



## Summary Action Minutes

### ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

**WEDNESDAY, JANUARY 8, 2025, 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://us02web.zoom.us/j/81856887678> 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  
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 December 11, 2024, AS MAILED

5-0

#### III. PUBLIC COMMENTS

None

#### IV. APPROVED CONSENT MATTERS (Pages 3 - 8)

5-0

#### V. REGULAR AGENDA

From the Human Resource Services Staff regarding Abolishing fifty-three (53) Unused/Obsolete Classification per Alameda County Charter, Civil Service, Section 36.(a.) and Civil Service Rule 1200, Authority.

5-0

**STAFF RECOMMENDATION:** Submit to Board of Supervisors for Approval. **APPROVED**

#### VI. ELECTION OF CIVIL SERVICE COMMISSION OFFICERS

By a vote of (4-0) (1 Abstention - Peterson) the Commission elected Ross Peterson, President.

4-0

1 Abstention

By a vote of (4-0) (1 Abstention - Chang) the Commission elected Dan Chang, Vice-President.

4-0

1 Abstention

#### VII. COMMUNICATION(S)

None

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

None

#### IX. 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. <u>Conference with Legal Counsel – Potential Litigation:</u> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	None
X. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION	No Action
XI. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS	None
XII. ADJOURNMENT	

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

##### A. Hearing Calendar

Correspondence received requesting an appeal hearing.

##### 1. Set for hearing.

Trans. #	Requestor	Organization	Case Number
1.	Angela Osayande / Kristina Hillman	SEIU Local 1021 / Weinberg, Roger & Rosenfeld	2024-11

##### B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Margarita Alvarez	Eligibility Services Technician III	Social Services Agency
2.	Suyon Chon	Accountant	Sheriff's Office
3.	Jena Lee	Secretary II	Alameda County Health Department
4.	Bud Nebeker	Accounting Technician	Alameda County Health Department
5.	Lea Regalado-de la Torre	Specialist Clerk II	Alameda County Health Department
6.	Phillip Alexzio Saenz	Deputy Sheriff 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.	Captain (Promotional)	12/20/24	1/15/25
2.	Division Commander (Promotional)	12/20/24	1/3/25

##### 2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
3.	Account Clerk II	12/5/24	12/19/24
4.	Senior Emergency Services Coordinator	12/6/24	12/30/24
5.	Quality Assurance/Quality Control Technician	12/9/24	12/23/24
6.	Water Resources Tech II, Zone 7	12/11/24	12/26/24
7.	Assistant Engineer	12/16/24	1/22/25
8.	Public Works Inspector II, Construction	12/16/24	1/22/25

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

9.	Literacy Specialist	12/18/24	1/21/25
10.	Institutional Supervisor II	12/20/24	1/3/25
11.	Stationary Engineer, PWA	12/23/24	1/8/25
12.	Appraiser II	12/27/24	1/10/25
13.	Public Works Inspector III, Construction	12/30/24	2/4/25

#### 3. Re-Open Continuous

Trans. #	Classification Title	Open Date	Last Day to File
14.	Administrative Assistant	12/13/24	1/6/25
15.	Institutional Supervisor I	12/20/24	1/3/25

#### 4. Terminate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
16.	Public Defender Investigator I	22-8576-01	12/5/24

#### 5. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
17.	Supervising Program Specialist	21-0308-01	3/17/25

#### 6. Extend Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
18.	Employment Counselor	23-6784-01	1/10/26

#### 7. Miscellaneous

##### a) Cancel

Trans. #	Classification Title	Exam #	Effective
19.	Safety Officer	24-2117-01	9/23/24

##### b) Change

Trans. #	Classification Title	Exam #	From	To	Effective
20.	Institutional Supervisor I	24-6217-01	Open-Assembled	Open-Continuous	5/13/24

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

##### c) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
21.	Assistant Controller	24-0031-01	12/2/24	12/16/24
22.	Billing Technician II	24-1492-01	12/9/24	12/30/24
23.	Building Equipment Maintenance Worker	24-9665-01	12/2/24	12/9/24
24.	Real Estate Projects Manager	24-9695-02	12/2/24	12/9/24
25.	Stationary Engineer, GSA (Promotional)	24-9670-01	12/2/24	12/9/24

##### G. Eligible Lists.

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Administrative Legal Secretary	24-1226-01
2.	Appraiser III (Promotional)	24-2620-01
3.	Assistant Right of Way Agent	24-2510-01
4.	Chief Departmental Human Resources Administrator	24-0465-01
5.	Civil Legal Clerk	24-1241-01
6.	Deputy Probation Officer II	24-6110-01
7.	Eligibility Services Technician I	24-1570-01
8.	Epidemiologist III	23-5777-01
9.	Fire Department Mechanic I	24-8177-01
10.	Fire Department Mechanic II	24-8158-01
11.	Forensic Behavioral Health Clinical Supervisor	23-6530-02
12.	Manager, Procurement and Contracts Division (Promotional)	24-0179-01
13.	Program Specialist	24-0305-01
14.	Public Works Traffic Painter	24-9576-01
15.	Senior Code Enforcement Officer (Promotional)	24-8764-01
16.	Water Quality Manager, Zone 7	24-4951-01

