



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

WEDNESDAY, OCTOBER 4, 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/85785447883> 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 Dan Chang**  
**Commissioner Monica Lee**  
**Commissioner Barbara Luna**

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

**I. CALLED TO ORDER**

<b>II. APPROVED THE MINUTES OF September 6, 2023, AS MAILED</b> (4 ayes) (1 abstention – Commissioner Chang)	<b>4-1</b>
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**III. PUBLIC COMMENTS**

**Regarding Items VII.1 and VII.2:** Deputy County Counsel urged the Commission to deny both appeals based upon untimely filing of the appeals, citing Civil Service Rules which references five-day filing requirement as calendar days, not business days.

**Regarding Item VII.2:** Appellant rebutted that the Commission office confirmed that the appeal was due in five business days and is timely.

<b>IV. APPROVED CONSENT MATTERS</b> (Pages 3 – 9) <b>Regarding: Item IV., I. <u>Additional Matters for Consideration:</u></b> The item was pulled from the October 4, 2023 agenda by HRS.	<b>5-0</b>
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<b>V. COMMUNICATION(S)</b>	<b>None</b>
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<b>VI. APPEALS</b> (Non-Disciplinary Matters)	<b>None</b>
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**VII. CLOSED SESSION**

**a. Public Employment pursuant to Government Code §54957:**

Trans. #	Job Code	Classification Title	Agency/Department	Case #	Civil Service Commission Vote
1.	6045	Social Services Program Manager	Social Services Agency	2023-06	The matter was approved for a hearing. <span style="float: right;"><b>5-0</b></span>
2.	2507	Assessor's Technician	Assessor's Office	2023-08	The matter was approved for a hearing. <span style="float: right;"><b>5-0</b></span>

<b>b. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:</b>	<b>None</b>
<b>c. Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9.</b>	<b>None</b>
<p><b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION</b></p> <p><b>Regarding Closed Session Item VII.a.1:</b> The Civil Service Commission voted unanimously <b>5-0</b> to grant the appeal hearing request for Case No. 2023-06 and to forward the matter for a hearing before an Administrative Law Judge.</p> <p><b>Regarding Closed Session Item VII.a.2:</b> The Civil Service Commission voted unanimously <b>5-0</b> to grant the appeal hearing request for Case No. 2023-08 and to forward the matter for a hearing before an Administrative Law Judge.</p> <p>Counsel addressed the requirement for timely filing of appeals per Civil Service Rule (CSR) 1824 and explained the historic practice of the Commission to interpret the timely filing of appeals per CSR 1824 as five (5) “business days”. Counsel referenced instances within the CSR where “business days” is cited, and instances in which the CSR simply references “days”. Counsel recommended that the language within the CSR be amended to provide consistency, clarity, and transparency. Counsel also advised that the Commission is within its right to grant a waiver for the two appeal requests in regard to its interpretation of CSR 1824 as “business days”.</p>	<p><b>5-0</b></p> <p><b>5-0</b></p>
<b>IX. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</b>	<b>None</b>
<b>X. ADJOURNMENT</b>	<b>5-0</b>

**IV. CONSENT MATTERS APPROVED**

**A. Hearing Calendar.**

Correspondence received requesting an appeal hearing.

**1. Set for hearing.**

Trans. #	Requestor	Organization	Case Number
1.	Spencer Shure	Mastagni Holstedt, A.P.C.	2023-05
2.	Akemy Bon-Flores	SEIU	2023-07
3.	Sean D. Currin	Mastagni Holstedt, A.P.C.	2023-09

**2. Remove from hearing calendar.**

Trans. #	Requestor	Organization	Disposition	Case Number
1.	Derek Stafford	Law Office of Derek J. Stafford	Settlement Agreement	2022-05 OAH 2023020748

