



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

WEDNESDAY, December 13, 2023, 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**

**Sam Gee, Interim Secretary to Civil Service Commission**  
**Andrea Weddle, Chief Assistant County Counsel**

**I. CALL TO ORDER**

<p><b>II. APPROVE THE MINUTES OF NOVEMBER 29, 2023, AS MAILED</b></p> <p><b><i>CORRECTION to 11/29/23 Minutes, Item IX., "COUNTY COUNSEL REPORT ON ACTON TAKEN IN CLOSED SESSION": Add the underlined sentence below: "The CSC voted unanimously (3-0) to adopt the Administrative Law Judge's Report and Recommendation, with the following modification: The disciplinary action of termination is reduced to a ten-day suspension without pay and benefits, and without the necessity to reinstate any vacation leave accruals that were paid out in cash upon termination. <u>The employee shall otherwise be restored to backpay and benefits for their time while terminated following the ten-day suspension.</u>"</i></b></p>	<p><b>4.0</b></p>
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<p><b>III. PUBLIC COMMENTS</b></p>	<p><b>None</b></p>
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<p><b>IV. APPROVE CONSENT MATTERS (Pages 3 – 6)</b></p>	<p><b>4-0</b></p>
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**V. REGULAR AGENDA**

<p>1. From the Human Resource Services Director: Exempt the Newly-Created Classifications of Election Worker I – Services-As-Needed (Job Code 1275N) and Election Worker II – Services-As-Needed (Job Code 1276N) from Civil Service ("CS") Rule 1324 and Waive Pre-Employment Medical Screening Under CS Rule 1490.</p> <p><b>STAFF RECOMMENDATION:</b> Exempt the above-referenced two (2) classifications from fingerprinting as outlined in CS Rule 1324 and adopt the Director of Human Resource Services' recommendation to waive pre-employment medical screening under CSC Rule 1490. <b>APPROVED</b></p>	<p><b>4.0</b></p>
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<p>2. From the Human Resource Services staff regarding Civil Service Commission Meeting Dates for Calendar Year 2024.</p> <p><b>STAFF RECOMMENDATION:</b> Approve and Post <b>APPROVED</b></p>	<p><b>4.0</b></p>
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<b>VI. COMMUNICATION(S)</b>	<b>None</b>
<b>VII. APPEALS (Non-Disciplinary Matters)</b>	<b>None</b>
<b>VIII. CLOSED SESSION</b>	
1. <b>REPORT AND RECOMMENDATION(S):</b> <b>Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957</b> Case No. 2022-04; OAH 2022110642 (Sheriff's Office)	<b>4-0</b>
2. <b>Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957</b>	<b>None</b>
3. <b>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>Regarding Agenda Item VIII.1:</b> The Civil Service Commission voted unanimously (4-0) to Adopt the Findings-of-Fact and Conclusion of Law and to Adopt the Report and Recommendation of the Administrative Law Judge to uphold the termination.	<b>4-0</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.** **None**

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

Trans. #	Name	Classification Title	Agency/Department
1.	Marina Austin	Administrative Assistant	General Services Agency
2.	Rukiya Marshall	Senior Retirement Technician	ACERA
3.	Esteban Sepulveda	Specialist Clerk II	General Services Agency
4.	Royce Trotter	Program Specialist	Health Care Services Agency
5.	Gerardo Vilorio	Accounting Specialist I	Health Care Services Agency

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

Trans. #	Name	Classification Title	Agency/Department
1.	Mary Shang	Accounting Supervisor Public Works Agency to Accounting Specialist II	Public Works Agency

**D. Comparable Transfer(s).**

Trans. #	Name	Classification Title	Agency/Department
1.	Falguni Patel	Program/Financial Specialist to Program Specialist	Health Care Services Agency

**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)	12/4/23	12/29/23

**2. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
2.	Associate Deputy Public Defender	11/13/23	12/8/23
3.	Payroll Records Clerk	11/13/23	12/7/23
4.	Information Systems Specialist	11/14/23	12/8/23
5.	Child Support Specialist I	12/1/23	12/27/23

