



# Summary Action Minutes

## ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, JANUARY 10, 2024, 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 (*Excused*)  
 Commissioner Dan Chang  
 Commissioner Monica Lee

Margarita Zamora, Interim Human Resource Services Director  
 Sam Gee, Interim Secretary to Civil Service Commission (*Excused*)  
 Andrea Weddle, Chief Assistant County Counsel

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF DECEMBER 13, 2023, AS MAILED**

3-0

**III. PUBLIC COMMENTS**

None

**IV. APPROVED CONSENT MATTERS (Pages 3 - 8)**

3-0

**V. REGULAR AGENDA**

None

**VI. COMMUNICATION(S)**

None

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

None

**VIII. CLOSED SESSION**

**1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957 (One Case)**

3-0

**2. Public Employee pursuant to Government Code §54957**

| Trans. # | Job Code | Classification Title | Agency/Department   | Case #  |
|----------|----------|----------------------|---------------------|---------|
| 1.       | 9616     | Bridge Tender        | Public Works Agency | 2023-11 |

3-0

**3. Conference with Legal Counsel – Potential Litigation:**

Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

None

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

**Regarding Item VIII.1**

The Civil Service Commission voted unanimously (3-0) to deny the request for an investigation.

3-0

**Regarding Item VIII.2**

The Civil Service Commission voted unanimously (3-0) to deny the appeal.

3-0

|  |             |
|--|-------------|
| <b>X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</b> | <b>None</b> |
| <b>XI. ADJOURNMENT</b>   | <b>3-0</b>  |

**IV. CONSENT MATTERS** APPROVED

**A. Hearing Calendar.** **None**

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

| Trans. # | Name             | Classification Title             | Agency/Department            |
|----------|------------------|----------------------------------|------------------------------|
| 2.       | Michael Caminero | Information Systems Analyst      | Health Care Services Agency  |
| 3.       | Tracy Davis      | Juvenile Institutional Officer   | Probation Department         |
| 4.       | Carletta Hodge   | Veterans Service Representative  | Social Services Agency       |
| 5.       | Lisa McKay       | Financial Services Specialist II | Public Defender              |
| 6.       | Anna Park        | Forensic Pathologist             | Sheriff's Office             |
| 7.       | Andree Reyes     | Program Specialist               | Health Care Services Agency  |
| 8.       | Flora Shek       | Program/Financial Specialist     | Community Development Agency |
| 9.       | William Tutol    | Administrative Specialist II     | Social Services Agency       |
| 10.      | Jeanne Zhao      | Payroll Records Clerk            | Health Care Services Agency  |

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

| Trans. # | Name               | Classification Title  | Agency/Department                    |
|----------|--------------------|---|--------------------------------------|
| 1.       | Jesus Pena         | Child Support Specialist I to Customer Service Representative | Department of Child Support Services |
| 2.       | Airika Smith-Payne | Child Support Specialist I to Customer Service Representative | Department of Child Support Services |

**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.       | Project Manager, GSA (Promotional)                                | 10/11/23  | 11/6/23          |
| 2.       | Emergency Services Supervisor (Promotional)                       | 12/1/23   | 12/27/23         |
| 3.       | Director of Operations and Management Services, CDA (Promotional) | 12/15/23  | 1/9/24           |

**2. Open Assembled**

| Trans. # | Classification Title                | Open Date | Last Day to File |
|----------|-------------------------------------|-----------|------------------|
| 4.       | Accountant                          | 12/4/23   | 12/29/23         |
| 5.       | Agricultural and Standards Aide SAN | 12/7/23   | 1/2/24           |

**IV. CONSENT MATTERS** APPROVED

|     |  |          |         |
|-----|--|----------|---------|
| 6.  | Specialist Clerk I                         | 12/11/23 | 1/5/24  |
| 7.  | Specialist Clerk II                        | 12/11/23 | 1/5/24  |
| 8.  | Fire Department Plan Checker II            | 12/12/23 | 1/11/24 |
| 9.  | Vegetation and Litter Abatement Supervisor | 12/20/23 | 1/15/24 |
| 10. | Janitor                                    | 12/22/23 | 1/16/24 |
| 11. | Janitor, Floor Specialist                  | 12/29/23 | 1/24/24 |

**3. Open Continuous**

| Trans. # | Classification Title            | Re-Open Date | Last Day to File |
|----------|---------------------------------|--------------|------------------|
| 12.      | Emergency Services Dispatcher I | 12/12/23     | Continuous       |

**4. Terminate Eligible Lists.**

| Trans. # | Classification Title                  | Exam #     | Termination Date |
|----------|---------------------------------------|------------|------------------|
| 13.      | Building Equipment Maintenance Worker | 21-9665-01 | 12/14/23         |

