



**Agenda**  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

WEDNESDAY, November 29, 2023, 4:00 P.M.

Alameda County Training and Education Center - 125 12th Street, Suite 400 (The Oakland Room), 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/84650963244> 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**

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

**I. CALL TO ORDER**

**II. APPROVE THE MINUTES OF NOVEMBER 15, 2023, AS MAILED**

**III. PUBLIC COMMENTS**

**IV. APPROVE CONSENT MATTERS (Pages 3 – 6)**

**V. REGULAR AGENDA**

1. From Human Resource Services Staff regarding an Administrative Update to Civil Service Rule 1824, Separation, Suspension, Reduction in Rank or Compensation before Completion of a Probation, in accordance with Civil Service Rule 1200, Authority.

**STAFF RECOMMENDATION: Adopt Rule Change and Submit to Board of Supervisors for Approval.**

**VI. COMMUNICATION(S)**

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

**VIII. CLOSED SESSION**

**1. REPORT AND RECOMMENDATION(S):**

**Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957**  
 Case No. 2023-02; OAH 2023061049 (Auditor-Controller's Office)

**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

<b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION</b>	
<b>X. CIVIL SERVICE COMMISSION ("CSC") OR DIRECTOR REMARKS</b>	
<b>XI. ADJOURNMENT</b>	

**IV. CONSENT MATTERS**

**A. Hearing Calendar. None**

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

Trans. #	Name	Classification Title	Agency/Department
1.	Alexander Madrid	Associate Right of Way Agent	Public Works Agency
2.	Mahogany Spears	Forensic Behavioral Health Clinician I	Health Care Services Agency

**C. Voluntary Demotion(s). None**

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

**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.	Sergeant (Promotional)	11/2/23	11/28/23
2.	Fire Department General Services Manager (Promotional)	11/9/23	12/11/23
3.	Fire Department Fleet Services Manager (Promotional)	11/9/23	12/11/23

**2. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
4.	Assistant Deputy Director, Community Development Agency	11/9/23	12/4/23

**3. Re-Open Continuous**

Trans. #	Classification Title	Re-Open Date	Last Day to File
5.	Stationary Engineer, PWA	11/17/23	12/1/23
6.	Traffic Sign Worker	11/17/23	12/1/23

**4. Terminate Eligible Lists.**

Trans. #	Classification Title	Exam #	Termination Date
7.	Civil Paralegal	22-1583-01	11/17/23

**5. Reinstate Eligible Lists.**

Trans. #	Classification Title	Exam #	Termination Date
8.	Crew Leader	21-9515-01	5/17/24
9.	Appraiser III	20-2620-01	5/17/24

## IV. CONSENT MATTERS

### 6. Extend Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
10.	Supervising Clerk II	22-1139-01	6/30/24
11.	Associate Civil Engineer	22-2021-01	3/21/24

### 7. Miscellaneous

#### a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
12.	Stationary Engineer, PWA	23-9671-01	Open Assembled	Continuous	3/27/23
13.	Traffic Sign Worker	23-9110-01	Open Assembled	Continuous	7/25/23

### G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Assessor's Representative (Promotional)	22-2622-01
2.	Building Inspector I	23-8305-01
3.	Contract Compliance Officer (Promotional)	23-0481-01
4.	Janitor Floor Specialist, Detention Facilities	22-7417-01
5.	Maintenance and Operations Manager	23-9527-01
6.	Planner II	23-2930-01
7.	Probation Specialist	23-6118-01

### 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>Health Care Services Agency</b>						
1.	1	5305	Registered Nurse II (PHN)	6708	Senior Family Support Case Manager	24-42201
2.	1	0219	Administrative Specialist II	0277	Human Resources Support Supervisor	24-42204

#### IV. CONSENT MATTERS

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
<b>Human Resource Services</b>						
3.	1	0281	Principal Labor Relations Analyst	0292	Labor Relations Manager	24-42164
<b>Probation Department</b>						
4.	1	1120	Clerk II	1129	Specialist Clerk II	24-41851
<b>Social Services Agency</b>						
5.	1	1120	Clerk II	1132	Eligibility Support Clerk	24-42213
6.	1	1131	Data Input Clerk	1132	Eligibility Support Clerk	24-42214

#### 2. Specialty Designations

Recommend Approving the following:

##### a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
7.	0305	Program Specialist	310182	MPCAH Option	12/10/23
<b>Social Services Agency</b>					
8.	1133	Service Support Specialist	402497	Public Authority	11/26/23
9.	1133	Service Support Specialist	402501	Public Authority	11/26/23

##### b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Community Development Agency</b>					
10.	0219	Administrative Specialist II	303264	Spanish Speaking	12/10/23
<b>Health Care Services Agency</b>					
11.	0305 P	Program Specialist Project	404164	Nutrition Education	12/10/23
<b>Library Services</b>					
12.	4140	Librarian II	311631	Spanish Speaking	12/10/23
<b>Public Defender's Office</b>					
13.	3125 P	Deputy Public Defender Project	404145	Post Conviction Unit	12/10/23

## IV. CONSENT MATTERS

### 3. Classification Specifications.

Adopt the revised classification specification(s) noted below:

#### a) Revise

Trans. #	Job Code	Classification Title	Unit
14.	5141	Physician IV	ACMEA
15.	5143	Physician V	ACMEA
16.	6525	Behavioral Health Clinical Supervisor	ACMEA
17.	6527	Behavioral Health Clinical Manager	ACMEA
18.	9525	Field Maintenance Supervisor	ACMEA
19.	6710	Social Worker I	SEIU
20.	6715	Social Worker II	SEIU
21.	6720	Social Worker III	SEIU

#### b) 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
22.	2118	Supervising Safety Officer	ACMEA