**B. Reinstatement Request(s).**

Trans. #	Name	Classification Title	Agency/Department
1.	Rowena Chang	Accounting Specialist II	Health Care Services Agency
2.	Vincent Kazibwe	Registered Environmental Health Specialist	Health Care Services Agency
3.	Yen Pham	Specialist Clerk I	Health Care Services Agency
4.	Toan Quach	Accounting Specialist I	Health Care Services Agency
5.	Latoya Levine	Specialist Clerk II	Probation Department
6.	Tamara Johnson	Deputy Probation Officer III	Probation Department
7.	Prentice Howard	Deputy Sheriff II	Sherif's Office
8.	Charmaine Rabago-Nolasco	Accountant	Social Services Agency
9.	Aдриene Rodgers	Supervising Eligibility Tech	Social Services Agency

**C. Voluntary Demotion(s).**

Trans. #	Name	Classification Title	Agency/Department
1.	David Gramlich	Supervising Appraiser II to Appraiser III	Assessor's Office

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

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

**IV. CONSENT MATTERS APPROVED**

**F. Examination (“Exam”) Actions.**

Recommend approving the following:

**1. Promotional Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
1.	Assessor's Representative	9/5/23	9/29/23
2.	Library Manager II	9/14/23	10/09/23
3.	Library Manager III	9/14/23	10/09/23

**2. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
4.	Veteran Service Representative	8/16/23	9/14/23
5.	Clerk-Recorder & Collections Supervisor	8/30/23	9/25/23
6.	Survey Technician II	9/6/23	10/2/23
7.	Senior Planner	9/7/23	10/2/23
8.	Fire Fuels Crew Technician	9/11/23	10/11/23
9.	Workforce Education and Training Manager	9/12/23	10/10/23
10.	Retirement Accountant II	9/14/23	10/11/23
11.	Investigator, Probation Department	9/19/23	10/13/23
12.	Planner II	9/20/23	10/16/23
13.	Emergency Services Dispatch Supervisor	9/21/23	10/17/23
14.	Treasurer-Tax Collector Administrator	9/25/23	10/20/23

**3. Promotional Continuous**

Trans. #	Classification Title	Open Date	Last Day to File
15.	Program Manager, Detention Facilities	9/19/23	9/25/23

**4. Open Continuous**

Trans. #	Classification Title	Open Date	Last Day to File
16.	Registered Nurse I	9/1/23	9/25/23

**5. Re-Open Continuous**

Trans. #	Classification Title	Re-Open Date	Last Day to File
17.	Program/Financial Specialist	8/30/23	9/27/23
18.	Public Information Specialist	8/31/23	9/26/23
19.	Medical Leaves & Accommodation Services Case Manager	9/13/2023	10/13/23
20.	Medical Leaves & Accommodation Services Technician	9/13/2023	10/13/23
21.	Superintendent, Probation	9/13/2023	9/27/23
22.	Management Analyst	9/20/23	10/12/23
23.	Associate Civil Engineer/Professional Geologist, Zone 7	9/27/2023	10/23/23

**IV. CONSENT MATTERS APPROVED**

**6. Terminate Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
24.	Registered Environmental Health Specialist	18-5665-01	9/20/23

**7. Reinstate Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
25.	Adult Protective Services Worker II	22-6765-01	9/12/24
26.	Child Support Specialist III	20-1403-01	3/11/24
27.	Senior Water Resources Planner, Zone 7	22-4968-01	12/22/23

**Reinstate Eligible Lists - Below are Effective 9/20/23**

Trans. #	Classification Title	Exam #	Termination Date
28.	Eligibility Services Technician IV (Promotional)	22-1573-01	9/5/24
29.	Fund Development and Grant Specialist	21-0310-01	11/30/23

**8. Miscellaneous**

**a) Change Exam**

Trans. #	Classification Title	Exam #	From	To	Effective
30.	Associate Civil Engineer/ Professional Geologist, Zone 7	23-4965-01	Open Assembled	Continuous	7/7/2023
31.	Medical Leaves & Accommodation Services Case Manager	22-0467-01	New Assembled	Continuous	12/28/22
32.	Medical Leaves & Accommodation Services Technician	22-0464-01	New Assembled	Continuous	10/21/22
33.	Public Information Specialist	20-0320-01	New Assembled	Continuous	6/24/22
34.	Program/Financial Specialist	22-0306-01	New Assembled	Continuous	8/17/22
35.	Program Manager, Detention Facilities	22-2219-01	New Assembled	Continuous	7/17/23
36.	Superintendent, Probation	22-6235-01	New Assembled	Continuous	11/14/22

