



Summary Action Minutes
ALAMEDA COUNTY
CIVIL SERVICE COMMISSION

WEDNESDAY, November 1, 2023, 4:00 P.M.

Alameda County Training and Education Center - 125 12th St #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 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 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/84590032861> 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. CALLED TO ORDER	
II. APPROVED THE MINUTES OF October 18, 2023, AS MAILED	5-0
III. PUBLIC COMMENTS	None
IV. APPROVED CONSENT MATTERS (Pages 3 – 6)	5-0
V. REGULAR AGENDA 1. From the Human Resource Services Staff regarding Abolishing thirteen (13) Unused/Obsolete Classification per Alameda County Charter, Civil Service, Section 36. (a.) and Civil Service Rule 1200, <u>Authority</u> . STAFF RECOMMENDATION: Submit to Board of Supervisors for Approval. The Commission voted unanimously (5-0) to forward the matter to the Board of Supervisors for approval.	5-0
VI. COMMUNICATION(S)	None
VII. APPEALS (Non-Disciplinary Matters)	None
VIII. CLOSED SESSION	
1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957	None
2. Public Employment pursuant to Government Code §54957	None
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	No Action
X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS <ul style="list-style-type: none">▪ The Commission Secretary encouraged Commissioners to complete Ethics Training which will be free until the end of 2023.▪ Commissioner Luna announced her resignation from the Civil Service Commission. Her final meeting will be November 15, 2023. The Commission expressed great appreciation for Commissioner Luna’s service and anticipates honoring her during her last meeting on November 15th.▪ It was announced that additional remote locations for Commission meetings are being considered.▪ Commissioner Lum announced that she will not be in attendance at the November 29, 2023 Commission meeting.	
XI. ADJOURNMENT	5-0

IV. CONSENT MATTERS APPROVED

A. Hearing Calendar.

Correspondence received requesting an appeal hearing.

1. Remove from Hearing Calendar of the Civil Service Commission.

Trans. #	Requestor	Organization	Disposition	Case Number
1.	Blake Huntsman	SEIU Local 1021	Appeal Withdrawn	2023-07

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Kristin Boer	Medical Leaves & Accommodation Services Technician	Human Resource Services
2.	Lesley Manchamee	Specialist Clerk II	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.	Supervising Legal Clerk (Promotional)	10/11/23	11/6/23
2.	Lead Janitor (Promotional)	10/20/23	11/15/23

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
3.	Laborer	10/11/23	11/6/23
4.	Child Support Attorney I	10/18/23	11/13/23
5.	Maintenance and Operations Manager	9/29/23	10/23/23
6.	Senior Assessor's Technician	10/20/23	11/14/23

3. Terminate Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
7.	Physician III (Child Psychiatric Specialty)	19-5139-01	10/19/23

IV. CONSENT MATTERS APPROVED

4. Extend Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
8.	Deputy Sheriff's Recruit	20-8601-01	1/31/24

5. Miscellaneous.

a) Change Exam

Trans. #	Classification Title	Exam #	From	To	Effective
9.	Legal Secretary	23-1240-01	New Assembled	Continuous	5/26/23
10.	Water Plant Operator II, Zone 7	23-4943-01	New Assembled	Continuous	2/6/23

b) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
11.	Building Inspector II	23-8310-01	8/21/23	10/21/23
12.	Library Manager II (Promotional)	23-4179-01	10/9/23	10/16/23

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Assistant General Manager-Engineering, Zone 7	23-4975-01
2.	Information Technology Specialist IV	23-1795-01
3.	Management Analyst Assistant	23-0234-01
4.	Planner III	23-2935-01
5.	Program Manager, Detention Facilities (Promotional)	23-2219-01
6.	Supervising Civil Engineer	22-2025-01
7.	Traffic Sign Worker	23-9110-01
8.	Unit Supervisor, Probation	23-6122-01

IV. CONSENT MATTERS APPROVED

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 #
General Services Agency				
1.	1	1142	Administrative Assistant	24-41971
2.	3	9695	Real Estate Projects Manager	24-41972

2. Reclassify Positions

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
Health Care Services Agency						
3.	1	1128	Specialist Clerk I	1129	Specialist Clerk II	24-41855
4.	1	6300 N	Health Care Services Intern SAN	1142	Administrative Assistant	24-41963
5.	1	0424 P	Information Systems Director Project	0424	Information Systems Director	24-42032
6.	1	0305 P	Program Specialist Project	0305	Program Specialist	24-42033
7.	1	0220 P	Supervising Administrative Specialist Project	0220	Supervising Administrative Specialist	24-42034
8.	1	0220 P	Supervising Administrative Specialist Project	0220	Supervising Administrative Specialist	24-42035
9.	1	0220 P	Supervising Administrative Specialist Project	0220	Supervising Administrative Specialist	24-42036
10.	1	0416 P	Information Systems Specialist Project	0416	Information Systems Specialist	24-42039
11.	1	1812	Computer Operator II	0410	Information Systems Technician I	24-42134
12.	1	1812	Computer Operator II	0410	Information Systems Technician I	24-42137
Information Technology Department						
13.	1	0424	Information Systems Director	1868	Application Systems Engineer III	24-42072

IV. CONSENT MATTERS APPROVED

Sheriff's Office

14.	1	8617	Sergeant	8620	Lieutenant	24-42127
15.	2	1310	Account Clerk II	1314	Accounting Specialist I	24-42128
16.	1	1091	Retired Annuitant II	1090	Retired Annuitant I	24-42153

3. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
17.	1128	Specialist Clerk I	312528	Spanish Speaking	11/12/23

b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
18.	0207	Senior Management Analyst	402399	Equity and Social Justice	11/12/23

4. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revise

Trans. #	Job Code	Classification Title	Unit
19.	9700	Project Manager, GSA	IFPTE Local 21 - CEMU
20.	9701	Senior Project Manager, GSA	IFPTE Local 21 - CEMU
21.	0310	Fund Development and Grant Specialist	Unrepresented – Management
22.	2953	Assistant Deputy Director, Community Development Agency	Unrepresented – Management
23.	9425	Auto Mechanic Supervisor	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
24.	9703	Project Manager Trainee, GSA	IFPTE Local 21 - CEMU

IV. CONSENT MATTERS

APPROVED

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:

Sam GEE

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SAM GEE, Interim Secretary to Civil Service Commission