

Meeting Date: May 1, 2024

To: Civil Service Commission

From: Sam Gee, Secretary to the Civil Service Commission DocuSigned by:
Sam Gee
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Margarita Zamora, Interim Director of Human Resource Services DocuSigned by:
Margarita Zamora
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Subject: **Adopt a Recommendation to revise Civil Service Rule Section 1300 (Notice of Examination)**

RECOMMENDATION

Adopt a recommendation to revise Civil Service Commission (“CSC”) Rule Section 1300 (Notice of Examination), by changing the reference to days from “twenty five” to “fourteen (14) calendar” days’ notice.

CURRENT SITUATION

On April 1, 2024, the County Registrar of Voters certified the March 5, 2024 election results to the State of California. Said certification included the passage of Measure A, which amended the County of Alameda (“County”) Charter, Section 36(b), changing the 25-day notification period to 14-calendar days.

BACKGROUND

On July 12, 2023, staff provided the Civil Service Commission information on the County’s Recruitment Enhancement Project (“REP”) spearheaded by the Recruitment Task Force, consisting of committees with stakeholders from various County agencies and departments. The Recruitment Task Force was asked to develop and implement recommendations through a countywide collaborative effort to address the County’s ongoing recruitment and retention issues and challenges. One of the recommendations included Initiative #11 (Make Identified Changes in the County Charter, Administrative Code). And, specifically, the Charter of the County, Section 36(b) as it relates to the mandatory 25 days notification period to conduct each Civil Service examination.

On August 14, 2023, staff extended an offer to all employee organizations to meet and confer on the impacts of the decision to make changes to the Charter of the County, Section 36(b) and move from a 25-calendar day to a 14-calendar day posting requirement of a competitive Civil Service examination. On October 3, 2023, staff completed the meet and confer obligation and reached agreement with all employee organizations on this endeavor. And, on October 24, 2023, the Board of Supervisors approved staff recommendation to adopt an Ordinance calling for a special election to be consolidated with the statewide election to be held on March 5, 2024, for the purpose of submitting to the voters of the County the question of whether the Charter of the County should be amended to change the notification period of each civil service examination from not less than 25 days to nor less than 14 calendar days.

On April 1, 2024, the Registrar of Voters certified the March 5, 2024 election results to the State of California and on April 16, 2024, the Board of Supervisors received and filed the related Certified Statement of Results. Said documents are on file with the County’s Clerk of the Board of Supervisors. And, on April 19, 2024, staff provided an information notice to all employee organizations confirming the voter-approved change to the County Charter and staff intent to submit to your Commission the recommendation to update CSC Rule 1300.

In accordance with CSC Rule 1012, 10 business days following this recommendation, the amendment to CSC Rule 1300 (Notice of Examination) will be presented to your Commission for final action and adoption. The amendment shall be in effect on the date of the adoption by the Commission.

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RECOMMENDATION

Based on the above, I am recommending an amendment of CSC Rule 1300 (Notice of Examinations) to change the reference to days from "twenty five" to "fourteen (14) calendar" and post said rule change in accordance with CSC Rule 1012 (Amendments to Rules).

Attachment 1: Civil Service Rule Section 1300

cc: Sam Gee, Human Resources Division Manager
Rudy Esparza, Personnel Services Program Manager
Michi Yoshii, Acting Labor Relations Manager

EXAMINATION ANNOUNCEMENTS, APPLICANTS, APPLICATIONS

Section 1300 of the Civil Service Rules is hereby amended as follows:

1300 Notice of Examination

At least ~~twenty-five~~ fourteen (14) calendar days' notice shall be given of each competitive examination by means of an official announcement posted on the official bulletin board in the office of the Commission. Announcements shall be given such other publicity as the director deems warranted to attract sufficient numbers of qualified candidates to compete in examinations and to assure that County employees and the public generally are informed of such examinations.