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

Trans. #	Classification Title	Exam #	From	To
37.	Financial Services Officer	23-0217-01	9/11/23	10/16/23
38.	Principal Engineer/Geologist, Zone 7	22-4970-01	9/18/23	10/9/23

**IV. CONSENT MATTERS** **APPROVED**

**G. Eligible Lists.**

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Administrative Associate, County Administrator's Office (CAO)	23-1137-01
2.	Associate Civil Engineer / Professional Geologist, Zone 7	23-4965-01
3.	Departmental Human Resources Officer	23-0460-01
4.	Social Worker I	23-6710-01

**Eligible Lists – Below are Effective 9/20/23**

Trans. #	Classification Title	Exam #
5.	Building Maintenance Laborer	23-9125-01
6.	Criminalist I	23-8523-01
7.	Instrument Technician II, Zone 7	23-4994-01
8.	Senior Clinical Case Manager, CHSC	23-6646-01
9.	Senior Registered Environmental Health Specialist (Promotional)	23-5667-01
10.	Service Support Specialist	23-1133-01

**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	Classification Title From	Job Code	Classification Title To	Control #
<b>Community Development Agency</b>						
1.	1	2957	Healthy Housing Rehabilitation Specialist III	2990	Healthy Homes Manager	24-41864
<b>Health Care Services Agency</b>						
2.	1	0305	Program Specialist (Emergency Medical Svcs Opt)	0419	Information Systems Analyst (Emergency Medical Svcs Opt)	23-41720
3.	1	7879	Health Services Trainee	0219	Administrative Specialist II	24-41859
4.	1	0305	Program Specialist (Homeless Program Specialty)	6720	Social Worker III (Homeless Program Specialty)	24-41863
5.	1	1142	Administrative Assistant	0203	Management Associate I	24-41889

6.	1	0315	Health Care Program Administrator II (Emergency Preparedness Profess)	0305	Program Specialist (Emergency Preparedness Profess)	24-41890
7.	1	0214	Financial Services Specialist II Project	0219	Administrative Specialist II Project	24-41892
8.	1	6513	Behavioral Health Crisis Intervention Specialist II	6510	Behavioral Clinician II	24-41895
9.	1	6513	Behavioral Health Crisis Intervention Specialist II	6510	Behavioral Clinician II	24-41896
10.	1	5794	Senior Nutritionist	5795	Nutritionist II	24-41945
11.	1	5143	Physician V (Pediatric)	5085	Division Director, Public Health	24-41964
12.	1	1091	Retired Annuitant II	0411	Information Systems Technician II	24-41967
13.	1	1091	Retired Annuitant II	0416	Information Systems Specialist	24-41968
14.	1	2953	Assistant Deputy Director, Community Development Agency (Homeless Prg and Policies Spec)	5039	Deputy Director, Office of Homeless Care and Coordination	24-41970
15.	1	1090	Retired Annuitant I	0419	Information Systems Analyst	24-41973
16.	1	1091	Retired Annuitant II	0419	Information Systems Analyst	24-41974
17.	1	6720	Social Worker III (Spanish Speaking)	6707	Family Support Case Manager	24-42000
18.	1	0419 P	Information Systems Analyst Project	0419	Information Systems Analyst	24-42037
19.		0416 P	Information Systems Specialist Project	0416	Information Systems Specialist	24-42038
20.	1	5649	Environmental Health Technician	1138	Supervising Clerk I	24-42076
<b>Information Technology Department (ITD)</b>						
21.	1	0418	Technical Support Analyst	1830	Infrastructure Services Analyst	24-41919

## 2. Specialty Designations

Recommend Approving the following:

### a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
22.	5315	Registered Nurse III	311124	Spanish Speaking	10/14/23
23.	0305	Program Specialist	310182	Nutrition Specialty	10/14/23
24.	0419	Information Systems Analyst	312523	Emergency Medical Svcs Opt	10/15/23