**5. Reinstate Eligible Lists.**

| Trans. # | Classification Title            | Exam #     | Termination Date |
|----------|---------------------------------|------------|------------------|
| 14.      | Employment Counselor Supervisor | 22-6785-01 | 12/5/24          |
| 15.      | Fire Captain (Promotional)      | 21-8146-02 | 6/30/24          |
| 16.      | Sheriff's Safety Aide           | 20-8752-01 | 2/3/24           |

**6. Extend Eligible Lists.**

| Trans. # | Classification Title           | Exam #     | Termination Date |
|----------|--------------------------------|------------|------------------|
| 17.      | Supervising Program Specialist | 21-0308-01 | 6/30/24          |

**7. Miscellaneous**

**a) Change Exam**

| Trans. # | Classification Title                     | Exam #     | From            | To       | Effective |
|----------|--|------------|-----------------|----------|-----------|
| 18.      | Juvenile Institutional Officer           | 23-6216-01 | Open Continuous | 12/29/23 | 2/24/23   |
| 19.      | Juvenile Institutional Officer Associate | 23-6214-01 | Open Continuous | 12/29/23 | 3/3/23    |

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

| Trans. # | Classification Title                                    | Exam #     | From    | To       |
|----------|---|------------|---------|----------|
| 20.      | Assistant Deputy Director, Community Development Agency | 23-2953-01 | 12/4/23 | 12/11/23 |

**IV. CONSENT MATTERS** APPROVED

|     |                              |            |          |          |
|-----|------------------------------|------------|----------|----------|
| 21. | Senior Assessor's Technician | 23-2508-01 | 11/14/23 | 12/12/23 |
|-----|------------------------------|------------|----------|----------|

**G. Eligible Lists.**

Recommend approving the following:

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

| Trans. # | Classification Title  | Exam #            |
|----------|---|-------------------|
| 1.       | Administrative Secretary (Promotional)                                    | 23-1227-01        |
| 2.       | Child Support Attorney I  | 23-3150-01        |
| 3.       | <b>Clerk-Recorder and Collection Supervisor <i>Effective 12/13/23</i></b> | <b>23-1431-01</b> |
| 4.       | Deputy of Agricultural and Standards Services                             | 23-8422-01        |
| 5.       | Deputy Probation Officer I  | 22-6108-01        |
| 6.       | Emergency Services Dispatch Supervisor                                    | 23-1887-01        |
| 7.       | Emergency Services Dispatcher I   | 22-1882-01        |
| 8.       | Employment Counselor  | 23-6784-01        |
| 9.       | Fire Fuels Crew Technician (Project)                                      | 23-8128-01        |
| 10.      | Public Health Investigator  | 23-5770-01        |
| 11.      | Retirement Accountant II  | 23-1370-01        |
| 12.      | Transportation and Parking Manager  | 23-0236-01        |
| 13.      | Treasurer-Tax Collector Administrator                                     | 23-0137-01        |
| 14.      | Supervising Legal Clerk (Promotional)                                     | 23-1514-01        |
| 15.      | Supervising Therapist   | 23-5870-01        |
| 16.      | Web Designer I  | 23-1854-01        |

**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 # |
|----------------------------|-----------|----------|--|-----------|
| <b>Registrar of Voters</b> |           |          |  |           |
| 1.                         | 200       | 1275 N   | Election Worker I - Services-As-Needed | 24-42315  |
| 2.                         | 200       | 1275 N   | Election Worker I - Services-As-Needed | 24-42316  |
| 3.                         | 200       | 1275 N   | Election Worker I - Services-As-Needed | 24-42317  |
| 4.                         | 200       | 1275 N   | Election Worker I - Services-As-Needed | 24-42318  |
| 5.                         | 90        | 1275 N   | Election Worker I - Services-As-Needed | 24-42319  |

**IV. CONSENT MATTERS** APPROVED

|                         |            |        |   |          |
|-------------------------|------------|--------|---|----------|
| 6.                      | <b>200</b> | 1276 N | Election Worker II - Services-As-Needed | 24-42320 |
| 7.                      | <b>10</b>  | 1276 N | Election Worker II - Services-As-Needed | 24-42321 |
| <b>Sheriff's Office</b> |            |        |   |          |
| 8.                      | <b>15</b>  | 8604   | Deputy Sheriff II                       | 23-41586 |
| 9.                      | <b>1</b>   | 0404   | Crime Technician                        | 24-41879 |
| 10.                     | <b>2</b>   | 8531   | Senior Latent Fingerprint Examiner      | 24-42186 |

