



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

WEDNESDAY, JANUARY 24, 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 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/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 JANUARY 10, 2024, AS MAILED
 (3 Ayes) (1 Abstention – Peterson)

**3 Ayes
1 Abstention**

III. PUBLIC COMMENTS

None

IV. APPROVED CONSENT MATTERS (Pages 2 - 5)

4-0

V. REGULAR AGENDA

None

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 Employee pursuant to Government Code §54957**

Trans. #	Job Code	Classification Title	Agency/Department	Case #
1.	1132	Eligibility Support Clerk	Social Services Agency	2023-12

4-0

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

Regarding Item VIII.2.1

The Civil Service Commission voted unanimously (4-0) to deny the appeal.

4-0

X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS	None
XI. ADJOURNMENT	4-0

IV. CONSENT MATTERS APPROVED

A. Hearing Calendar. **None**

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
2.	Jazmin Ayala Sanchez	Specialist Clerk I	Health Care Services Agency
3.	Tyhesha Flemings	Sheriff's Technician	Sheriff's Office
4.	Edgar Martinez	Specialist Clerk I	Health Care Services Agency
5.	Wilma Owen	Specialist Clerk II	Health Care Services Agency
6.	Tiffany Wong	Auditor Associate III	Auditor-Controller

C. Voluntary Demotion(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Racheal Griffin-Alvarez	Supervising Clerk II to Service Support Specialist	Social Services Agency

D. Comparable Transfer(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Josephine Soriano	Payroll Records Clerk to Specialist Clerk II	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.	Division Commander (Promotional)	1/12/24	2/7/24
2.	Real Estate Projects Manager (Promotional)	1/19/24	2/15/24

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
3.	Youth and Family Services Supervisor	1/2/24	1/30/24
4.	Assistant Deputy County Administrator	1/6/24	1/31/24
5.	Deputy County Administrator	1/6/24	1/31/24
6.	Senior Emergency Services Coordinator	1/9/24	2/5/24
7.	Youth and Family Services Therapist	1/12/24	2/6/24

IV. CONSENT MATTERS **APPROVED**

3. Open Continuous

Trans. #	Classification Title	Open Date	Last Day to File
8.	Juvenile Institutional Officer	1/2/24	Continuous
9.	Juvenile Institutional Officer Associate	1/2/24	Continuous

4. Re-Open Continuous

Trans. #	Classification Title	Re-Open Date	Last Day to File
10.	Administrative Analyst	12/2/23	Continuous

5. Reinstate Eligible Lists.

Trans. #	Classification Title	Exam #	Termination Date
11.	Management Analyst	21-0206-01	12/31/24
12.	Supervising Eligibility Technician	22-1473-01	1/10/25

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Account Clerk II	23-1310-01
2.	Civil Legal Secretary	23-1242-01
3.	Diversity, Equity, and Inclusion Director	23-0498-01
4.	Emergency Services Supervisor Promotional	23-8724-01
5.	Fire Department General Services Manager (Promotional)	23-8174-01
6.	Heavy Equipment Mechanic	23-9465-01
7.	Heavy Equipment Mechanic Helper	23-9455-01
8.	Lead Janitor (Promotional)	23-7415-01
9.	Senior Planner	23-2940-01
10.	Sheriff's Safety Aide	23-8752-01

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. Reclassify Positions

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
County Administrator's Office						
1.	1	0487	Diversity Programs Assistant Manager	0498	Diversity, Equity, and Inclusion Director	24-42442
2.	1	1091	Retired Annuitant II	0497	Diversity, Equity, and Inclusion Deputy Director	24-42443
Health Care Services Agency						
3.	1	1142	Administrative Assistant	0219	Administrative Specialist II	23-41638
4.	1	0219	Administrative Specialist II	0305	Program Specialist	24-42266
Information Technology Department						
5.	3	0416	Information Systems Specialist	1828	Infrastructure Services Technician	24-42385
6.	1	0418	Technical Support Analyst	1830	Infrastructure Services Analyst	24-42386
7.	1	0419	Information Systems Analyst	1830	Infrastructure Services Analyst	24-42387

2. Specialty Designations

Recommend Approving the following:

a) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
8.	0305	Program Specialist	404283	Communicable Disease	2/4/24

3. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revised

Trans. #	Job Code	Classification Title	Unit
9.	5083	Deputy Division Director, Public Health	ACMEA
10.	0191	Safety and Emergency Preparedness Manager, GSA	ACMEA

IV. CONSENT MATTERS **APPROVED**

11.	2510	Assistant Right of Way Agent	SEIU 1021
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b) Revise and Retitle

Trans. #	Job Code	Classification Title From	Classification Title To	Unit
12.	1288	Central Identification Bureau Manager	Central Identification Bureau Biometric Manager	ACMEA - Sheriff's Non-Sworn

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
13.	1289	Central Identification Bureau Biometric Director	ACMEA - Sheriff's Non-Sworn

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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SAM GEE, Interim Secretary to Civil Service Commission