

**Sacramento County Civil Service Commission
September 6, 2013 ~ 1:30pm**

ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Gordon Purdy at 1:32p.m in the Chambers of the Sacramento County Board of Supervisors
- 2) Pledge of Allegiance: Chair Purdy led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist Jeanette King, and it was noted that Commissioners Patricia Macht Bruce Nelson and Ron Suter were present along with Chair Gordon Purdy and Vice Chair Michael Johnson. A quorum was announced.

CONSENT MATTERS

- 4) Adoption of the August 23, 2013 Commission Meeting Minutes:

ACTION: Motion by Commissioner Suter and seconded by Commissioner Johnson to adopt the August 23, 2013 Commission Meeting Minutes. The motion was adopted unanimously.

SEPARATE MATTERS

- 5) Unfinished Business: NONE
- 6) New Business:

A) Consideration for approval proposed revisions to the Sacramento County Classification Plan to amend the following class specifications within the Emergency Operations Management Series: 1) Emergency Operations Coordinator, 2) Assistant Emergency Operations Coordinator and to establish a new class within that series titled Chief of Emergency Services

ACTION: After some discussion on this item regarding the proposed Minimum Qualifications (MQ) for the Chief of Emergency Services Class as well as the County's option to make this position an exempt department head vs. a civil service position,

the motion was made by Commissioner Suter and seconded by Commissioner Nelson to adopt the Executive Officer's recommendation to approve DPS' proposed revisions to the Classification Plan amending the following class specifications within the Emergency Operations Management Series: Emergency Operations Coordinator, Assistant Emergency Operations Coordinator and establishing a new class within that series titled Chief of Emergency Services, with the following amendments to the Chief of Emergency Services class specification:

- 1) List examples of acceptable career schools within Pattern 1a. of the MQ;
- 2) Add a new subsection under General Qualifications titled, "Physical Requirements" to read:

The incumbent must be able to:

- Walk for extended periods over difficult terrain.
- Lift and carry equipment and training materials weighing up to fifty (50) pounds.
- Perform the full range of body movements including reaching, bending, grasping and climbing.

The motion continued by including the caveat that the Commission recognized and supported the County Executive Office and Board of Supervisors option to change the Chief of Emergency Services position from a civil service position (as proposed) to a department director position exempt from the County's civil service system. Lastly, the motion concluded by referring the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval.

The motion was adopted was adopted 4 to 0 with Commissioner Johnson abstaining.

INFORMATIONAL MATTERS

- 7) Public Comment: Commissioner Suter thanked Executive Officer Dowdin Calvillo for outlining his multi-pronged motion made for the previous item. He expressed his appreciation for her effort to clarify the motion for the Commission and the record.

8) Executive Officers Report:

Executive Officer Dowdin Calvillo stated that the September 20, 2013 Commission meeting would be canceled and that the next regularly scheduled meeting will be on October 18, 2013. She said that DPS may be ready to bring forward for Commission consideration at the October 18 meeting proposed revisions to the Golf Course Superintendent Class.¹

She noted that DPS is tentatively scheduled to report back to the Commission at its November 15, 2013 meeting regarding the Commission's July 26 inquiry on the possible fiscal benefits of broadening existing job classifications by combining classes with similar duties and responsibilities as well as lengthening some eligibility lists to reduce the number of times exams are given. Commissioner Johnson requested that when DPS reports back on this item that it include pros and cons for each.

Executive Officer Dowdin Calvillo also reported that no exam appeals had been received within the last two week period nor were there any pending before the Commission at that time. She said that the Commission did receive one release from probation appeal and it was in processing.

Lastly, she told the Commission that she would be meeting with DPS next week to discuss possible classification studies that may come to the Commission for consideration within the next six months.

¹ Commission Suter said that if this item is not ready for Commission consideration on October 18 he would like it to be scheduled for a meeting he is scheduled to attend (he will be absent at the November 1 and possibly the November 15 meetings).

ADJOURNMENT

ACTION: There being no further business before the Commission, Commissioner Suter moved to adjourn the meeting. Commissioner Johnson seconded the motion, and it was adopted unanimously. Chair Purdy then adjourned the meeting at 2:37p.m.

The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, October 18, 2013, in the Board of Supervisors' Chambers at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Gordon Purdy
Chair