



# Agenda

## ALAMEDA COUNTY

### CIVIL SERVICE COMMISSION

**WEDNESDAY, JULY 26, 2023, 4:00 P.M.**

**Lakeside Plaza Building - 1401 Lakeside Drive, Room 201, 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/86151918166> 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. CALL TO ORDER**

**II. APPROVE THE MINUTES OF JULY 12, 2023, AS MAILED**

**III. PUBLIC COMMENTS**

**IV. APPROVE CONSENT MATTERS (Pages 2 – 6)**

**V. COMMUNICATION(S)**

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

**VII. CLOSED SESSION**

1. **Public Employment pursuant to Government Code §54957:**
2. **Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:**
3. **Conference with Legal Counsel – Potential Litigation:**  
Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

**VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION**

**IX. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS**

**X. ADJOURNMENT**

**IV. CONSENT MATTERS**

**A. Hearing Calendar. None**

**B. Reinstatement Request(s). None**

**C. Voluntary Demotion(s).**  
 Recommend approving the following:

Trans. #	Name	Classification Title	Agency/Department
1.	Thomas Fehely	Deputy Sheriff's Recruit to Sheriff's Technician	Sheriff's Office

**D. Comparable Transfer(s).**  
 Recommend approving the following:

Trans. #	Name	Classification Title	Agency/Department
1.	Courtney Murphy	Administrative Assistant to Consumer/Family Relations Program Assistant	Health Care Services Agency

**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.	Contract Compliance Officer (Promotional)	7/12/23	8/7/23

**2. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
2.	Storekeeper II	7/5/23	7/31/23
3.	Associate Civil Engineer/Professional Geologist, Zone 7	7/7/23	7/31/23
4.	Unit Supervisor, Probation	7/7/23	7/31/23
5.	Administrative Specialist I	7/13/23	8/7/23
6.	Administrative Specialist II	7/13/23	8/7/23
7.	Agricultural & Standards Technician	7/14/23	8/7/23
8.	Building Inspector II	7/14/23	8/7/23
9.	Information Technology Specialist IV	7/17/23	8/11/23

**3. Re-Open Continuous**

Trans. #	Classification Title	Open Date	Last Day to File
10.	Administrative Analyst	6/23/23	6/26/23
11.	Principal Administrative Analyst	7/7/23	7/11/23
12.	Auditor	7/10/23	Continuous
13.	Eligibility Support Clerk	7/10/23	8/4/23
14.	Senior Auditor	7/10/23	Continuous

## IV. CONSENT MATTERS

### 4. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
15.	Maintenance and Construction Supervisor, Zone 7	20-4998-01	1/10/23

### 5. Extend Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
16.	Elections Technician	21-1282-01	10/31/23

### 6. Order Eligible List Designated As Alternative List

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternate List
17.	Financial Services Officer	22-0217-01	Supervising Financial Services Specialist

### 7. Miscellaneous

#### a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
18.	Auditor	22-0143-01	Assembled	Continuous	9/26/22
19.	Principal Administrative Analyst	21-0255-01	Assembled	Continuous	3/13/23
20.	Senior Auditor	22-0144-01	Assembled	Continuous	9/26/22

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

Trans. #	Classification Title	Exam #	From	To
21.	Probation Specialist	23-6118-01	7/7/23	7/21/23
22.	Secretary I	23-1215-01	7/10/23	7/21/23
23.	Supervising Clerk I	23-1138-01	7/3/23	7/14/23

## IV. CONSENT MATTERS

### G. Eligible Lists.

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Agricultural and Standards Investigator I	22-8418-01
2.	Child Support Program Manager	22-1410-01
3.	Community Outreach Worker II	23-6701-01
4.	Criminalist II	23-8524-01
5.	Criminalist III	23-8525-01
6.	Fire Department Administrative Services Director	22-8168-01
7.	Microbiologist	23-5605-01
8.	Senior Supervising Auditor	23-0150-01
9.	Therapy Aide	22-5825-01
10.	Technology Project Coordinator, Zone 7	23-5000-01

### 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	From	Job Code	To	Control #
<b>Auditor/Controller Agency</b>						
1.	4	1526	Clerk-Recorder's Supervisor II	1431	Clerk-Recorder and Collection Supervisor	23-41724
2.	1	1526	Clerk-Recorder's Supervisor II	1431	Clerk-Recorder and Collection Supervisor	23-41725
3.	1	1526	Clerk-Recorder's Supervisor II	1431	Clerk-Recorder and Collection Supervisor	23-41726
4.	4	1430	Collection Supervisor II	1431	Clerk-Recorder and Collection Supervisor	23-41737
<b>Health Care Services Agency</b>						
5.	1	1126	Medical Clerk	0308	Supervising Program Specialist	23-41520
6.	1	1161	Medical Translator II (Spanish Speaking)	1314	Accounting Specialist I	23-41612
<b>Information Technology Department</b>						
7.	1	0416	Information Systems Specialist	1828	Infrastructure Services Technician	24-41778

#### IV. CONSENT MATTERS

Trans. #	# of Pos.	Job Code	From	Job Code	To	Control #
8.	1	0411	Information Systems Technician II	1828	Infrastructure Services Technician	24-41779
9.	1	0416 P	Information Systems Specialist Project	1828	Infrastructure Services Technician	24-41780
<b>Probation Department</b>						
10.	1	6118	Probation Specialist	0278	Human Resources Technician	23-41190
<b>Social Services Agency</b>						
11.	1	1133	Service Support Specialist	0219	Administrative Specialist II	23-41619

#### 2. Specialty Designations

Recommend Approving the following:

##### a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Social Services Agency</b>					
12.	6787	Career Development Specialist I	309518	JTPA For ID Only	8/6/23
13.	6787	Career Development Specialist I	309523	JTPA For ID Only	8/6/23

#### 3. Classification Specifications.

Adopt the revised classification specification(s) noted below:

##### a) Revised

Trans. #	Job Code	Classification Title	Unit
14.	2954	Director of Operations and Management Services, Community Development Agency	Unrepresented – Management

##### b) Revised and Retitled

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
15.	9527	Field Maintenance Superintendent	Maintenance and Operations Manager	ACMEA
16.	1154	Customer Services Representative, Department of Child Support Services	Customer Service Representative, Department of Child Support Services	SEIU
17.	1155	Lead Customer Services Representative, Department of Child Support Services	Lead Customer Service Representative, Department of Child Support Services	SEIU

**IV. CONSENT MATTERS**

18.	1838	Deputy Director, Network Services	Senior Infrastructure Services Manager	Unrepresented - Management
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