**3. Re-Open Continuous**

Trans. #	Classification Title	Re-Open Date	Last Day to File
6.	Administrative Associate, County Administrator’s Office	11/20/23	12/11/23

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

**4. Extend Eligible Lists.**

Trans. #	Classification Title	Exam #	Termination Date
7.	Specialist Clerk I	21-1128-01	4/1/24
8.	Specialist Clerk II	21-1129-01	4/1/24

**5. Miscellaneous**

**a) Change Exam**

Trans. #	Classification Title	Exam #	From	To	Effective
9.	Administrative Associate, County Administrator's Office	23-1137-01	New Assembled	Continuous	6/26/23

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

Trans. #	Classification Title	Exam #	From	To
10.	Legal Secretary	23-1240-01	11/27/23	12/12/23

**G. Eligible Lists.**

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Building Inspector II	23-8310-01
2.	Clerk-Recorder and Collection Supervisor	23-1413-01
3.	Clinical Case Manager, Center for Healthy Schools and Communities	23-6643-01
4.	Environmental Health Technician	23-5649-01
5.	Investigator, Probation Department	23-8588-01
6.	Legal Process Clerk I	23-1511-01

**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>Community Development Agency</b>				
1.	1	2996	Healthy Homes Community Development Specialist III	24-42166
2.	1	1128	Specialist Clerk I	24-42167

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

**2. Reclassify Positions**

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
<b>Auditor-Controller's Office</b>						
3.	1	1529	Auditor Associate III	0144	Senior Auditor	24-42249
<b>Community Development Agency</b>						
4.	1	2973	Housing And Community Development Technician II	0306	Program/Financial Specialist	24-42168
5.	1	2973 P	Housing And Community Development Technician II Project	2966 P	Housing And Community Development Specialist III Project	24-42170
<b>Health Care Services Agency</b>						
6.	1	0307	Senior Program Specialist	0308	Supervising Program Specialist	24-41776
7.	1	0424	Information Systems Director	0423	Information Systems Coordinator	24-42287
8.	1	2966	Housing And Community Development Specialist III	6927	Program Services Coordinator	24-42289
9.	1	0204 P	Management Associate II Project	0219 P	Administrative Specialist II Project	24-42290
10.	1	5650	Hazardous Materials Specialist ( <b>Local Oversight Program</b> )	5655	Senior Hazardous Materials Specialist ( <b>Local Oversight Program</b> )	24-42292
11.	1	6701	Community Outreach Worker II ( <b>Emergency Medical Svcs Opt</b> )	1129	Specialist Clerk II	24-42293
<b>Public Defender's Office</b>						
12.	1	3108	Holistic Defense Mitigation Specialist III ( <b>Realignment</b> )	3109	Holistic Defense Mitigation Supervisor ( <b>Realignment</b> )	24-42265
<b>Public Works Agency</b>						
13.	1	2162	Public Works Inspector III, Construction	2161	Public Works Inspector II, Construction	24-42141

**3. Specialty Designations**

Recommend Approving the following:

**a) Remove**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
14.	6491 P	Mental Health Specialist II Project	310903	Consumer/Family Specialty	12/24/23

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

15.	6491 P	Mental Health Specialist II Project	400897	Consumer/Family Specialty	12/24/23
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**b) Add**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
16.	0307	Senior Program Specialist	310107	Pediatric	12/24/23

**4. Classification Specifications.**

Adopt the revised classification specification(s) noted below:

**a) Revise**

Trans. #	Job Code	Classification Title	Unit
17.	1315	Accounting Technician	ACMEA
18.	2021	Associate Civil Engineer	IFPTE, Local 21 - ACEA
19.	2030	Principal Civil Engineer	IFPTE, Local 21 - CEMU
20.	0451	Contract Compliance Supervisor	Unrepresented - Management

**b) Revise and Retitle**

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
21.	2025	Supervising Civil Engineer	Senior Civil Engineer	IFPTE, Local 21 – CEMU

**c) 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.	8758	Sheriff's Accreditation Supervisor	ACMEA
23.	2941	Waste Program Manager, Community Development Agency	Unrepresented - Management

**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**