



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

**WEDNESDAY, MAY 1, 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  
Commissioner Dan Chang  
Commissioner Monica Lee**

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

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF April 17, 2024, AS MAILED.**  
**(3 Ayes) (1 Abstention – Lee)**

**3-0  
1 Abstention**

**III. PUBLIC COMMENTS**

**None**

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

**4-0**

**V. REGULAR AGENDA**

From Human Resource Services staff in accordance with Civil Service Rule (“CSR”) 1012 Amendments to Rules, regarding Proposed Adoption of Amendment to CSR 1300 Notice of Examination, to change the reference to days, from “twenty five” to “fourteen (14) calendar” days’ notice.

**STAFF RECOMMENDATION: POST Rule Change - APPROVED.**

**4-0**

A Motion to Approve Amendment of Civil Service Rule 1300 was modified as follows:  
*Motion to Approve Posting of Proposed Changes to Civil Service Rule 1300 Notice of Examination, to change the reference to days, from “twenty-five” to “fourteen (14) calendar” days’ notice.*

**VI. COMMUNICATION(S)**

**None**

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

**None**

**VIII. CLOSED SESSION**

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

**Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957**

**None**

<b>2. Public Employment pursuant to Government Code §54957</b>	<b>None</b>
<b>3. Conference with Legal Counsel – Potential Litigation:</b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	<b>None</b>
<b>IX. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION</b>	<b>No Action</b>
<b>X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</b>	<b>None</b>
<b>XI. ADJOURNMENT</b>	<b>4-0</b>

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

**A. Hearing Calendar.**

Correspondence received requesting an appeal hearing.

**1. Set for hearing.**

Trans. #	Requestor	Organization	Case Number
1.	Will M. Yamada	Tribuiano & Yamada, LLP	2024-02
2.	Appellant	Self	2024-03

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

Trans. #	Name	Classification Title	Agency/Department
1.	Shaniqua Jackson	Eligibility Services Technician II	Social Services Agency
2.	Stephanie Silva Torres	Labor Relations Analyst I	Human Resource Services

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

Trans. #	Name	Classification Title From	Classification Title To	Agency/Department
1.	Teresa Pasillas de Ornelas	Janitor, Detention Facilities	Janitor	General Services Agency
2.	Peter Pho	Information Systems Specialist	Administrative Specialist I	Dept. of Child Support Services
3.	Emilia Lorena Sanders	Supervising Eligibility Technician	Associate Program Specialist	Social Services Agency

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

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

**F. Examination ("Exam") Actions.**

Recommend approving the following:

**1. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
1.	Child Welfare Worker II	2/5/24	3/4/24
2.	Career Development Specialist II	4/9/24	5/6/24
3.	Public Works Inspector III, Facilities	4/10/24	5/6/24
4.	Retirement Technician	4/10/24	5/6/24
5.	Auditor Associate I	4/15/24	5/10/24
6.	Deputy Probation Officer I	4/15/24	5/9/24
7.	Deputy Probation Officer II	4/15/24	5/9/24
8.	Deputy Probation Officer III	4/15/24	5/9/24

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

**2. Re-Open Continuous**

Trans. #	Classification Title	Open Date	Last Day to File
9.	Secretary II	4/10/24	4/24/24
10.	Registered Nurse IV (PHN Option)	4/17/24	5/17/24
11.	Veteran Services Officer	4/19/24	5/17/24

**3. Reinstate Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
12.	Eligibility Support Clerk	22-1132-01	10/15/24
13.	Registered Nurse IV (PHN Option)	22-5320-02	4/16/25

**4. Order Eligible List Designated Alternative List**

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternative List	Job Code
14.	Eligibility Support Clerk	22-1132-01	Service Support Specialist	1133

**5. Extend Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
15.	Sheriff's Technician	21-8755-01	11/4/24

**6. Miscellaneous**

**a) Cancel Exam**

Trans. #	Classification Title	Exam #	Effective
16.	Child/Youth System of Care Director	24-5069-01	4/17/24
17.	Registered Veterinary Technician (SAN)	22-8178N-01	4/8/24

**b) Change Exam**

Trans. #	Classification Title	Exam #	From	To	Effective
18.	Registered Nurse IV (PHN Option)	22-5320-02	Open-Assembled	Open-Continuous	11/22/22
19.	Veteran Services Officer	24-1474-01	Open-Assembled	Open-Continuous	11/22/22

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

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

Trans. #	Classification Title	Exam #	From	To
20.	Epidemiologist II	23-5785-01	4/19/24	4/22/24

**G. Eligible Lists.**

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Auditor-Appraiser I	23-2705-01
2.	Auditor-Appraiser II	23-2710-01
3.	Crime Laboratory Director	23-8527-01
4.	Financial Services Specialist II	23-0214-01
5.	Fire Department Secretary II	23-8154-01
6.	Human Resources Exam and Certification Supervisor (Promotional)	24-0273-01
7.	Juvenile Institutional Officer Associate	23-6214-01
8.	Senior Food Service Worker	24-7512-01
9.	Specialist Clerk II	23-1129-01

**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>Alameda County Health</b>						
1.	1	1145	Administrative Support Manager	0219	Administrative Specialist II	24-42898
2.	1	0206	Management Analyst	0204	Management Associate II	24-42900
3.	1	6701	Community Outreach Worker II	1120	Clerk II (Spanish Speaking)	24-42905
4.	1	5785 P	Epidemiologist II Project	0219	Administrative Specialist II	24-42987
5.	2	6492	Mental Health Specialist III	6532	Forensic Mental Health Specialist	24-42990
6.	2	6491	Mental Health Specialist II	6532	Forensic Mental Health Specialist	24-42991
7.	1	6491	Mental Health Specialist II (Detention Fac Security Clear)	6532	Forensic Mental Health Specialist	24-42992

IV. CONSENT MATTERS		APPROVED					
8.	1	6491	Mental Health Specialist II (Detention Fac Security Clear)	6532	Forensic Mental Health Specialist	24-42993	
9.	11	6491	Mental Health Specialist II	6532	Forensic Mental Health Specialist	24-42994	
<b>Auditor's Office</b>							
10.	1	1091	Retired Annuitant II	1090	Retired Annuitant I	24-42947	
<b>Information Technology Department</b>							
11.	1	0419	Information Systems Analyst	1830	Infrastructure Services Analyst	24-42954	
12.	1	0214	Financial Services Specialist II	0214 P	Financial Services Specialist II Project	24-42989	
<b>Community Development Agency</b>							
13.	1	2958	Bonds and Finance Coordinator	1142	Administrative Assistant	24-42951	
<b>Social Services Agency</b>							
14.	1	6776	Welfare Investigator II	1865	Graphic Designer	24-42858	
<b>Zone 7</b>							
15.	1	4961	Water Resources Engineering Intern, Zone 7	4962	Water Agency Intern, Zone 7	24-42906	
16.	1	4918	Administrative Assistant, Zone 7	4962	Water Agency Intern, Zone 7	24-42988	

**2. Specialty Designations**

Recommend Approving the following:

a) **Add**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Alameda County Health</b>					
17.	0308	Supervising Program Specialist	310164	Pediatric	5/12/24

**3. Classification Specifications. None**

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:

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