



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, NOVEMBER 13, 2024, 4:00 P.M.

Alameda County Training and Education Center - 125 12th Street, Suite 400 (**The Emeryville 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
Commissioner Stephen Wright

Margarita Zamora, Director of 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 30, 2024, AS MAILED

4-0

III. PUBLIC COMMENTS

Regarding Item VII.

- Eric Yuan, Program Services Coordinator, Alameda County Health, spoke in support of Jesusa Santos' appeal.
- Sakara Sampson, Program Services Coordinator, Alameda County Health, spoke in support of Jesusa Santos' appeal.

IV. APPROVED CONSENT MATTERS (Pages 3-6)

4-0

V. REGULAR AGENDA

None

VI. COMMUNICATION(S)

None

VII. APPEALS (Non-Disciplinary Matters)

From the Human Resource Services staff in response to Jesusa Santos' appeal of Minimum Qualification Determination for the Associate Program Specialist, Exam #24-0301-01.

STAFF RECOMMENDATION: Deny Appeal

The Civil Service Commission voted unanimously (4-0) to deny the appeal.

4-0

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					4-0
Trans. #	Job Code	Classification Title	Agency/Department	Case #	
a.	5098	Workforce Education and Training Manager, HCSA	Alameda County Health	2024-09	
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 (4-0) to grant the request for a hearing.					4-0
X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS					None
XI. ADJOURNMENT					

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

Correspondence received requesting an appeal hearing.

1. Set for hearing

Trans. #	Requestor	Organization	Case Number
1.	William Baird, Attorney	Mastagni Holstedt	2024-10

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Stephanie Watts	Departmental HR Officer	Treasurer- Tax Collector
2.	Latanya Williams	Specialist Clerk II	Probation Department

C. Voluntary Demotion(s). **None****D. Comparable Transfer(s).**

Trans. #	Name	Classification Title From	Classification Title To	Agency/Department
1.	Shaunte Aaron	Eligibility Support Clerk	Service Support Specialist	Social Services Agency

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 Code Enforcement Officer (Promotional)	10/25/24	11/8/24
2.	Manager, Procurement and Contracts Division (Promotional)	11/8/24	11/22/24

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
3.	Senior Financial Services Specialist	10/23/24	11/6/24
4.	Fire Department Mechanic I	10/25/24	11/8/24
5.	Fire Department Mechanic II	10/25/24	11/8/24
6.	Latent Fingerprint Examiner	10/31/24	11/25/24
7.	Senior Nutritionist	11/1/24	12/2/24
8.	Procurement and Contracts Assistant	11/12/24	11/26/24

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

Trans. #	Classification Title	Open Date	Last Day to File
9.	Sheriff's Safety Aide	11/1/24	Continuous

4. Reinstate Eligible List

Trans. #	Classification Title	Exam #	Termination Date
10.	Program Services Coordinator	22-6927-01	1/13/25
11.	Secretary II	23-1220-01	4/22/25

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

Trans. #	Classification Title	Exam #	From	To
12.	Forensic Pathologist	24-5151-01	11/1/24	1/3/25
13.	Program/Financial Specialist	24-0306-01	11/1/24	11/15/24
14.	Registered Nurse IV (PHN Option)	22-5320-02	11/1/24	1/3/25
15.	Safety Officer	24-2117-01	10/21/24	11/4/24
16.	Transportation Worker (SAN)	24-6990N-01	10/28/24	11/12/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Assessor's External Affairs Manager	24-0323-01
2.	Bonds and Finance Coordinator (Promotional)	24-2958-01
3.	Deputy Division Director, Public Health	24-5083-01
4.	Deputy Public Defender	24-3125-01
5.	Family Support Case Manager	24-6707-01
6.	Financial Services Specialist I	24-0213-01
7.	Fire Department Human Resources Manager	24-8194-01

IV. CONSENT MATTERS **APPROVED**

8.	Fire Department Human Resources Officer	24-8188-01
9.	Fire Department Human Resources Technician	24-8187-01
10.	Juvenile Institutional Officer	23-6216-02
11.	Juvenile Institutional Officer Associate	23-6214-02
12.	Supply Clerk II	24-1710-01

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	1458	Registered Health Information Coordinator	5783	Director of Epidemiology and Evaluation	24-42351
Community Development Agency						
2.	1	0214	Financial Services Specialist II	2959 P	Community Development Agency Construction Manager Project	25-43505
General Services Agency						
3.	1	0219	Administrative Specialist II	1129	Specialist Clerk II	25-43565
Information Technology Department						
4.	1	0214	Financial Services Specialist II	1802	Information Technology Acquisition Specialist II	25-43802
5.	1	1142	Administrative Assistant	1802	Information Technology Acquisition Specialist II	25-43804
Sheriff's Office						
6.	1	1865	Graphic Designer	8755	Sheriff's Technician	25-43508
7.	1	1091	Retired Annuitant II	8755	Sheriff's Technician	25-43526

2. Add Positions

Trans.#	# of Pos	Job Code	Classification Title To	Control #
Zone 7				
8.	1	5002	Network Engineer, Zone 7	25-43691

IV. CONSENT MATTERS

APPROVED

3. Specialty Designations

Recommend Approving the following:

a) Remove


Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Alameda County Health					
9.	5770	Public Health Investigator	310104	Tagalog Speaking	11/24/24

4. Classification Specifications. None

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:


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SAM GEE, Interim Secretary to Civil Service Commission