



# Agenda

## ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, JULY 12, 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/83939999033> 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**

<b>I. CALL TO ORDER</b>	
<b>II. APPROVE THE MINUTES OF JUNE 28, 2023, AS MAILED</b>	
<b>III. PUBLIC COMMENTS</b>	
<b>IV. APPROVE CONSENT MATTERS (Pages 2 – 5)</b>	
<b>V. COMMUNICATION(S)</b> 1. Oral Presentation by Human Resource Services Staff Regarding: Alameda County’s Recruitment Enhancement Project.	
<b>VI. APPEALS (Non-Disciplinary Matters)</b>	
<b>VII. CLOSED SESSION</b>	
1. <b>Public Employment pursuant to Government Code §54957:</b>	
2. <b>Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:</b>	
3. <b>Conference with Legal Counsel – Potential Litigation:</b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	
<b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION</b>	
<b>IX. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</b>	
<b>X. ADJOURNMENT</b>	

**IV. CONSENT MATTERS**

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

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

Recommend approving the following:

Trans. #	Name	Classification Title	Agency/Department
1.	Maria D Araujo Medina	Supervising Accountant	Social Services Agency
2.	Liana Arteaga Ceja	Eligibility Services Tech III	Social Services Agency
3.	Katherine Sue Hom	Library Technician SAN	Library Department
4.	Wilma Owen	Payroll Records Clerk	Probation Department
5.	Tehauja Ward	Administrative Assistant	Information Technology Department
6.	Hollis Williams	Senior Management Analyst	Social Services Agency
7.	Melissa Wong	Financial Services Specialist II	Health Care Services Agency

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

Recommend approve the following:

Trans. #	Name	Classification Title	Agency/Department
1.	Jason Wentzel	Field Maintenance Supervisor to Crew Leader	Public Works 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.	Administrative Associate, County Administrator’s Office	6/26/23	7/21/23
2.	Associate County Counsel	6/23/23	7/17/23
3.	Clinical Case Manager, Center for Healthy Schools and Communities	6/30/23	7/26/23
4.	Senior Clinical Case Manager, Center for Healthy Schools and Communities	6/30/23	7/26/23

**2. Order Eligible List Designated As Alternative List**

Trans. #	Classification Title Eligible List	Exam #	Classification Title Alternate List
5.	Administrative Specialist I	21-0218-01	Administrative Associate, County Administrator’s Office

## IV. CONSENT MATTERS

### 3. Miscellaneous

#### a) Cancel Exam

Trans. #	Classification Title	Exam #	Effective
6.	Supervising Environmental Compliance Specialist	22-2070-01	9/13/22

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

Trans. #	Classification Title	Exam #	From	To
7.	Division Director	23-6126-01	6/20/23	6/27/23
8.	Microbiologist	23-5605-01	6/26/23	6/30/23

### G. Eligible Lists.

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Career Development Specialist I	23-6787-01
2.	Departmental Human Resources Officer Trainee	22-0459-01
3.	Division Director, SSA (Promotional)	23-6050-01
4.	Electrician	22-9230-01
5.	Hazardous Materials Specialist	23-5650-01
6.	Heavy Equipment Operator, Zone 7	23-5001-01
7.	Human Resources Technician	22-0278-01
8.	Principal Appraiser (Promotional)	23-2630-01
9.	School Health Services Administrator, CHSC (Promotional)	23-6645-01
10.	Senior Infrastructure Services Analyst	23-1832-01
11.	Senior Program Systems Coordinator (Promotional)	23-0304-01
12.	Veterans Service Officer	23-1474-01

### H. Classification Recommendations.

Recommend approving the following:

#### 1. Add Positions

Trans. #	# of Pos.	Classification Title	Control #
• Sheriff's Office			
1.	2	8604 – Deputy Sheriff II	23-41585

## IV. CONSENT MATTERS

### 2. Reclassify Positions

Trans. #	# of Pos.	From	To	Control #
<b>• Health Care Services Agency</b>				
2.	1	0307 - Senior Program Specialist (MPCAH Option)	0206 - Management Analyst (MPCAH Option)	23-41143
3.	1	0419 - Information Systems Analyst	0423 - Information Systems Coordinator	23-41591
<b>• Library</b>				
4.	1	1109 - Library Page	4120 - Library Technician	23-41684
5.	1	1104 - Library Clerk II	4120 - Library Technician	23-41685
6.	1	4200 - Library Lead Clerk	4120 - Library Technician	23-41686
7.	1	1120 - Clerk II	4120 - Library Technician	23-41687

### 3. Specialty Designations

#### a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>• Health Care Services Agency</b>					
8.	0307	Senior Program Specialist	310107	Skilled Medical Professional	7/23/23

#### b) Approve

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>• Health Care Services Agency</b>					
9.	5320	Registered Nurse IV	310101	PHN Cert Required	7/23/23

### 4. Classification Specifications

#### a) Revised

Adopt the revised classification specification(s) noted below and submit recommendation to the Board of Supervisors ("BOS") to approve the action of the CSC:

Trans. #	Job Code	Classification Title	Unit
10.	1511	Legal Process Clerk I	SEIU 1021
11.	1513	Legal Process Clerk II	SEIU 1021
12.	6505	Behavioral Health Clinician I	SEIU 1021
13.	6528	Forensic Behavioral Health Clinician I	SEIU 1021
14.	6529	Forensic Behavioral Health Clinician II	SEIU 1021
15.	6784	Employment Counselor	SEIU 1021

#### IV. CONSENT MATTERS

**b) Revised and Retitled**

Adopt the revised and retitled classification specification(s) noted below and submit recommendation to the Board of Supervisors ("BOS") to approve the action of the CSC:

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
16.	1406	Child Support Supervisor II	Child Support Supervisor	ACMEA
17.	8131	Fire Department Plan Checker	Fire Department Plan Checker II	Unrepresented - Fire Non – Management