



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

WEDNESDAY, MARCH 20, 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 (*Excused*)
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 MARCH 6, 2024, AS MAILED

3-0

III. PUBLIC COMMENTS

Regarding Item VIII.2.1:

- Case representative, Keith Snodgrass of SEIU Local 1021 and the appellant, made comments to support the claim of discrimination.
- Chief Assistant County Counsel, Andrea Weddle, explained to the appellant and representative that this is not a hearing and cautioned against disclosing confidential information in this public forum.

IV. APPROVED CONSENT MATTERS (Pages 3 - 7)

3-0

V. REGULAR AGENDA

NONE

VI. COMMUNICATION(S)

From Peining Chang of the Alzheimer's Association. Flyers provided with information offering educational and training programs, care consultation in multiple languages and an invitation to an upcoming 18th Annual Chinese Alzheimer's Forum. **[Receive and File]**

NO ACTION

VII. APPEALS (Non-Disciplinary Matters)

NONE

VIII. CLOSED SESSION

1. REPORT AND RECOMMENDATION(S):

Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957

| Trans. No. | Agency/Department | Alameda County Case No. | Office of Administrative Hearings Case No. |
|------------|---------------------|-------------------------|--|
| 1. | Zone 7 Water Agency | 2023-03 | 2023060208 |

3-0

| | | | | | |
|--|-----------------|-------------------------------------|--------------------------|--------------------------------|-------------|
| 2. Public Employment pursuant to Government Code §54957 | | | | | 3-0 |
| Trans. No. | Job Code | Classification Title | Agency/Department | Alameda County Case No. | |
| 1. | 6765 | Adult Protective Services Worker II | Social Services Agency | 2023-14 | |
| 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 | | | | | |
| <p>Regarding Item VIII.1.1: The Commission voted unanimously (3-0) to adopt the findings of fact and conclusions of law in the Report and Recommendation of the Administrative Law Judge, and to uphold the decision of the agency.</p> <p>Regarding Item VIII.2.1: The Commission voted unanimously (3-0) to <i>grant</i> the request for a hearing in part and to <i>deny</i> the hearing in part. The hearing is <i>granted</i> in part based upon the allegation of religious discrimination; however, the request for a hearing based upon the allegation of age discrimination is <i>denied</i>. The hearing will be limited to the scope granted.</p> | | | | | |
| X. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS | | | | | |
| Commissioner Lee announced that she will not be present at the April Commission meetings (April 3 rd and April 17 th). | | | | | |
| XI. ADJOURNMENT | | | | | 3-0 |

| IV. CONSENT MATTERS | | APPROVED | |
|---|--|-------------------------------------|------------------------------|
| A. Hearing Calendar. | | None | |
| B. Reinstatement Request(s). | | | |
| Trans. # | Name | Classification Title | Agency/Department |
| 1. | Katrina Babb | Medical Social Worker II | Health Care Services Agency |
| 2. | Iona Childers | Departmental Human Resource Officer | General Services Agency |
| 3. | Stefanie Toro | Program Specialist | Health Care Services Agency |
| 4. | Nicholas Yan | Specialist Clerk I | Community Development 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. | Fire Department Fleet Services Manager (Promotional) | 3/1/24 | 4/1/24 |
| 2. Open Assembled | | | |
| Trans. # | Classification Title | Open Date | Last Day to File |
| 2. | Information Systems Technician II | 2/26/24 | 3/21/24 |
| 3. | Crime Laboratory Director | 3/1/24 | 3/26/24 |
| 4. | Senior Program Specialist | 3/1/24 | 3/25/24 |
| 5. | Maintenance and Operations Manager | 3/8/24 | 4/5/24 |
| 3. Promotional Continuous | | | |
| Trans. # | Classification Title | Open Date | Last Day to File |
| 6. | Appeals Officer (Promotional) | 3/7/24 | 4/3/24 |
| 4. Re-Open Continuous | | | |
| Trans. # | Classification Title | Re-Open Date | Last Day to File |
| 7. | Departmental Human Resource Manager (Promotional) | 2/29/24 | 3/8/24 |

IV. CONSENT MATTERS **APPROVED**

5. Terminate Eligible Lists

| Trans. # | Classification Title | Exam # | Termination Date |
|----------|---------------------------------------|------------|------------------|
| 8. | Deputy County Counsel | 23-3230-01 | 2/27/24 |
| 9. | Supervising Administrative Specialist | 22-0220-01 | 3/1/24 |

6. Miscellaneous

a) Change Exam

| Trans. # | Classification Title | Exam # | From | To | Effective |
|----------|---|------------|-----------|------------|-----------|
| 10. | Departmental Human Resource Manager (Promotional) | 22-0462-01 | Assembled | Continuous | 3/1/23 |

b) Extend the Last Day for Filing

| Trans. # | Classification Title | Exam # | From | To |
|----------|----------------------------|------------|---------|---------|
| 11. | Senior Civil Engineer | 24-2025-01 | 2/28/24 | 3/8/24 |
| 12. | Senior Food Service Worker | 24-7512-01 | 3/8/24 | 3/15/24 |

