11/1/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Administrative Specialist II	24-0219-01
2.	County Surveyor	24-2157-01
3.	Deputy County Counsel	24-3230-01
4.	Family Support Care Coordinator	24-6706-01
5.	Fire CERT Program Coordinator	24-8172-01
6.	Fire Public Education Assistant	24-8139-01

IV. CONSENT MATTERS **APPROVED**

7.	Health Care Claims Examiner II	23-1462-01
8.	Management Services Administrator, Public Works	24-0227-01
9.	Physician IV	23-5141-01
10.	Supervising Appraiser II (Promotional)	24-2625-01
11.	Survey Technician III	24-2147-01
12.	Truck Driver	24-9320-01

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 #
Alameda County Health						
1.	1	0215	Senior Financial Services Specialist	0216	Supervising Financial Services Specialist	25-43333
2.	1	1128	Specialist Clerk I	1314	Accounting Specialist I	24-43167
3.	1	6701	Community Outreach Worker II	0305	Program Specialist	24-43158
General Services Agency						
4.	1	0180	Operations Support Manager, GSA	0462	Correction: Human Resources Officer Departmental Human Resources Manager	25-43577
Probation Department						
5.	1	1091	Retired Annuitant II	1139	Supervising Clerk II	25-43422
Social Services Agency						
6.	1	1131	Data Input Clerk	1132	Eligibility Support Clerk	25-43528

2. Add Positions

Trans.#	# of Pos	Job Code	Classification Title To	Control #
Human Resource Services				
7.	3	0464	Medical Leaves & Accommodation Services Technician	25-43673

IV. CONSENT MATTERS**APPROVED****3. Specialty Designations**

Recommend Approving the following:

a) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Alameda County Health					
8.	5141	Physician IV	401010	Homeless Program Specialty	11/10/24
9.	6927	Program Services Coordinator	404279	Emergency Preparedness Profess	11/10/24

4. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revised and Retitled

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

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
10.	6498	Youth and Family Services Therapist	CORE Clinical Therapist	SEIU 1021
11.	6499	Youth and Family Services Lead Therapist	CORE Lead Clinical Therapist	SEIU 1021
12.	6507	Associate Youth and Family Services Therapist	CORE Associate Clinical Therapist	SEIU 1021
13.	6511	Youth and Family Services Program Assistant	CORE Program Assistant	SEIU 1021

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

Sam GEE

977E8A6A6F46406...

SAM GEE, Interim Secretary to Civil Service Commission