



# Agenda

## ALAMEDA COUNTY CIVIL SERVICE COMMISSION

WEDNESDAY, October 18, 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/84543969369> 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. CALL TO ORDER**

**II. APPROVE THE MINUTES OF October 4, 2023, AS MAILED**

**III. PUBLIC COMMENTS**

**IV. APPROVE CONSENT MATTERS (Pages 3 – 7)**

**V. REGULAR AGENDA**

In accordance with Civil Service Rule (“CSR”) 1012 Amendments to Rules regarding consideration of posting CSR 1820 Duration at the September 6, 2023 Civil Service Commission meeting:

**Staff recommends adopting the amended version of Civil Service Rule 1820 Duration.**

**VI. COMMUNICATION(S)**

From the Human Resource Services Staff regarding revision to the Charter of Alameda County, Section 36(b) to move from a 25-calendar day to a 14-calendar day posting requirement for a competitive Civil Service Examination.

**Staff Oral Presentation**

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

<b>VIII. CLOSED SESSION</b>	
1. <b>Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957</b>	
2. <b>Public Employment 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>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.	Grace Lynell Dixon	Adult Protective Services Worker II	Social Services Agency
2.	Muhammed Khan	Senior Registered Environmental Health Specialist	Health Care Services Agency
3.	John Virata	Administrative Specialist II	Health Care Services Agency
4.	Jiayan Yan	Specialist Clerk I	Health Care Services Agency

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

Recommend approving the following:

Trans. #	Name	Classification Title	Agency/Department
1.	Guadalupe Felix Juarez	Janitor Detention Facilities to Janitor	General 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.	Fire Fuels Crew Technician (Project)	9/11/23	10/11/23
2.	Heavy Equipment Mechanic	10/3/23	10/27/23
3.	Heavy Equipment Mechanic Helper	10/3/23	10/27/23
4.	Administrative Assistant	10/4/23	10/30/23
5.	Supervising Therapist	10/6/23	10/30/23
6.	Web Designer I	10/9/23	11/3/23
7.	Transportation and Parking Manager	10/16/23	11/13/23

**2. Promotional Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
8.	Assessor's Representative (Promotional)	9/5/23	9/29/23
9.	Library Manager II (Promotional)	9/14/23	10/9/23
10.	Library Manager III (Promotional)	9/14/23	10/9/23

## IV. CONSENT MATTERS

### 3. Reinstate Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
1.	Administrative Specialist I	21-0218-01	12/27/23
2.	Child Welfare Supervisor (Promotional)	22-6750-01	4/5/24
3.	Sheriff Safety Aide	20-8752-01	12/21/23

#### a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
4.	Program Manager, Detention Facilities	23-2219-01	Promotional Assembled	Promotional Continuous	7/21/23

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

Trans. #	Classification Title	Exam #	From	To
5.	Senior Planner	23-2940-01	10/2/23	10/23/23

## G. Eligible Lists.

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Agricultural and Standards Technician	22-8204-01
2.	Maintenance Manager, Zone 7	23-4976-01
3.	Personal Computer & Network Systems Specialist, ACERA	23-1367-01
4.	Registered Nurse I	23-5300-01
5.	Registered Nurse IV	23-5320-01
6.	Secretary I	23-1215-01
7.	Secretary II	23-1220-01
8.	Social Work Supervisor (Promotional)	23-6730-01
9.	Technical Support Analyst	22-0418-01

## IV. CONSENT MATTERS

### 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	5078	Deputy Director, Behavioral Health	0420	Information Systems Manager	24-41966
2.	1	5797 N	Health Services Consultant SAN	0220	Supervising Administrative Specialist	24-42042
3.	1	0420	Information Systems Manager	0308	Supervising Program Specialist (Communicable Disease)	24-42043
4.	1	7879	Health Services Trainee	6927	Program Services Coordinator	24-42044
5.	1	5797 N	Health Services Consultant SAN	0306	Program/Financial Specialist	24-42045
6.	1	0314	Health Care Program Administrator I	0308	Supervising Program Specialist	24-42046
7.	1	5315	Registered Nurse III	0308	Supervising Program Specialist (Communicable Disease)	24-42047
<b>Probation Department</b>						
8.	1	6118	Probation Specialist	0232	Executive Program Coordinator	23-41691
9.	1	6048	Assistant Chief of Policy and Standard Compliance	6126	Division Director	24-41803
<b>Zone 7</b>						
10.	1	4990	Water Facilities Supervisor, Zone	4907	Staff Analyst, Zone 7	24-42078

## IV. CONSENT MATTERS

### 2. Specialty Designations

Recommend Approving the following:

#### a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
11.	0307	Senior Program Specialist	309993	Behavior Hlth Managed Option	10/29/23
12.	6701	Community Outreach Worker II	310033	Cantonese Speaking	10/28/23
<b>Probation</b>					
13.	6216	Juvenile Institutional Officer	302796	Female Only	10/29/23
14.	6216	Juvenile Institutional Officer	302814	Female Only	10/29/23
<b>Social Services Agency</b>					
15.	1128	Service Support Specialist	402497	Public Authority	10/29/23
16.	1128	Service Support Specialist	402501	Public Authority	10/29/23

#### b) Approve

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
17.	6701	Community Outreach Worker II	310033	Spanish Speaking	10/29/23
18.	6510	Behavioral Clinician II	310215	MPCAH Option	10/29/23
19.	6415	Medical Social Worker	312577	Pediatric	10/29/23

### 3. Classification Specifications.

Adopt the revised classification specification(s) noted below:

#### a) Revise

Trans. #	Job Code	Classification Title	Unit
20.	0265	Employee Benefits Technician I	Unrepresented – Management
21.	8131	Fire Department Plan Checker II	Unrepresented - Fire Non-Management

## IV. CONSENT MATTERS

### 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.	8126	Fire Department Plan Checker Supervisor	Unrepresented - Fire Non-Management
23.	8127	Fire Department Plan Checker I	Unrepresented - Fire Non-Management