

**Sacramento County Civil Service Commission
March 21, 2014 ~ 1:30pm**

ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Gordon Purdy at 1:31 pm 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 Chair Purdy, Vice Chair Michael Johnson, and Commissioners Patricia Macht, Bruce Nelson and Ron Suter were present and a quorum was declared.

CONSENT MATTERS

- 4) Adoption of Commission Meeting Minutes:
 - A) *February 7, 2014 Regular Meeting*
- 5) Reports:
 - A) *Student Class Appointments*: reports for January and February 2014
 - B) *Promotional Exams and Late Applications*: reports for January and February 2014

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to adopt the February 7, 2014 Minutes and receive and file the Student Class Appointments, Promotional Exams and Late Applications reports. The motion was adopted unanimously (5 to 0).

SEPARATE MATTERS

- 6) Reports:
 - A) *Provisional Appointments*: reports for January and February 2014

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Macht, to receive and file the Provisional Appointments reports for January and February 2014. The motion was adopted unanimously (5 to 0).

7) Unfinished Business: None

8) New Business:

A) *Consideration for approval proposed revisions to the Sacramento County Classification Plan to amend the Airport Manager Series by abolishing the following classifications: 1) Airport Manager Administration; 2) Airport Manager Operations; 3) Airport Manager Planning and Development; and 4) Airport Manager Properties and replacing them with the following new classifications: 1) Senior Airport Manager and 2) Airport Manager as well as granting status to incumbents into the two new classifications.*

Commissioner Nelson expressed concern that as proposed, applicants could qualify for the Senior Airport Manager and Airport Manager exams with no professional experience working for or with airports. He expressed that given the level of these positions within the Sacramento County Airport System (SCAS); professional airport experience should be required. Ms. Lisa Stanton, Airport Chief Operating Officer, responded that there are aspects of both of these positions that are not specific to airports, and that the SCAS seeks to afford applicants with that type of experience (e.g., management experience in retail property/tenant management) the ability to at least qualify for the exams so that they may then pursue the most qualified candidates for their specific needs.

ACTION: It was moved by Commissioner Suter and seconded by Commissioner Macht to adopt the Executive Officer's recommendation to:

1) Approve DPS' proposed revisions to the Classification Plan to:

A) abolish the following class specifications within the Airport Manager Series: 1) Airport Manager Administration; 2) Airport Manager Operations; 3) Airport Manager Planning and Development; and 4) Airport Manager Properties;

B) establish the Senior Airport Manager classification within the Airport Manager Series with the following amendment to the fourth pattern of the Minimum Qualifications (MQs):

“Three years of full-time paid management level experience in communications, marketing, or public relations and media. In order to be qualifying, experience in these areas must have included responsibility for policy planning and program development.”

- C) establish the Airport Manager classification within the Airport Manager Series with the following amendment to the fourth pattern of the MQs:

“Three years of full-time paid supervisory level experience or higher in communications, marketing, or public relations and media. In order to be qualifying, experience in these areas must have included responsibility for policy planning and program development.”

- 2) Grant permanent status to following incumbents:
 - A) Sheri Thompson-Duarte in the class of Senior Airport Manager; and
 - B) Philip Benedetto, Joseph Conklin, Alfredo Cortes, John Downey, Bonnie Hankins, Christopher Martin, John Pires, James Rickelton, and Donna Scranton in the class of Airport Manager.
- 3) Refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval.

The motion was adopted 4 to 1 (Commissioner Nelson voted no).

- B) *Approval of the Commission’s Proposed Budget for the 2014/15 fiscal year, as proposed by the Commission’s Executive Officer*

ACTION: It was moved by Commissioner Macht and seconded by Commissioner Johnson to adopt the Executive Officer’s recommendation for the 2014/15 FY Budget to:

- 1) Approve the proposed budget for the 2014/15 FY with total spending authority in the amount of \$328,089 and an appropriation request in the amount of \$318,089; and
- 2) Direct the Executive Officer to work with the CEO and the County’s Chief Financial Officer to finalize the Commission’s budget for submittal to the Board of Supervisors for their approval.

INFORMATIONAL MATTERS

9) Public Comment: None received

10) Executive Officers Report:

Executive Officer Dowdin Calvillo reported that the meeting packet for the April 4 Commission meeting was distributed to Commissioners today, and that as reflected on the April 4 agenda, the Planner and the Environmental Analyst series Class Study will be considered at that meeting. She also noted that Commissioner Suter will be absent from that meeting.

She also noted that the Park Maintenance Mechanic Series Class Study may be ready for Commission review at its April 25 meeting. In addition, she said that it is anticipated that the Department of Personnel Services report on the equality of Minimum Qualifications for internal and external applicants may be ready for Commission consideration at its May 30 or June 13 meeting.

Lastly, the Executive Officer told Commissioners that there were no exam disqualifications appeals pending before the Commission at this time, but that there were five release from probation appeals pending.

ADJOURNMENT

There being no further business before the Commission, Commissioner Nelson moved to adjourn the meeting and Commissioner Suter seconded the motion. The motion was adopted unanimously (5 to 0). Chairman Purdy then adjourned the meeting at 2:18 p.m.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Gordon Purdy
Chair