G. Eligible Lists.

Recommend approving the following:

Create, approve, and order to promulgate the following:

| Trans. # | Classification Title | Exam # |
|----------|-------------------------------------|------------|
| 1. | Bridge Utility Worker (Promotional) | 23-9615-01 |
| 2. | Information Systems Specialist | 23-0416-01 |
| 3. | Payroll Records Clerk | 23-1125-01 |
| 4. | Supervising Criminalist | 24-8526-01 |

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 # |
|--|----------|----------|---|----------|------------------------------------|-----------|
| Health Care Services Agency | | | | | | |
| 1. | 1 | 6640 | Rehabilitation Counselor II (Vocational Services Specialty) | 6510 | Behavioral Clinician II | 24-42710 |
| 2. | 1 | 5315 | Registered Nurse III | 6708 | Family Support Senior Case Manager | 24-42860 |
| Information Technology Department | | | | | | |
| 3. | 2 | 0419 P | Information Systems Analyst Project | 1836 | Infrastructure Services Engineer | 24-42770 |
| 4. | 1 | 0419 P | Information Systems Analyst Project | 1868 | Application Systems Engineer III | 24-42771 |
| 5. | 2 | 0423 P | Information Systems Coordinator Project | 1868 | Application Systems Engineer III | 24-42772 |
| 6. | 1 | 0420 P | Information Systems Manager Project | 1868 | Application Systems Engineer III | 24-42773 |
| Public Defender's Office | | | | | | |
| 7. | 1 | 1120 | Clerk II | 0219 | Administrative Specialist II | 24-42645 |
| Registrar of Voters | | | | | | |
| 8. | 1 | 1282 | Elections Technician | 0219 | Administrative Specialist II | 24-42133 |
| Social Services Agency | | | | | | |
| 9. | 1 | 1120 | Clerk II | 1132 | Eligibility Support Clerk | 24-42766 |

2. Add Positions

| Trans # | # of Pos | Job Code | Classification Title | Control # |
|--|----------|----------|-------------------------------|-----------|
| Information Technology Department | | | | |
| 10. | 2 | 9280 | Telecommunications Technician | 24-42706 |

IV. CONSENT MATTERS **APPROVED**

3. Specialty Designations

Recommend Approving the following:

a) Remove

| Trans. # | Job Code | Classification Title | Position # | Specialty | Effective |
|------------------------------------|----------|--------------------------------|------------|------------------------------|-----------|
| Health Care Services Agency | | | | | |
| 11. | 1129 | Specialist Clerk II | 309998 | Human Resources | 3/31/24 |
| 12. | 0305 | Program Specialist | 310128 | HiV Specialty / Option | 3/30/24 |
| 13. | 6927 | Program Services Coordinator | 310381 | Skilled Medical Professional | 3/31/24 |
| 14. | 6701 | Community Outreach Worker II | 311025 | Spanish Speaking | 3/31/24 |
| Public Defender's Office | | | | | |
| 15. | 3125 P | Deputy Public Defender Project | 404146 | Post Conviction Unit | 3/30/24 |

b) Add

| Trans. # | Job Code | Classification Title | Position # | Specialty | Effective |
|------------------------------------|----------|--------------------------------|------------|------------------------------|-----------|
| Health Care Services Agency | | | | | |
| 16. | 0305 | Program Specialist | 310128 | Communicable Disease | 3/31/24 |
| 17. | 0307 | Senior Program Specialist | 401071 | School Health Svcs Specialty | 3/31/24 |
| 18. | 6927 | Program Services Coordinator | 404281 | COVID | 3/31/24 |
| Public Defender's Office | | | | | |
| 19. | 3125 P | Deputy Public Defender Project | 404146 | Clean Slate/Civil Remedies | 3/31/24 |

4. Classification Specifications.

Adopt the revised classification specification(s) noted below:

a) Revised

| Trans. # | Job Code | Classification Title | Unit |
|----------|----------|-----------------------------|---------------------------------------|
| 20. | 6217 | Institutional Supervisor I | ACMEA - Probation Department Managers |
| 21. | 6225 | Institutional Supervisor II | ACMEA - Probation Department Managers |
| 22. | 6108 | Deputy Probation Officer I | Teamsters 856 |

IV. CONSENT MATTERS **APPROVED**

| | | | |
|-----|------|------------------------------|---------------|
| 23. | 6110 | Deputy Probation Officer II | Teamsters 856 |
| 24. | 6115 | Deputy Probation Officer III | Teamsters 856 |

ADJOURNMENT

There being no further business, the meeting was adjourned.

DocuSigned by:



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SAM GEE, Interim Civil Service Commission Secretary