

Sacramento County Civil Service Commission
April 25, 2014 ~ 1:30pm

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Gordon Purdy at 1:31 pm in Hearing Room 1 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 Bruce Nelson and Ron Suter were present and that Commissioner Patricia Macht was absent. A quorum was declared.

CONSENT MATTERS

- 4) Adoption of Commission Meeting Minutes:
 - A) *April 4, 2014 Regular Meeting*
- 5) Reports: The following status reports prepared by the Department of Personnel Services were submitted for receipt and filing:
 - A) *Student Class Appointments*: report for March 2014
 - B) *Promotional Exams and Late Applications*: report for March 2014
 - C) *Eligible Lists Extended*: quarterly report for January, February and March 2014

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter, to adopt the April 4, 2014 Minutes and receive and file the Student Class Appointments, Promotional Exams and Late Applications, and Eligible Lists Extended reports. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

6) Reports:

A) *Provisional Appointments*: reports for March 2014

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter, to receive and file the Provisional Appointments report for March 2014. The motion was adopted unanimously (4 to 0).

7) Unfinished Business: None

8) New Business:

A) *Consideration for approval proposed revisions to the Sacramento County Classification Plan to amend the Park Maintenance Mechanic I classification and retitle it as Park Maintenance Mechanic.*

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

- 1) Approve DPS' proposed revisions to the Classification Plan to amend the Park Maintenance Mechanic I classification specification, including modifications to the MQs and retitling the classification to and Park Maintenance Mechanic; and
- 2) 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 unanimously (4 to 0).

INFORMATIONAL MATTERS

9) Public Comment: None received

10) Executive Officers Report:

Executive Officer Dowdin Calvillo reported that the next regularly scheduled meeting on May 9 would be canceled and that the Fleet Management Series Class Study may be scheduled for Commission consideration at its May 30 Meeting along with the staff report on Minimum Qualifications. Packets for the May 30 will be mailed to Commissioners on May 16.

She also reported that the Medical Assistant Class Study is tentatively scheduled for consideration at the June 14 Meeting. However, as DPS does not yet have a meeting date with the respective union, it is possible for this study to be pushed to the June 27 meeting.

As the Commission's agent, Dowdin Calvillo stated that she accepted one Release from Probation Appeal this week so that the Commission now has six such appeals before it. The remaining five are set for ALJ hearings during the months of April, May and June. In addition, she accepted one Psychological Evaluation Appeal. Lastly, she reported that there are no exam disqualification appeals currently pending before the Commission.

She said that there was still nothing to report on the status of the Commission's proposed budget for the 2014/15 FY but that she continues to communicate with the County's Budget Office and will keep the Commission apprised.

Lastly, she publically thanked Civil Service Specialist King for all her hard work and dedication to the County and to the Commission.

At the end of the Executive Officer's report, Commissioner Suter requested that the Executive Officer schedule on the May 30 agenda an informational report regarding the process used by the Commission in selecting its Chair, and more specifically, Vice Chair.

ADJOURNMENT

There being no further business before the Commission, Commissioner Suter moved to adjourn the meeting and Commissioner Nelson seconded the motion. The motion was adopted unanimously (4 to 0). Chairman Purdy then adjourned the meeting at 1:59 p.m.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Gordon Purdy
Chair