



Summary Action Minutes

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, AUGUST 9, 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 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 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/84068324569> 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 JULY 26, 2023, AS MAILED	4-0
III. PUBLIC COMMENTS	None
IV. APPROVED CONSENT MATTERS (Pages 2 – 6)	4-0
V. COMMUNICATION(S)	None
VI. APPEALS (Non-Disciplinary Matters)	None
VII. CLOSED SESSION	
1. Public Employment pursuant to Government Code §54957:	None
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (One Case)	
3. Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	None
VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION	No Action
IX. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS	
The Interim Secretary reminded the Commission that the meeting of August 23, 2023 is canceled. The next meeting will be convened on September 6, 2023. Chief Assistant County Counsel indicated that she will not be present for the September 6 or September 20, 2023, meeting.	
X. ADJOURNMENT	4-0

IV. CONSENT MATTERS **APPROVED**

A. Hearing Calendar. **None**

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Stephen R Ancheta	Supervising Eligibility Technician	Social Services Agency
2.	Stefany Menjivar	Behavioral Clinician II	Health Care Services Agency
3.	Raymond Morgan II	Deputy Sheriff's Recruit	Sheriff's Office
4.	Ricardo Naval	Financial Analyst	Social Services Agency

C. Voluntary Demotion(s).

Recommend approving the following:

Trans. #	Name	Classification Title	Agency/Department
5.	Jeremy Peav	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.	Colleen Sanford	Behavioral Clinician II to Senior Clinical Case Manager, CHSC	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.	Program Manager, Detention Facilities	7/21/23	8/16/23
2.	Social Work Supervisor	7/26/23	8/21/23

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
3.	Public Works Inspector III, Construction	7/21/23	8/14/23
4.	Traffic Sign Worker	7/25/23	8/18/23
5.	Building Inspector I	7/28/23	8/21/23
6.	Librarian I	7/28/23	8/21/23
7.	Registered Nurse IV	7/28/23	8/21/23
8.	Technical Support Analyst	7/28/23	8/21/23

IV. CONSENT MATTERS **APPROVED**

3. Re-Open Continuous

Trans. #	Classification Title	Re-Open Date	Last Day to File
9.	Mapping Technician III	7/17/23	8/11/23
10.	Supervising Clerk II	7/28/23	8/11/23
11.	Chief Departmental Human Resources Administrator	8/4/23	8/31/23

4. Terminate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
12.	Registered Nurse IV (PHN Option)	22-5320-02	8/9/23

5. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
13.	Family Support Case Manager	20-6707-01	11/9/23

6. Order Eligible List Designated As Alternative List

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternate List
14.	Program Specialist (Consumer/Family Option)	22-0305-01	Program Specialist (Family Option)

7. Miscellaneous

a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
15.	Mapping Technician III	23-2303-01	Open-Assembled	Open-Continuous	2/16/23
16.	Supervising Clerk II	22-1139-01	Open-Assembled	Open-Continuous	5/6/22

b) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
17.	Unit Supervisor, Probation	23-6122-01	7/31/23	8/14/23

IV. CONSENT MATTERS **APPROVED**

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Assistant Agency Director, Social Services Agency	23-6080-01
2.	Deputy Director, Behavioral Health	23-5078-01
3.	Firefighter Recruit – EMT	23-8137-01
4.	Firefighter Recruit - Paramedic	23-8129-01
5.	Forensic Behavioral Health Clinical Manager	23-6531-01
6.	Forensic Behavioral Health Clinical Supervisor	23-6530-01
7.	Staff Development Specialist	22-6796-01
8.	Stationary Engineer, PWA	23-9671-01

H. Classification Recommendations.

Adopt the classification recommendation(s) noted below and submit recommendation to the BOS to approve the action of the CSC.

1. Add Positions

Trans. #	# of Pos.	Job Code	Classification Title	Control #
General Services Agency				
1.	1	0219	Administrative Specialist II	23-40975
2.	1	2219	Program Manager, Detention Facilities	23-40979

2. Reclassify Positions

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
Health Care Services Agency						
3.	1	1145	Administrative Support Manager	0305	Program Specialist	23-41483
4.	1	6707	Family Support Case Manager	0305	Program Specialist	23-41567
5.	1	1128 P	Specialist Clerk I Project (Spanish Speaking)	1142 P	Administrative Assistant Project	23-41615

IV. CONSENT MATTERS							APPROVED
6.	1	5062 P	Health Care Systems Integration Administrator Project	5039	Deputy Director, Office of Homeless Care and Coordination	24-41853	
7.	1	5797N	Health Services Consultant Services As Needed	5041	Director, Office of Homeless Care and Coordination	24-41854	
8.	1	0215	Senior Financial Services Specialist	0214	Financial Services Specialist II	24-41856	
Information Technology Department							
9.	1	0420	Information Systems Manager	1832	Senior Infrastructure Services Analyst	24-41807	
Sheriff's Office							
10.	1	8755	Sheriff's Technician	0404	Crime Technician	23-41343	
Social Services Agency							
11.	1	1120	Clerk II (Imaging Specialty)	1132	Eligibility Support Clerk	24-41773	
12.	1	6778	Supervising Welfare Investigator	0219	Administrative Specialist II	24-41774	
13.	2	6778	Supervising Welfare Investigator	0305 P	Program Specialist Project	24-41775	
Zone 7							
14.	1	4970	Principal Engineer/Geologist, Zone 7	4969	Principal Water Resources Planner, Zone 7	24-41823	

3. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
15.	6701	Community Outreach Worker II	310148	Spanish Speaking	8/20/23
16.	5799	Nutrition Assistant II	311111	Vietnamese Speaking	8/19/23

b) Approve

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
17.	5799	Nutrition Assistant II	311111	Spanish Speaking	8/20/23
18.	5139	Physician III	403558	Psychiatric Option	8/20/23

IV. CONSENT MATTERS **APPROVED**

4. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revised

Trans. #	Job Code	Classification Title	Unit
19.	8588	Investigator, Probation Department	Unrepresented - Non-Management
20.	8601	Deputy Sheriff's Recruit	DSA
21.	8602	Deputy Sheriff I	DSA
22.	8603N	Deputy Sheriff – Services-As-Needed (SAN)	Unrepresented – Non-Management
23.	8604	Deputy Sheriff II	DSA

b) Revised and Retitled

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
24.	1406	Child Support Supervisor II	Child Support Supervisor	ACMEA

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
25.	0316	Fund Development and Grants Manager, HCSA	Unrepresented – Management
26.	1374	Cybersecurity Analyst, ACERA	Unrepresented – Management

IV. CONSENT MATTERS

APPROVED

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

Sam GEE

977E8A6A6F46406...

SAM GEE, Interim Secretary to Civil Service Commission