

Meeting Date: January 8, 2025

TO: Alameda County Civil Service Commission

FROM: Rudy Esparza, Personnel Services Program Manager DS
RE

SUBJECT: **Abolish 53 Classifications**

Approved for submission to
Civil Service Commission:

DocuSigned by:

Margarita Zamora

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Margarita Zamora, Secretary to
the Civil Service Commission

RECOMMENDATION

Submit a recommendation to the Board of Supervisors to abolish 53 unused/obsolete classifications.

CURRENT SITUATION

There are over 1400 classifications in the County of Alameda's classification plan; 53 classifications are recommended for abolition.

BACKGROUND

The County of Alameda Charter Section 36. (a) governs the County's civil service personnel system. Moreover, Civil Service Rule 1200 (Authority) provides that "*it shall be the duty of the Commission to provide for the classification of all positions in the classified service...*" and "*each classification action of the Commission shall be submitted to the Board of Supervisors and shall become effective upon approval by said Board.*"

The Human Resource Services Department conducted an internal review of long-term vacant classifications, many of which have not been used in over a decade. The fifty-three (53) classifications listed are represented by the Alameda County Management Employees Association ("ACMEA"). The remaining 53 classifications listed are recommended for abolishment because they are 1) no longer used, 2) the respective agency will not use the classification in the foreseeable future, and/or 3) the classification belonged to a classification series that has since been reclassified. Staff discussed the matter with the respective agency/department and received concurrence to abolish the classifications as listed in the attachment. Recently, the County reached an agreement with ACMEA to abolish the 53 obsolete classifications during negotiations on a successor Memorandum of Understanding. Please note that all 53 classifications were agreed upon during MOU negotiations with ACMEA.

RECOMMENDATION

Based on the completion of the internal review process, I am recommending the abolition of the 53 unused/obsolete classifications as listed in Attachment 1, and upon approval by your Commission, staff will submit an action to the Board of Supervisors for final approval in accordance with Charter Section 36. (a).

Attachment 1: Unused/Obsolete Classifications

c: Margarita Zamora, Director of Human Resource Services
Sam Gee, HRS Division Manager, Personnel Services
Michi Yoshii, Interim Labor Relations Manager
Connie Arana, Business Analyst

Unused/Obsolete Classifications

Job Code	Classification Title	Employee Organization	Agency/ Department	Agency/ Department Concurred Date	Employee Organization Notified Date
0131	Supervising Accountant-Auditor	ACMEA	Countywide	Per MOU Negotiations	Per MOU Negotiations
0153	Chief, Billing Services	ACMEA	AC Health	Per MOU Negotiations	Per MOU Negotiations
0155	Supervisor, Fiscal Division	ACMEA	Countywide	Per MOU Negotiations	Per MOU Negotiations
0158	Financial Officer, GSA	ACMEA	GSA	Per MOU Negotiations	Per MOU Negotiations
0163	Supervisor, Operations & Vaults	ACMEA	TTC	Per MOU Negotiations	Per MOU Negotiations
0164	Tax Administration And Information Supervisor	ACMEA	TTC	Per MOU Negotiations	Per MOU Negotiations
0165	Supervisor, Tax Redemption	ACMEA	TTC	Per MOU Negotiations	Per MOU Negotiations
0212	Public Health Administrative Officer	ACMEA	AC Health	Per MOU Negotiations	Per MOU Negotiations
0230	Staff Services Assistant	ACMEA	Countywide	Per MOU Negotiations	Per MOU Negotiations
0280	Human Resources Analyst II	ACMEA	HRS	Per MOU Negotiations	Per MOU Negotiations
0285	Principal Human Resources Analyst	ACMEA	HRS	Per MOU Negotiations	Per MOU Negotiations
0311	Program Administrator I	ACMEA	AC Health	Per MOU Negotiations	Per MOU Negotiations
0417	Senior Information Systems Specialist	ACMEA	Countywide	Per MOU Negotiations	Per MOU Negotiations
0421	Information Systems/Industrial Engineering Manager, GSA	ACMEA	GSA	Per MOU Negotiations	Per MOU Negotiations
0422	Information Network Analyst	ACMEA	Countywide	Per MOU Negotiations	Per MOU Negotiations
0605	Data Processing Systems Specialist	ACMEA	ITD	Per MOU Negotiations	Per MOU Negotiations
1108	Supervising Pedestrian Crossing Guard	ACMEA	PWA	Per MOU Negotiations	Per MOU Negotiations
1216	Supervising Secretary I	ACMEA	Countywide	Per MOU Negotiations	Per MOU Negotiations