25.	5650	Hazardous Materials Specialist	401826	Certified Unified Prog Agency	10/15/23
<b>Probation Department</b>					
26.	6216	Juvenile Institutional Officer	Position #s Below (7)	Male Only	10/15/23
302715	302722	302725	302747	302818	302905 302907
27.	6217	Juvenile Institutional Officer	Position #s Below (2)	Female Only	10/15/23
302796			302814		

**b) Approve**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
28.	0305	Program Specialist	310182	MPCAH Option	10/15/23
29.	0305	Program Specialist	310402	Communicable Disease	10/15/23
30.	0305	Program Specialist	310412	Communicable Disease	10/15/23
31.	0315	Health Care Program Administrator II	311030	Communicable Disease	10/15/23
32.	0305	Program Specialist	311031	Communicable Disease	10/15/23
33.	0308	Supervising Program Specialist	311105	Communicable Disease	10/15/23
34.	5785	Epidemiologist II	311120	Communicable Disease	10/15/23
35.	5315	Registered Nurse III	311124	PHN	10/15/23
36.	0315	Health Care Program Administrator II	400035	Tobacco Option	10/15/23
<b>Human Resource Services</b>					
37.	1293N	Administrative Support I, (SAN) TAP	Position #s Below (200)	ROV Poll/Election Worker	10/15/23
402235	402238	402241	402249	402255	402257 402260
402261	402263	402265	402266	402269	402270 402271
402272	402273	402274	402275	402278	402280 402281
402282	402283	402284	402285	402287	402293 402296
402297	402298	402299	402300	402301	402302 402303
402304	402305	402306	402308	402311	402312 402314
402315	402317	402318	402319	402321	402693 402695
402696	402697	402698	402699	402700	402701 402702
402703	402704	402706	402707	402708	402709 402710
402711	402712	402713	402714	402715	402716 402717
402718	402719	402720	402721	402722	402723 402724
402725	402726	402727	402728	402729	402730 402731
402732	402733	402734	402736	402737	402738 402739
402740	402741	402742	402743	402744	402745 402747



402748	402749	402753	402754	402755	402758	402760
402761	402763	402764	402765	402767	402768	402770
402775	402776	402778	402779	402780	402781	402782
402783	402785	402786	402787	402788	402789	402790
402791	402792	402794	402795	402796	402797	402798
402799	402800	402801	402802	402803	402804	402805
402806	402807	402808	402809	402810	402815	402818
402822	402824	402826	402829	402830	402835	402836
402839	402840	402841	402843	402845	402846	402847
402848	402850	402864	402924	402925	402927	402931
402938	402944	402947	402949	402994	402999	403002
403005	403006	403007	403025	403031	403032	403033
403034	403036	403039	403061	403086	403091	403094
403100	403107	403112	403114	403115	403119	403120
403121	403123	403126	403165			

### 3. Classification Specifications.

Adopt the revised classification specification(s) noted below:

#### a) Revise

Trans. #	Job Code	Classification Title	Unit
38.	9550	Tree Trimmer-Climber	BTC
39.	5065	Assistant Director, Forensic, Diversion, & Re-Entry System of Care	Unrepresented – Management

#### b) Revise and Retitle

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
40.	1157	Call Center Supervisor, Department of Child Support Services	Customer Service Supervisor, Department of Child Support Services	ACMEA
41.	5783	Director of Community Assessment, Planning and Evaluation	Director of Epidemiology and Evaluation	Unrepresented – Management

**IV. CONSENT MATTERS**      **APPROVED**

**I. Additional Matters for Consideration.**

Recommend approving the following:

**PULLED  
BY HRS**

Trans. #	Civil Service Rule 1820 <u>Duration</u>
42.	In accordance with Civil Service Rule (“CSR”) 1012 <u>Amendments to Rules</u> regarding consideration of <b>posting</b> CSR 1820 <u>Duration</u> at the September 6, 2023 Civil Service Commission meeting:  Staff recommends <b>adopting</b> the amended version of <b>Civil Service Rule 1820 <u>Duration</u></b> .

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:

*Sam GEE*

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**SAM GEE, Interim Secretary to Civil Service Commission**