



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

WEDNESDAY, MARCH 6, 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 FEBRUARY 21, 2024, AS MAILED

The Minutes were approved following a correction reflecting that a motion was made by a vote of 4-0 to approve Item IV. "Approve Consent Matters".

4-0

III. PUBLIC COMMENTS

None

IV. APPROVED CONSENT MATTERS (Pages 2 - 5)

CORRECTION - Transaction Removed: Item F.2.11 "Senior Program Specialist" was excluded from the approved motion.

4-0

V. REGULAR AGENDA

None

VI. COMMUNICATION(S)

None

VII. APPEALS (Non-Disciplinary Matters)

None

VIII. CLOSED SESSION

1. REPORT AND RECOMMENDATION(S):

Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957
 Case No. 2023-01; OAH 2023050372 (Sheriff's Office)

4-0

2. 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.1:

The Commission voted unanimously 4-0 to adopt the findings of fact and conclusion of law and to uphold the decision of the department.

X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS

Updates were provided concerning Measure A and the efforts being made to fill the vacant seat on the Civil Service Commission.

Commissioner Lum announced that she will not attend the next Civil Service Commission meeting.

XI. ADJOURNMENT

4-0

IV. CONSENT MATTERS **APPROVED**

A. Hearing Calendar. **None**

B. Reinstatement Request(s).

Trans. #	Name	Classification Title	Agency/Department
1.	Andrea Dodge	Program Services Coordinator	Health Care Services Agency
2.	Arianna Vaewsorn	Program Specialist	Health Care Services Agency
3.	Linh Voropaeff	Registered Environmental Health Specialist	Community Development Agency
4.	Jamie Yee	Program Services Coordinator	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.	Human Resources Exam and Certification Supervisor (Promotional)	2/16/24	3/11/24
2.	Medical Leaves & Accommodation Services Administrator (Promotional)	2/16/24	3/11/24

2. Open Assembled

Trans. #	Classification Title	Open Date	Last Day to File
3.	Senior Food Service Worker	2/13/24	3/8/24
4.	Treasurer-Tax Collector's Specialist III	2/14/24	3/11/24
5.	Gardener II, Public Works Agency	2/16/24	3/14/24
6.	Medical Leaves & Accommodation Services Supervisor	2/16/24	3/11/24
7.	Vegetation Technician	2/16/24	3/14/24
8.	Principal Water Resources Planner, Zone 7	2/20/24	3/18/24
9.	Auto Mechanic Supervisor	2/23/24	3/20/24
10.	Child Support Supervisor	2/23/24	3/18/24
11.	Senior Program Specialist	2/23/24	3/18/24
12.	Janitor, Detention Facilities	2/27/24	3/22/24

PULLED BY HRS

IV. CONSENT MATTERS APPROVED

3. Reinstate Eligible Lists

Trans. #	Classification Title	Exam #	Termination Date
13.	Public Information Specialist	20-0320-01	8/15/24

4. Miscellaneous

a) Cancel Exam

Trans. #	Classification Title	Exam #	Effective
14.	Fire Department Fleet Services Manager (Promotional)	23-8132-01	11/9/23

b) Extend the Last Day for Filing

Trans. #	Classification Title	Exam #	From	To
15.	Clerk II (Program Worker/Re-Entry Pilot)	23-1120-02	1/15/24	2/22/24
16.	Probation Chief of Research and Evaluation	23-6037-01	2/27/24	3/12/24
17.	Senior Emergency Services Coordination,	23-8723-01	2/5/24	3/5/24

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

Trans. #	Classification Title	Exam #
1.	Agricultural and Standards Aide SAN	23-8202N-01
2.	Division Commander (Promotional)	24-8635-01
3.	Sergeant (Promotional)	23-8617-01
4.	Youth and Family Services Therapist	23-6498-01

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 #
Assessor's Office						
1.	2	2507	Assessor's Technician	2508	Senior Assessor's Technician	24-42126

IV. CONSENT MATTERS APPROVED

Health Care Services Agency						
2.	1	0305	Program Specialist	0217	Financial Services Officer	24-42243
3.	1	6640	Rehabilitation Counselor II	6780	Senior Employment Specialist	24-42636
4.	1	0220	Supervising Administrative Specialist	0206	Management Analyst	24-42709

2. Specialty Designations

Recommend Approving the following:

a) Remove

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
5.	0315	Health Care Program Administrator II	310271	MPCAH Option	3/16/24

b) Add

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
Health Care Services Agency					
6.	0315	Health Care Program Administrator II	310271	Communicable Disease	3/17/24

3. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revised

Trans. #	Job Code	Classification Title	Unit
7.	1343	Investment Analyst, ACERA	Unrepresented - Management
8.	1346	Investment Officer, ACERA	Unrepresented - Management
9.	1349	Investment Operations Officer, ACERA	Unrepresented - Management
10.	8751N	Sheriff's Service Cadet SAN (Services As Needed)	Unrepresented - Non-Management

IV. CONSENT MATTERS **APPROVED**

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
11.	1375	Senior Investment Officer, ACERA	Unrepresented -Management
12.	4999	Crisis Services System of Care Director	Unrepresented -Management

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:


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SAM GEE, Interim Secretary to Civil Service Commission