



**Summary Action Minutes**  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

WEDNESDAY, JANUARY 25, 2023, 4:00 P.M.

BY VIRTUAL TELECONFERENCE ONLY

THIS MEETING WILL BE HELD BY TELECONFERENCE ONLY. NO PHYSICAL LOCATION WILL BE AVAILABLE FOR TELECONFERENCE MEETINGS. YOU MAY OBSERVE THE MEETING BY JOINING THE LIVE STREAMING AT <https://us06web.zoom.us/j/82693816252>. WRITTEN PUBLIC COMMENT MAY BE SUBMITTED BY E-MAIL TO [Nina.Hinton3@acgov.org](mailto:Nina.Hinton3@acgov.org) PRIOR TO THE BEGINNING OF THE MEETING. SPOKEN PUBLIC COMMENT WILL BE ACCEPTED THROUGH THE TELECONFERENCING MEETING. 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. TELECONFERENCING GUIDELINES: MEMBERS OF THE PUBLIC MAY OBSERVE AND PARTICIPATE IN MEETINGS BY FOLLOWING THE INSTRUCTIONS IN THE TELECONFERENCING GUIDELINES POSTED ON-LINE AT: <http://www.acgov.org/hrs/csc/calendar.htm>.

Commissioner Arlene Lum, President  
 Commissioner Barbara Luna, Vice-President  
 Commissioner Ross Peterson  
 Commissioner Monica Lee

Sam Gee, Interim Secretary to  
 Civil Service Commission  
 Andrea Weddle,  
 Chief Assistant County Counsel

**I. CALLED TO ORDER**

<b>II. APPROVED THE MINUTES OF JANUARY 11, 2023, AS MAILED.</b>	<b>4-0</b>
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<b>III. PUBLIC COMMENTS:</b>	<b>None</b>
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<b>IV. APPROVED CONSENT MATTERS - Pages 3 - 6</b>	<b>4-0</b>
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<b>V. COMMUNICATION(S):</b>	<b>None</b>
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<b>VI. ELECTION OF CIVIL SERVICE COMMISSION OFFICERS:</b> By unanimous vote of 4-0 the Commission elected Arlene Lum, President and Ross Peterson, Vice-President	<b>4-0</b>
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<b>VII. APPEALS (Non-Disciplinary Matters)</b>	<b>None</b>
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<b>VIII. CLOSED SESSION</b>	<b>None</b>
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1. <b>Public Employment pursuant to Government Code §54957:</b>	<b>None</b>
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2. <b>Public Employee Discipline/Dismissal/Release pursuant to Government Code Pursuant to Government Code §54957:</b>	<b>None</b>
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3. <b>Conference with Legal Counsel – Potential Litigation:</b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	<b>None</b>
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<b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b>	<b>No Action</b>
<b>X. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>	<b>None</b>
<b>XI. ADJOURNMENT</b>	<b>4-0</b>

**V. CONSENT MATTERS - APPROVED**

**A. Hearing Calendar - None**

**B. Reinstatement Request(s)**

1. Renee Renteria, Program Specialist, Health Care Services Agency.
2. Victoria Valdez, Eligibility Services Tech I, Social Services Agency.
3. Zandra Washington, Management Analyst P, Health Care Services Agency.

**C. Voluntary Demotions**

1. Jeanae Lomack-Pratt, Deputy Sheriff I to Legal Process Clerk I, Sheriff's Office

**D. Comparable Transfer(s) - None**

**E. Transfer CSC (Rule 1732) - None**

**F. Examination Actions – for CSC Meeting of January 25, 2023**

**Promotional-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
1/6/23	1. Senior Deputy County Counsel	1/31/23

**Open-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
1/4/23	2. Civil Paralegal	1/30/23
1/17/23	3. Consumer/ Family Rel Program Assistant	2/15/23
1/17/23	4. Lead Plant Mechanic, Zone 7	2/22/23
1/19/23	5. Public Works Inspector III, Construction	2/13/23
1/23/23	6. Technology Project Coordinator, Zone 7	2/17/23

**Re-Open Continuous Examinations**

RE-OPEN DATE	EXAMINATION TITLE	LDF
1/13/23	7. Management Analyst	2/7/23
1/18/23	8. Senior Clinical Pharmacist, Alameda County Behavioral Health	2/10/23

**Reinstate Eligible Lists**

Title	Examination Number	Terminate On
1. Fund Development and Grant Specialist	21-0310-01	6/30/23

**V. CONSENT MATTERS - APPROVED**

**Extend Eligible Lists**

Title	Examination Number	Terminate On
2. Epidemiologist II	20-5785-01	3/17/23
3. Specialist Clerk I	21-1128-01	12/1/23
4. Specialist Clerk II	21-1129-01	12/1/23

