



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

**WEDNESDAY, FEBRUARY 21, 2024, 4:00 P.M.**

Alameda County Training and Education Center - 125 12th Street, Suite 400 (**The Hayward 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**

**Margarita Zamora, Interim Human Resource Services Director**  
**Sam Gee, Interim Secretary to Civil Service Commission**  
**Andrea Weddle, Chief Assistant County Counsel**

<b>I. CALLED TO ORDER</b>	
<b>II. APPROVED THE MINUTES OF FEBRUARY 7, 2024, AS MAILED</b>	<b>4-0</b>
<b>III. PUBLIC COMMENTS</b>	<b>None</b>
<b>IV. APPROVED CONSENT MATTERS (Pages 2 - 5)</b>	<b>None</b>
<b>V. REGULAR AGENDA</b>	<b>None</b>
<b>VI. COMMUNICATION(S)</b>	<b>None</b>
<b>VII. APPEALS (Non-Disciplinary Matters)</b>	<b>None</b>
<b>VIII. CLOSED SESSION</b>	<b>None</b>
<b>1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957</b>	<b>None</b>
<b>2. 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>No Action</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**

1. Appeal Withdrawn; Settlement Agreement for Case No. 2023-05. **Remove from Civil Service Commission calendar.**

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

Trans. #	Name	Classification Title	Agency/Department
1.	Xiumei Chen	Financial Services Specialist II	Probation Department
2.	Brian Whittaker	Clerk II	Social Services Agency
3.	Kelly Yen	Payroll Records Clerk	Probation Department

**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. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
1.	Library Page	1/19/24	2/13/24
2.	Library Technician	1/19/24	2/13/24
3.	Youth and Family Services Lead Therapist	2/1/24	2/27/24
4.	Clerk II	2/2/24	2/26/24
5.	Auditor-Appraiser I	2/3/24	2/28/24
6.	Auditor-Appraiser II	2/3/24	2/28/24
7.	Auditor-Appraiser III	2/3/24	2/28/24
8.	Senior Civil Engineer	2/3/24	2/28/24
9.	Child/Young Adult System of Care Director, BHCS	2/6/24	3/1/24
10.	Supervising Clerk II	2/6/24	3/1/24
11.	Supervisor of Professional Standards, Probation	2/6/24	3/1/24
12.	Supervising Right-of-Way Agent	2/7/24	3/4/24
13.	Departmental Facilities Manager	2/9/24	3/4/24

**2. Re-Open Continuous**

Trans. #	Classification Title	Re-Open Date	Last Day to File
14.	Child Welfare Worker II	2/5/24	3/4/24
15.	Client Advocate	2/5/24	2/16/24
16.	Program Systems Coordinator	2/7/24	3/4/24

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

**3. Terminate Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
17.	Bridge Tender	23-9616-01	2/21/24

**4. Reinstate Eligible Lists.**

Trans. #	Classification Title	Exam #	Termination Date
18.	Social Services Program Manager	22-6045-01	5/5/24

**5. Extend Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
19.	Fire Department Division Chief (Promotional)	21-8130-01	6/30/24
20.	Program Specialist	21-0305-01	8/30/24

**6. Miscellaneous**

**a) Change Exam**

Trans. #	Classification Title	Exam #	From	To	Effective
21.	Child Welfare Worker II	24-6745-01	Open-Assembled	Open Continuous	2/16/23
22.	Client Advocate	23-6736-01	Promotional Assembled	Promotional Continuous	3/21/23
23.	Program Systems Coordinator	23-0303-01	Open Assembled	Open Continuous	5/11/23

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

Trans. #	Classification Title	Exam #	From	To
24.	Probation Chief of Research and Evaluation	23-6037-01	2/13/24	2/27/24
25.	Vegetation and Litter Abatement Supervisor	23-9536-01	1/31/24	3/1/24

**G. Eligible Lists.**

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Assistant Vector Ecologist	23-5694-01
2.	Deputy Public Guardian-Conservator / Investigator	23-8705-01
3.	Director of Operations and Management Services, CDA (Promotional)	23-2954-01

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

4.	Financial Services Officer	23-0217-01
5.	Fire Department Plan Checker II	23-8131-01
6.	Human Resources Support Supervisor	23-0277-01
7.	Juvenile Institutional Officer	23-6216-01
8.	Project Manager, GSA (Promotional)	23-9700-01
9.	Youth and Family Services Supervisor	23-6500-01

**H. Classification Recommendations.**

Adopt the classification recommendation(s) noted below and submit recommendation to the BOS to approve the action of the CSC.

**1. Reclassify Positions**

Trans. #	# of Pos.	Job Code	Classification Title From	Job Code	Classification Title To	Control #
<b>Community Development Agency</b>						
1.	1	0219	Administrative Specialist II	1091	Retired Annuitant II	24-42218
2.	1	2953	Assistant Deputy Director, Community Development Agency (Economics and Civic Developmen)	1091	Retired Annuitant II	24-42435
<b>Health Care Services Agency</b>						
3.	1	5785	Epidemiologist II	0219	Administrative Specialist II	24-42508
4.	1	7879	Health Services Trainee (Spanish Speaking)	5795	Nutritionist II	24-42512
5.	1	0220	Supervising Administrative Specialist	0214	Financial Services Specialist II	24-42519
6.	1	0220	Supervising Administrative Specialist	0215	Senior Financial Services Specialist	24-42520
7.	1	0305	Program Specialist	0306	Program/Financial Specialist	24-42523
8.	1	6525	Behavioral Health Clinical Supervisor (Homeless Program Specialty)	6527	Behavioral Health Clinical Manager (Homeless Program Specialty)	24-42525
9.	1	5873	Assistant Chief Therapist	6707	Family Support Case Manager	24-42640
<b>Probation Department</b>						
10.	1	1128	Specialist Clerk I	1129	Specialist Clerk II	24-42053
<b>Public Defender's Office</b>						
11.	1	1120	Clerk II	0204	Management Associate II	24-42688
<b>Social Services Agency</b>						
12.	1	0401	Director Of Interagency Children's Policy Council (Children Services)	6798	Social Services Agency Program Development Manager (Children Services)	24-42684

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

**2. Specialty Designations**

Recommend Approving the following:

**a) Add**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Community Development Agency</b>					
13.	8420	Agriculture and Standards Investigator III	303151	Canine Handling Specialty	3/3/24
<b>Health Care Services Agency</b>					
14.	5305	Registered Nurse II	404265	(PHN) (Communicable Disease)	3/3/24
15.	5315	Registered Nurse III	404266	(PHN) (Communicable Disease)	3/3/24

**b) Remove**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Health Care Services Agency</b>					
16.	0305 P	Program Specialist Project	401473	COVID	3/3/24

**3. Classification Specifications.**

Adopt the revised classification specification(s) noted below:

**a) Revised**

Trans. #	Job Code	Classification Title	Unit
17.	2015	Assistant Engineer	IFPTE, Local 21 - ACEA
18.	1527	Auditor Associate I	SEIU 1021
19.	1528	Auditor Associate II	SEIU 1021

**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
20.	1290	Detention and Corrections Ombudsperson	ACMEA – Sheriff's Non - Sworn

**IV. CONSENT MATTERS**

**APPROVED**

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:



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**SAM GEE, Interim Secretary to Civil Service Commission**