## 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 #
<b>Alameda County Health</b>						
1.	1	1142 P	Administrative Assistant Project	1314	Accounting Specialist I	25-43791
2.	1	7879	Health Services Trainee	7880	Child Care Coordinator, HCSA (Pediatric)	25-43812
3.	1	1314	Accounting Specialist I	1316	Accounting Specialist II	25-44011
<b>Auditor-Controller</b>						
4.	1	1529	Auditor Associate III	1091	Retired Annuitant II	25-44002
<b>Child Support Services</b>						
5.	1	1158	Call Center Manager, Department of Child Support Services	0305	Program Specialist	25-44036
<b>General Services Agency</b>						
6.	1	1305	Account Clerk I	1316	Accounting Specialist II	25-43971
7.	1	1869	Assistant Manager, Reprographics Division	9665	Building Equipment Maintenance Worker	25-44004
<b>Information Technology Department</b>						
8.	1	0411	Information Systems Technician II	1828	Infrastructure Services Technician	25-44007
9.	2	0416	Information Systems Specialist	1828	Infrastructure Services Technician	25-44008
<b>Public Defender's Office</b>						
10.	1	1128	Specialist Clerk I	0216	Supervising Financial Services Specialist	25-44035
<b>Sheriff's Office</b>						
11.	1	1220	Secretary II	1513	Legal Process Clerk II	25-44010
<b>Social Services Agency</b>						
12.	1	1120	Clerk II (Imaging)	1132	Eligibility Support Clerk	25-43885

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

13.	1	1120	Clerk II (Re-Entry)	1132	Eligibility Support Clerk	25-43972
<b>Zone 7 Water Agency</b>						
14.	1	4965	Associate Civil Engineer, Zone 7 (Water Resources Option )	4964	Assistant Engineer, Zone 7 (Water Resources Option)	25-43983

#### 2. Add Positions

Trans.#	# of Pos	Job Code	Classification Title To	Control #
<b>Zone 7</b>				
15.	1	4938	Water Resources Technician II, Zone 7	25-43990
16.	1	4950	Water Quality Chemist, Zone 7	25-43995
17.	1	4996	Electrician, Zone 7	25-43996

#### 3. Specialty Designations

Recommend Approving the following:

##### a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Public Works Agency</b>					
18.	2025	Senior Civil Engineer	303759	Facility Inspection Option	1/19/25

##### b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Alameda County Health</b>					
19.	6927	Program Services Coordinator	404176	Homeless Program Specialty	1/19/25
<b>General Services Agency</b>					
20.	7416	Janitor, Detention Facilities	312239	Detention Fac Security Clear	1/19/25
21.	7416	Janitor, Detention Facilities	312260	Detention Fac Security Clear	1/19/25
22.	7416	Janitor, Detention Facilities	312263	Detention Fac Security Clear	1/19/25

## IV. CONSENT MATTERS APPROVED

### 4. Classification Specifications.

#### a) Revised

Adopt the revised classification specification(s) noted below:

Trans. #	Job Code	Classification Title	Unit
23.	1865	Graphic Designer	ACMEA
24.	1103	Library Clerk I	SEIU 1021
25.	1104	Library Clerk II	SEIU 1021
26.	1109	Library Page	SEIU 1021
27.	4120	Library Technician	SEIU 1021
28.	1340	Chief Counsel, ACERA	Unrepresented – Management
29.	1342	Associate Counsel, ACERA	Unrepresented – Management
30.	1347	Human Resources Officer, ACERA	Unrepresented – Management
31.	1348	Human Resources Specialist, ACERA	Unrepresented – Management
32.	5076	Director of Health and Business Data Analytics	Unrepresented – Management

#### b) Revised and Retitled

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

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
33.	9106	Vegetation Technician	Vegetation Management Technician	Unrepresented – Management

#### 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
34.	5004	Computerized Maintenance Management System, Analyst, Zone 7	Unrepresented – Management



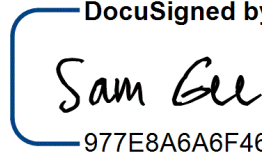
**IV. CONSENT MATTERS**

**APPROVED**

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:

A blue DocuSign signature box containing the handwritten name "Sam GEE".

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**SAM GEE, Interim Secretary to Civil Service Commission**