

ACTION MINUTES

Sacramento County Civil Service Commission Meeting
700 H Street, Suite 1450
Sacramento, California 95814

February 1, 2013

PROCEDURAL MATTERS

- 1) Call to Order: Commission Chair Johnson convened for its regularly scheduled meeting at 1:30 p.m. on Friday, February 1, 2013, at 700 H Street, in Suite 1450, Sacramento, California.
- 2) Pledge of Allegiance: Led by Commission Chair Johnson
- 3) Roll Call and Declaration of a Quorum: Commissioners Bowler, Johnson, Nelson, and Purdy were present. Commissioner Suter was absent. A quorum was declared.

Commission Chair Johnson introduced and welcomed Alice Dowdin Calvillo as the new Executive Officer of the Civil Service Commission.

CONSENT MATTERS

(Consent Matters are acted upon as one motion.)

- 4) Adoption of Commission Meeting Minutes: December 7, 2012 Regular Meeting
- 5) Reports: The following status reports prepared by the Department of Personnel Services are submitted for receipt and filing:
 - A) *Student Class Appointments*: reports for November and December 2012
 - B) *Promotional Exams and Late Applications*: reports for November and December 2012
 - C) *Eligible Lists Extended*: for the Period of October, November, and December 2012

ACTION: All items under Consent Matters were approved by the Commission by unanimous voice vote.

SEPARATE MATTERS

- 6) Reports: The following report prepared by the Department of Personnel Services will be presented by staff. Please note that any matter pertaining to these reports requiring Commission action, and not included on this agenda, will be calendared for a subsequent Commission meeting:
 - A) *Provisional Appointments*: reports for November and December 2012

ACTION: By unanimous voice vote of those present, the above listed report was received and filed.

7) **Unfinished Business:** The following item is continued from the Commission's August 24, and September 7, 2012 regular meetings:

A) ***Consideration for approval proposed revisions, including minimum qualifications changes, the additions of new special skills and retitling of current special skills designations (dated October 26, 2012), to the following classes within the Eligibility Series: 1) Eligibility Specialist; 2) Senior Eligibility Specialist; and 3) Eligibility Supervisor, and the following classes within the Human Services Series: 4) Human Services Assistant; 5) Human Services Specialist; 6) Human Services Social Worker; 7) Human Services Social Worker-Master's Degree; 8) Human Services Supervisor; and 9) Human Services Supervisor-Master's Degree***

Mechele Dews, Senior Business Agent for United Public Employees Local #1 (UPE), requested on behalf of UPE's members that the above matter be continued in order to allow union members adequate time to secure time off work in order to testify before the Commission in opposition of this matter.

ACTION: After much deliberation, by the following voice vote, the Commission continued this item to its February 22, 2013 meeting:

AYES: Commissioners Bowler, Johnson, and Nelson
NOES: Commissioner Purdy
ABSTAIN: None
ABSENT: Commissioner Suter

8) **New Business:** NONE

INFORMATIONAL MATTERS

9) **Public Comment:** At this time, anyone may address the Commission regarding any item that is within the Commission's subject matter jurisdiction. However, the Commission may not take action on any item that is not on this agenda except as authorized by Government Code Section 54954.3 and Civil Service Commission Rule 14.13

NOTE: No public comment was received

10) **Executive Officers Report:**
In her verbal report to the Commission, Executive Officer Dowdin Calvillo:

- thanked Personnel Analyst, Tiare Harrison for her work on the Special Skills classification study (item 7A above);
- stated that she is looking forward to making positive adjustments to the Commission's website to make the Commission more transparent as well as more user-friendly for

constituents. [<http://www.csc.saccounty.net/Pages/default.aspx>];

- suggested that the Commission conduct a Study Session with DPS on the classification process, with special emphasis on probationary periods, minimum qualifications, and upward mobility. The Commission agreed that this would be a good idea and asked the Executive Office to coordinate the study session; and
- thanked Civil Service Specialist, Jeanette King for all of her assistance and expertise over the past month. Ms. King has been instrumental in helping the Executive Officer get up to speed in her new position.

ADJOURNMENT

There being no further business to come before the Commission, by unanimous vote Commission Chair Johnson adjourned the meeting at 2:03 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, February 22, 2013, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/
Jeanette King
Civil Service Specialist

/S/
Alice Dowdin Calvillo
Executive Officer

APPROVED:

/S/
Michael Johnson
Chairperson