



## Summary Action Minutes

### ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

**WEDNESDAY, NOVEMBER 27, 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](mailto: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](mailto: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 Zachary Borja  
Commissioner Monica Lee (*Excused*)  
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 November 13, 2024, AS MAILED

4-0

#### III. PUBLIC COMMENTS

None

#### IV. APPROVED CONSENT MATTERS (Pages 2-5)

4-0

#### V. REGULAR AGENDA

None

#### VI. COMMUNICATION(S)

None

#### VII. APPEALS (Non-Disciplinary Matters)

None

#### VIII. CLOSED SESSION

##### 1. REPORT AND RECOMMENDATION(S):

None

Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957

##### 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:

None

Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

#### 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.	Kristine Aoay	Specialist Clerk II	Social Services Agency
2.	Wendy Huang	Registered Environmental Health Specialist	Community Development Agency
3.	Lisa McKay	Senior Financial Services Specialist	Alameda County Health Department
4.	Karman Wright	Program/Financial Specialist	Alameda County Health Department

**C. Voluntary Demotion(s).**

Trans. #	Name	Classification Title From	Classification Title To	Agency/Department
1.	Jessica Reyes	Emergency Services Dispatcher I	Sheriff's Technician	Sheriff's Office

**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.	Sheriff's Accreditation Supervisor (Promotional)	11/15/24	12/2/24
2.	Social Work Supervisor (Promotional)	11/15/24	12/3/24
3.	Stationary Engineer, GSA (Promotional)	11/18/24	12/2/24

**2. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
1.	Assistant Controller	11/5/24	12/2/24
2.	Real Estate Projects Manager	11/7/24	11/21/24
3.	Management Analyst	11/8/24	11/22/24
4.	Associate Deputy Public Defender	11/12/24	12/9/24
5.	Building Equipment Maintenance Worker	11/18/24	12/2/24
6.	Fire Department Account Clerk	11/18/24	12/2/24
7.	Mental Health Specialist III	11/20/24	12/4/24

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

Trans. #	Classification Title	Re-Open Date	Last Day to File
8.	Medical Leaves & Accommodation Services Technician	10/28/2024	11/11/24

**4. Extend Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
9.	Supervising Clerk I	23-1138-01	2/28/25

**5. Eligible List Designated Alternative List**

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternate List	Job Code
10.	Administrative Specialist II	23-0219-01	Administrative Support Manager	1145

**6. Miscellaneous****a) Change**

Trans. #	Classification Title	Exam #	From	To	Effective
11.	Medical Leaves & Accommodation Services Technician	24-0464-01	Open-Assembled	Open-Continuous	7/26/24

**b) Extend the Last Day for Filing**

Trans. #	Classification Title	Exam #	From	To
12.	Detentions and Corrections Ombudsperson	24-1290-01	11/4/2024	11/18/24

**G. Eligible Lists.**

Recommend approving the following:

**Create, approve, and order to promulgate the following:**

Trans. #	Classification Title	Exam #
1.	Administrative Analyst	24-0245-01
2.	Assessment Roll Manager (Promotional)	24-2875-01
3.	Children Medical Services Administrator	23-5087-01
4.	CORE & Re-Entry system of Care Director (Promotional)	24-6506-01
5.	Forensic Behavioral Health Clinical Manager	23-6531-02
6.	Janitor Supervisor (Promotional)	24-7423-01

**IV. CONSENT MATTERS** **APPROVED**

7.	Procurement Manager, Zone 7	24-4956-01
8.	Staff Development Supervisor	23-6797-01
9.	Training and Education Center Customer Service Specialist	24-0482-01

**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 #
<b>Alameda County Health</b>						
1.	1	0305	Program Specialist (Communicable Disease)	5770	Public Health Investigator (Communicable Disease)	25-43805
2.	1	6640	Rehabilitation Counselor II (Vocational Services Specialty)	6510	Behavioral Clinician II	25-43695
3.	1	1138	Supervising Clerk I	5865	Senior Therapist	25-43806
<b>Probation Department</b>						
4.	1	0416	Information Systems Specialist	0418	Technical Support Analyst	25-43403
<b>Social Services Agency</b>						
5.	1	1128	Specialist Clerk I	1132	Eligibility Support Clerk	25-43574

**2. Specialty Designations**

Recommend Approving the following:

**a) Remove**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Alameda County Health</b>					
6.	6707	Family Support Case Manager	310080	MPCAH Option	12/8/24
7.	6515	Clinical Review Specialist	310686	Spanish Speaking	12/8/24

**IV. CONSENT MATTERS****APPROVED****3. Classification Specifications.****a) Revised**

Adopt the revised classification specification(s) noted below:

Trans. #	Job Code	Classification Title	Unit
8.	4952	Water Quality Laboratory Supervisor, Zone 7	ACMEA
9.	2997	Healthy Homes Community Development Technician I	SEIU 1021
10.	2998	Healthy Homes Community Development Technician II	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
11.	9536	Vegetation and Litter Abatement Supervisor	Vegetation Management Supervisor	ACMEA

**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**