**Miscellaneous**

5. Change the **Management Analyst**, Exam #21-0206-01, from a New Opened Assembled to an Open-Continuous recruitment, effective 1/31/22.
6. Change **Senior Clinical Pharmacist**, Alameda County Behavioral Health, 22-5645-01, from a New Opened Assembled to an Open-Continuous Exam, effective 2/25/22.
7. Extend the last day for filing for **Agricultural & Standards Aide SAN**, Exam #22-8202N-01, from 1/4/23 to 1/18/23.
8. Extend the last day for filing for **Fire Department Financial Services Manager**, Exam #22-8141-01, from 1/3/23 to 1/13/23.
9. Extend the last day for filing for **Fire Emergency Medical Dispatcher (EMD) Quality Assurance Coordinator**, Exam #22-8173-01, from 1/9/23 to 1/17/23.
10. Extend the last day for filing for **Program Specialist (Consumer/Family Specialty)**, Exam #22-0305-01, from 1/18/23 to 1/25/23.

**G. Eligible Lists**

**Created Approved and Ordered Promulgated:**

1. Construction Maintenance Laborer, Zone 7, Exam #22-4983-01.
2. Division Commander, Exam #22-8635-01.
3. Healthy Homes Manager, Exam #21-2990-01.
4. Library Clerk I, Exam #22-1103-01.
5. Public Information Specialist, Exam #20-0320-01.
6. Senior Auditor, Exam #22-0144-02.
7. Treasurer-Tax Collector Supervisor, Exam #22-1604-01.

**H. Classification Recommendations**

Department	Regarding:	
<b>General Services Agency</b>	1. Reallocate 1 position of 0416 - Information Systems Specialist, to 0219 - Administrative Specialist II	23-41056
	2. Reallocate 1 position of 1220 - Secretary II, to 1142 - Administrative Assistant	23-41054
<b>Health Care Services Agency</b>	3. Allocate 1 position of 6186 – Court Appointed Special Advocates (CASA) Program Associate	23-40820

<b>V. CONSENT MATTERS - APPROVED</b>		
	4. Allocate 1 position of 0206 – Management Analyst	23-40616
	5. Allocate 1 position of 6927 – Program Services Coordinator	23-40618
<b>Human Resource Services</b>	6. Reallocate 1 position of 0277 – Human Resources Support Supervisor, to 0273 – Human Resources Exam and Certification Supervisor	23-41059
<b>Probation</b>	7. Reallocate 1 position of 6049 – Chief of Policy and Standards Compliance, to 6124 – Deputy Chief Probation Officer	23-40798
<b>Retirement</b>	8. Reallocate 1 position of 1368 – Retirement System Program Analyst, ACERA, to 1367 – Personal Computer & Network Systems Specialist, ACERA	23-41026
<b>Social Services Agency</b>	9. Reallocate 1 position of 6796 - Staff Development Specialist, to 6793 - E-Studio Instructional Design Trainer	23-40927
	10. Reallocate 1 position of 1120 - Clerk II, to 1132 - Eligibility Support Clerk	23-41003
	11. Reallocate 1 position of 0219 - Administrative Specialist II, to 0320 - Public Information Specialist	23-41004
<b>I. Specialty Designations - None</b>		
<b>J. Classification Specifications</b>		
<b>ACMEA – General Management</b>	1. Recommend the Board of Supervisors establish the classification of Job Code 1431 – Clerk-Recorder and Collection Supervisor, and adopt the classification specification.	
<b>SEIU 1021</b>	2. Adopt the revised classification specification of Job Code 1283 - Fingerprint Examiner. 3. Adopt the revised classification specification of Job Code 8522 - Latent Fingerprint Examiner. 4. Recommend the Board of Supervisors establish the classification of Job Code 1287 – Senior Fingerprint Examiner, and adopt the classification specification. 5. Recommend the Board of Supervisors establish the classification of Job Code 8531– Senior Latent Fingerprint Examiner, and adopt the classification specification.	

**V. CONSENT MATTERS - APPROVED**

**Unrepresented -  
Management**

6. Adopt the revised and retitled classification of Job Code 2219 – from Medical Facilities Development Program Manager, to Program Manager, Detention Facilities.
7. Adopt the revised classification specification of Job Code 4956 - Procurement Manager, Zone 7.

**Unrepresented - Fire Non-  
Management**

8. Recommend the Board of Supervisors establish the classification of Job Code 8128 – Fire Fuels Crew Technician, and adopt the classification specification.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:  
  
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SAM GEE, Interim Secretary to Civil Service Commission