



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

WEDNESDAY, APRIL 17, 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](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 (*Excused*)**

**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 APRIL 3, 2024, AS MAILED</b>	<b>3-0</b>
<b>III. PUBLIC COMMENTS</b>	<b>None</b>
<b>IV. APPROVED CONSENT MATTERS (Pages 2 - 5)</b>	<b>3-0</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>1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957</b>	<b>None</b>
<b>2. Public Employment pursuant to Government Code §54957</b>	<b>None</b>
<b>3. 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>3-0</b>

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

**A. Hearing Calendar.** **None**

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

Trans. #	Name	Classification Title	Agency/Department
1.	Diana Alvarez	Child Welfare Worker II	Social Services Agency
2.	Rachel Petagara	Administrative Specialist II	General Services Agency
3.	Miranda Santana	Eligibility Services Technician III	Social Services Agency
4.	Tracy Vincent	Library Clerk II SAN	Library Department

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

Trans. #	Name	Classification Title From	Classification Title To	Agency/Department
1.	Ondray Cooper	Juvenile Institutional Officer	Juvenile Institutional Officer intermittent	Probation Department
2.	Michal Maselli	Deputy Sheriff's Recruit	Sheriff's Technician	Sheriff's Office
3.	Joseph Newkirk	Deputy Sheriff's Recruit	Sheriff's Technician	Sheriff's Office

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

Trans. #	Name	Classification Title From	Classification Title To	Agency/Department
1.	Kathy Marie Villegas	Eligibility Support Clerk	Service Support Specialist	Social Service 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.	Assessment Services Manager (Promotional)	3/29/24	4/22/24
2.	Assessment Supervisor II (Promotional)	4/1/24	4/25/24
3.	Principal Auditor-Appraiser (Promotional)	4/1/24	4/25/24

**2. Open Assembled**

Trans. #	Classification Title	Open Date	Last Day to File
4.	Tree Trimmer-Climber	3/29/24	5/3/24
5.	Associate Water Resources Planner, Zone 7	4/1/24	4/26/24
6.	Lead Customer Service Representative	4/1/24	4/26/24
7.	Medical Clerk	4/5/24	4/29/24

**IV. CONSENT MATTERS APPROVED**

**3. Open Continuous**

Trans. #	Classification Title	Open Date	Last Day to File
8.	Nutritionist II	4/1/24	4/25/24

**4. Re-Open Continuous**

Trans. #	Classification Title	Re-Open Date	Last Day to File
9.	Registered Environmental Health Specialist	3/27/24	4/27/24
10.	Chief Departmental Human Resources Administrator	3/29/24	4/12/24
11.	Epidemiologist II	4/5/24	4/19/24

**5. Reinstate Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
12.	Behavioral Clinician I	22-6505-01	3/23/25
13.	Behavioral Clinician II	22-6510-02	3/23/25
14.	Chief Departmental Human Resources Administrator	22-0465-02	9/30/24
15.	Information Systems Analyst	22-0419-01	10/17/24
16.	Superintendent, Probation	22-6235-01	7/3/24
17.	Supervising Financial Services Specialist	22-0216-01	4/26/24

**6. Extend Eligible Lists**

Trans. #	Classification Title	Exam #	Termination Date
18.	Departmental Human Resources Manager	22-0462-01	6/28/25
19.	Forensic Behavioral Health Clinician I	23-6528-01	5/31/25
20.	Forensic Behavioral Health Clinician II	23-6529-01	5/31/25

**7. Miscellaneous**

**a) Change Exam**

Trans. #	Classification Title	Exam #	From	To	Effective
21.	Epidemiologist II	23-5785-01	Open-Assembled	Open-Continuous	5/26/23
22.	Secretary II	23-1220-01	Open-Assembled	Open-Continuous	4/3/23

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

Trans. #	Classification Title	Exam #	From	To
23.	Crime Lab Director	23-8527-01	3/26/24	4/9/24
24.	Fire Captain (Promotional)	24-8146-01	2/27/24	6/26/24

**IV. CONSENT MATTERS** APPROVED

**G. Eligible Lists.**

Recommend approving the following:

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

Trans. #	Classification Title	Exam #
1.	Associate Youth and Family Services Therapist	23-6507-01
2.	Auditor-Appraiser III	23-2715-01
3.	Fire Department Fleet Services Manager, Promotional	24-8132-01
4.	Gardener II, Public Works Agency	24-9103-01
5.	Janitor	23-7410-01
6.	Medical Leaves & Accommodation Services Supervisor	24-0468-01
7.	Probation Chief of Research and Evaluation	23-6037-01
8.	Senior Emergency Services Coordinator	23-8723-01
9.	Specialist Clerk I	23-1128-01
10.	Supervising Right-of-Way Agent	24-2520-01
11.	Supervisor of Professional Standards, Probation	24-8586-01

**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>Alameda County Health</b>						
1.	1	1129	Specialist Clerk II	1142	Administrative Assistant	24-42152
2.	1	0219 P	Administrative Specialist II Project	0219	Administrative Specialist II	24-42376
<b>Public Works Agency</b>						
3.	1	2030	Principal Civil Engineer	2047	Deputy Director, Public Works	24-42304
4.	1	2030	Principal Civil Engineer	2047	Deputy Director, Public Works	24-42305

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

**2. Specialty Designations**

**a) Remove**

Trans. #	Job Code	Classification Title	Position #	Specialty	Effective
<b>Alameda County Health</b>					
5.	0314	Health Care Program Administrator I	311162	Tobacco Option	4/28/24

**3. Classification Specifications.**

**a) Revised**

Adopt the revised classification specification(s) noted below:

Trans. #	Job Code	Classification Title	Unit
6.	1356	Retirement Assistant Benefits Manager	Unrepresented – Management

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:

*Sam GEE*

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