**2. Reclassify Positions**

| Trans. #                           | # of Pos. | Job Code | Classification Title From                                      | Job Code | Classification Title To                                | Control # |
|------------------------------------|-----------|----------|--|----------|--|-----------|
| <b>General Services Agency</b>     |           |          |  |          |  |           |
| 11.                                | <b>1</b>  | 0481     | Contract Compliance Officer                                    | 0451     | Contract Compliance Supervisor                         | 24-42381  |
| <b>Health Care Services Agency</b> |           |          |  |          |  |           |
| 12.                                | <b>1</b>  | 0206 P   | Management Analyst Project                                     | 0306     | Program/Financial Specialist                           | 24-42377  |
| <b>Probation Department</b>        |           |          |  |          |  |           |
| 13.                                | <b>1</b>  | 6990N    | Transportation Worker - Services-As-Needed                     | 6103     | Probation Aide   | 24-41818  |
| <b>Public Defender's Office</b>    |           |          |  |          |  |           |
| 14.                                | <b>1</b>  | 3125 P   | Deputy Public Defender Project ( <b>Post Conviction Unit</b> ) | 3125     | Deputy Public Defender ( <b>Post Conviction Unit</b> ) | 24-42306  |
| <b>Social Services Agency</b>      |           |          |  |          |  |           |
| 15.                                | <b>1</b>  | 1120     | Clerk II   | 1132     | Eligibility Support Clerk                              | 24-42353  |
| 16.                                | <b>1</b>  | 1120     | Clerk II   | 1132     | Eligibility Support Clerk                              | 24-42354  |
| <b>Treasurer-Tax Collector</b>     |           |          |  |          |  |           |
| 17.                                | <b>1</b>  | 0166     | Business License Supervisor                                    | 0152     | Business License Tax Lead Auditor                      | 24-42411  |

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

**3. Specialty Designations**

Recommend Approving the following:

**a) Remove**

| Trans. #                            | Job Code | Classification Title                                    | Position # | Specialty                     | Effective |
|-------------------------------------|----------|---|------------|-------------------------------|-----------|
| <b>Community Development Agency</b> |          |   |            |                               |           |
| 18.                                 | 2953     | Assistant Deputy Director, Community Development Agency | 303276     | Neighborhood Preser & Sustain | 1/20/24   |
| <b>Health Care Services Agency</b>  |          |   |            |                               |           |
| 19.                                 | 0305     | Program Specialist                                      | 310082     | Quality Improvement Specialty | 1/21/24   |
| 20.                                 | 6701     | Community Outreach Worker II                            | 310418     | Spanish Speaking              | 1/20/24   |

**b) Add**

| Trans. #                            | Job Code | Classification Title                                    | Position # | Specialty                 | Effective |
|-------------------------------------|----------|---|------------|---------------------------|-----------|
| <b>Community Development Agency</b> |          |   |            |                           |           |
| 21.                                 | 2953     | Assistant Deputy Director, Community Development Agency | 303276     | Management Services       | 1/21/24   |
| <b>Health Care Services Agency</b>  |          |   |            |                           |           |
| 22.                                 | 6927     | Program Services Coordinator                            | 309923     | Equity and Social Justice | 1/21/24   |
| 23.                                 | 6701     | Community Outreach Worker II                            | 310418     | Chinese Speaking          | 1/21/24   |
| 24.                                 | 6927     | Program Services Coordinator                            | 401475     | Chronic Disease           | 1/21/24   |

**4. Classification Specifications.**

Adopt the revised classification specification(s) noted below:

**a) Revised**

| Trans. # | Job Code | Classification Title                   | Unit                       |
|----------|----------|--|----------------------------|
| 25.      | 9260     | Plumber                                | BTC                        |
| 26.      | 1830     | Infrastructure Services Analyst        | Unrepresented - Management |
| 27.      | 1832     | Senior Infrastructure Services Analyst | Unrepresented - Management |

**IV. CONSENT MATTERS** APPROVED

|     |      |                        |                            |
|-----|------|------------------------|----------------------------|
| 28. | 1854 | Web Designer I         | Unrepresented - Management |
| 29. | 1855 | Web Designer II        | Unrepresented - Management |
| 30. | 1856 | Web Designer III       | Unrepresented - Management |
| 31. | 1863 | Associate Web Designer | Unrepresented - Management |

**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                               |
|----------|----------|--|------------------------------------|
| 32.      | 8851     | Chief Policy and Strategic Officer, Sheriff's Office | Unrepresented – General Management |

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:

*Margarita Zamora*

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**MARGARITA ZAMORA, Interim Human Resource Services Director**