



*Summary Action Minutes*  
ALAMEDA COUNTY  
CIVIL SERVICE COMMISSION

WEDNESDAY, APRIL 5, 2023, 4:00 P.M.

**In-Person and Remote/Teleconference Participation**

**IN-PERSON PARTICIPATION:**

Lakeside Plaza Building - 1401 Lakeside Drive, Room 201, Oakland CA  
Remote/Teleconference Location: 4501 Pleasanton Avenue, Pleasanton, CA

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 comment 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/88485592950> and 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 Ross Peterson, Vice-President  
Commissioner Barbara Luna  
Commissioner Monica Lee

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

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF MARCH 22, 2023, AS MAILED.**

**4-0**

**III. PUBLIC COMMENTS:**

**None**

**IV. APPROVED CONSENT MATTERS - Pages 3 - 5**

**4-0**

**V. COMMUNICATION(S):**

**None**

**VI. APPEALS (Non-Disciplinary Matters)**

**None**

**VII. CLOSED SESSION**

1. **Public Employment pursuant to Government Code §54957:**  
Job Code 8625, Captain, Sheriff's Office

**4-0**

2. **Public Employee Discipline/Dismissal/Release pursuant to Government Code Pursuant to Government Code §54957:**

**None**

3. **Conference with Legal Counsel – Potential Litigation:** Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

**None**

<b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:</b> Regarding Item VII.1: <b>By vote of 4-0, the Commission voted to accept the recommendation of the HRS Director, and to approve the request for a hearing.</b>	<b>4-0</b>
<b>IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS:</b>	<b>None</b>
<b>X. ADJOURNMENT</b>	<b>4-0</b>

**IV. CONSENT MATTERS - APPROVED**

**A. Hearing Calendar**

Correspondence from Angela Osayande, SEIU 1021, requesting an appeal hearing for Case No. 2023-02. **Set for Hearing.**

**B. Reinstatement Request(s)**

1. Dillon Burruss, Deputy Sheriff's Recruit, Sheriff's Office
2. Derrick Williams, Deputy Sheriff's Recruit, Sheriff's Office

**C. Voluntary Demotions**

1. Jason Green, Eligibility Services Tech I to Eligibility Support Clerk, Social Services Agency
2. Trina Montecino, Eligibility Services Tech I to Eligibility Support Clerk, Social Services Agency
3. Khadija Washington, Eligibility Services Tech I to Eligibility Support Clerk, Social Services Agency

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

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

**F. Examination Actions – for CSC Meeting of April 5, 2023**

**Promotional-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	Last Day to File ("LDF")
3/9/23	1. Division Commander (Promotional)	4/4/23
3/17/23	2. Departmental Facilities Manager (Promotional)	4/10/23
3/21/23	3. Client Advocate (Promotional)	4/25/23
3/23/23	4. Director of Professional Standards, Probation (Promotional)	4/17/23

**Open-Assembled Examinations**

OPEN DATE	EXAMINATION TITLE	LDF
3/10/23	5. Janitor, Detention Facilities	4/4/23
3/14/23	6. Criminalist I	4/10/23
3/15/23	7. Senior Infrastructure Services Analyst	4/10/23
3/17/23	8. Deputy County Counsel	4/10/23
3/20/23	9. Firefighter Lateral - EMT	4/20/23
3/20/23	10. Firefighter Lateral - Paramedic	4/20/23
3/21/23	11. Child Support Program Manager	4/14/23
3/23/23	12. Staff Development Specialist	4/17/23

**IV. CONSENT MATTERS - APPROVED**

3/24/23	13. Painter	4/17/23
3/27/23	14. Stationary Engineer, PWA	4/21/23
3/27/23	15. Agricultural and Standards Investigator I	4/20/23

**Re-Open Continuous Examinations**

RE-OPEN DATE	EXAMINATION TITLE	LDF
3/10/23	16. Chief Departmental Human Resources Administrator	Continuous

**Reinstate Eligible Lists**

Title	Examination Number	Terminate On
17. Legal Secretary	21-1240-01	9/30/23

**Extend Eligible Lists**

Title	Examination Number	Terminate On
18. Associate Youth and Family Services Therapist	21-6507-01	6/20/23
19. Veterans Services Representative	21-1476-01	10/20/23

**Miscellaneous**

20. Change the **Chief Departmental Human Resources Administrator**, Exam #22-0465-02, from open assembled to continuous exam, effective 9/7/22.
21. Extend the last day for filing for **Supervising Civil Engineer**, Exam #22-2025-01, from 1/6/23 to 4/28/23.
22. Extend the last day for filing for **Captain (Promotional)**, Exam #22-8625-01, from 3/15/23 to 3/20/23.
23. Extend the last day for filing for **Deputy Director, Public Health Nursing (PHN Option)**, Exam #22-5390-02, from 3/21/23 to 4/11/23.
24. Extend the last day for filing for **Fire Dispatcher Trainee**, Exam #23-8209-01, from 3/31/23 to 5/1/23.
25. Extend the last day for filing for **Juvenile Institutional Officer**, Exam #23-6216-01, from 3/27/23 to 4/17/23.

**G. Eligible Lists**

**Created Approved and Ordered Promulgated:**

1. Associate Right of Way Agent, Exam #22-2515-01.
2. Behavioral Health Clinical Manager, Exam #22-6527-01.
3. Carpenter, Exam #22-9220-01.
4. Customer Services Representative, Department of Child Support Services, Exam #22-1154-01.
5. Eligibility Support Clerk, Exam #22-1132-01.
6. Lead Plant Mechanic, Zone 7, Exam #22-4995-01.

**IV. CONSENT MATTERS - APPROVED**

**H. Classification Recommendations**

Department	Regarding:
Health Care Services Agency	1. Reallocate 1 position of 0315 - Health Care Program Administrator II ( <b>MPCAH Option</b> ), to 23-41269 5087 - Children Medical Services Administrator

**I. Specialty Designations**

Health Care Services Agency	<ol style="list-style-type: none"> <li>1. Remove specialty designation for position #310783                          Job Code 1129 - Specialist Clerk II (<b>Spanish Speaking</b>)                          Effective 4/16/23</li> <li>2. Remove specialty designation for position #310917                          Job Code 0305 – Program Specialist (<b>Consumer/Family Specialty</b>)                          Effective 4/15/23</li> <li>3. Add specialty designation for position #310917                          Job Code 0305 – Program Specialist (<b>Family Specialty</b>)                          Effective 4/16/23</li> <li>4. Remove specialty designation for position # 312577                          Job Code 6415 - Medical Social Worker II (<b>Mental Health Option</b>)                          Effective 4/16/23</li> <li>5. Remove specialty designation for position #401096                          Job Code 0423 - Information Systems Coordinator (<b>Database Administration</b>)                          Effective 4/16/23</li> </ol>
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**J. Classification Specifications**

Unrepresented - Management	<ol style="list-style-type: none"> <li>1. Adopt the revised and retitled classification of                          Job Code 0491 – Senior Risk and Insurance Analyst, to Senior Risk Analyst.</li> </ol>
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**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:

*Margarita Zamora*

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MARGARITA ZAMORA, Acting HRS Director