Unused/Obsolete Classifications

Job Code	Classification Title	Employee Organization	Agency/ Department	Agency/ Department Concurred Date	Employee Organization Notified Date
1270	Medical Staff Coordinator	ACMEA	AC Health	Per MOU Negotiations	Per MOU Negotiations
1446	Collector, Tax Defaulted Property	ACMEA	TTC	Per MOU Negotiations	Per MOU Negotiations
1517	Court Exhibits Technician	ACMEA	DAOFF	Per MOU Negotiations	Per MOU Negotiations
1525	Clerk-Recorder's Supervisor I	ACMEA	Auditor	Per MOU Negotiations	Per MOU Negotiations
1526	Clerk-Recorder's Supervisor II	ACMEA	Auditor	Per MOU Negotiations	Per MOU Negotiations
1740	Manager, Stores Division	ACMEA	GSA	Per MOU Negotiations	Per MOU Negotiations
1807	Data Entry Supervisor	ACMEA	Countywide	Per MOU Negotiations	Per MOU Negotiations
1816	Data Network Design Analyst	ACMEA	ITD	Per MOU Negotiations	Per MOU Negotiations
1827	Systems Analyst	ACMEA	ITD	Per MOU Negotiations	Per MOU Negotiations
1870	Manager, Printing Services Division	ACMEA	GSA	Per MOU Negotiations	Per MOU Negotiations
4201	Library Circulation Supervisor I	ACMEA	COLIB	Per MOU Negotiations	Per MOU Negotiations
4202	Library Circulation Supervisor II	ACMEA	COLIB	Per MOU Negotiations	Per MOU Negotiations
5067	Vocational Services Director	ACMEA	AC Health	Per MOU Negotiations	Per MOU Negotiations
5457	Senior Public Health Nurse	ACMEA	AC Health	Per MOU Negotiations	Per MOU Negotiations
5685	Supervising Vector Control Biologist	ACMEA	AC Health	Per MOU Negotiations	Per MOU Negotiations
5686	Vector Control Program Manager	ACMEA	AC Health	Per MOU Negotiations	Per MOU Negotiations
6030	Trust Manager	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations
6040	Section Supervisor, SSA	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations
6046	Assistant Director, Area Agency on Aging	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations

Unused/Obsolete Classifications

Job Code	Classification Title	Employee Organization	Agency/ Department	Agency/ Department Concurred Date	Employee Organization Notified Date
6494	Substance Abuse & Crime Prevention Manager	ACMEA	AC Health	Per MOU Negotiations	Per MOU Negotiations
6752	Social Services Ombudsperson	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations
6778	Supervising Welfare Investigator	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations
6912	Coordinator Of Multicultural/Multilingual Services	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations
6995	Supervising Transportation Worker	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations
7220	Supervising Gardener	ACMEA	GSA	Per MOU Negotiations	Per MOU Negotiations
7560	Supervising Cook	ACMEA	Probation	Per MOU Negotiations	Per MOU Negotiations
8230	Deputy Agricultural Commissioner	ACMEA	CDA	Per MOU Negotiations	Per MOU Negotiations
8510	Supervising Assistant Public Guardian-Conservator	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations
8511	Chief Assistant Public Guardian-Conservator	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations
8512	Estate Manager/Investigator	ACMEA	Countywide	Per MOU Negotiations	Per MOU Negotiations
8514	Chief Deputy Public Administrator	ACMEA	SSA	Per MOU Negotiations	Per MOU Negotiations
8530	Manager, Photographic and Printing Service	ACMEA	ACSO	Per MOU Negotiations	Per MOU Negotiations
9522	Bridge Supervisor	ACMEA	CDA	Per MOU Negotiations	Per MOU Negotiations
9523	Bridge & Pump Superintendent	ACMEA	CDA	Per MOU Negotiations	Per MOU Negotiations
9524	Pump Station Supervisor	ACMEA	CDA	Per MOU Negotiations	Per MOU Negotiations