

**Sacramento County Civil Service Commission
December 19, 2014 ~ 1:30pm**

ADOPTED

ACTION MINUTES

LOCATION: Sacramento County Board of Supervisors' Chambers
700 H Street, Sacramento, California 95814

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Vice Chair Ron Suter at 1:36 pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Vice Chair Suter 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 Vice Chair Suter and Commissioners Michael Johnson, Bruce Nelson, and Gordon Purdy and were present and that Chair Patricia Macht was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

ACTION: Vice Chair Suter stated that without objection, Consent Agenda Item No. 7 would be removed from Consent Matters and placed under Separate Matters as he had a few questions pertaining to that item. There was no objection, and the item was removed.

- 5) Adoption of Commission Meeting Minutes:
 - A) *November 21, 2014 Regular Meeting*
- 6) Reports: The following status reports were prepared by the Department of Personnel Services (DPs) and submitted for receipt and filing:
 - A) *Student Class Appointments*: report for November 2014

B) *Promotional Exams and Late Applications*: report for November 2014

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Nelson, to adopt items 5 and 6 on consent. The motion was adopted unanimously (4 to 0).

- 7) Request to Grant Status to an Incumbent to the Principal Planner Class in accordance with Civil Service Rule 2.6. *(moved to Separate Matters)*

TIMED MATTERS

- 8) 1:35pm: Appeal Hearing – Failed Drug Test (Civil Service Rule 4.11)

A) *Appeal No. 6035-14*

ACTION: When the hearing concluded, Commissioner Nelson moved to grant the appeal and direct that the Appellant be allowed to participate in a new pre-employment drug test. The motion was not considered as no one seconded it.

Commissioner Purdy then moved to adopt the Executive Officer's recommendation to deny the appeal and uphold the action of the DPS Director to remove the Appellant's name from the Account Clerk 2 eligibility list for a period of two years or for the life of the list, as consistent with Sacramento County Personnel Ordinance Section 2.78.030. Commissioner Suter seconded the motion, and it was adopted three to one (Nelson no).

- 9) 2pm: Appeal Hearing – Release from Probation (Civil Service Rule 5.7(d))

A) *Appeal No. 5995-14*; Allegation that release was due to physical or mental handicap discrimination

ACTION: Vice Chair Suter stated that in light of the Hearing Officer's recommendation that this appeal be denied and because the Appellant did not make an effort to be present at the hearing in support of her appeal, he would entertain a motion to deny the instant appeal. Commissioner Johnson moved to deny the instant appeal and accept Hearing Officer Carol Vendrillo's decision as the Commission's decision thus sustaining the Appellant's release from probation. Commissioner Nelson seconded the motion and it was adopted unanimously (4 to 0).

SEPARATE MATTERS

- 10) Request to Grant Status to an Incumbent to the Principal Planner Class in accordance with Civil Service Rule 2.6. *(moved from Consent Matters)*

Vice Chair Suter requested that this item be removed from consent as he needed additional clarification on the process used in hiring this employee. Specifically, he wanted to ensure that the affected department did not circumvent the normal civil service hiring process when hiring said individual. DPS confirmed that the individual was hired into the existing Principal Planner class using current civil service practices and when said class is revised by the Board of Supervisors, in order for him to retain his status within this class, the Commission must first grant him status into that class. Vice Chair Suter thanked DPS for the clarification and said that he had no further questions or concerns.

ACTION: Motion by Commissioner Johnson and seconded by Commissioner Purdy to adopt the Executive Officer's recommendations to: 1) grant status to Mr. Christopher Pahule to the Principal Planner Class; and 2) direct that the Department of Personnel Services forward this action as an addendum to the Planner and the Environmental Analyst Classification Study scheduled to go before the Board of Supervisors for consideration and action at one of its January 2015 meetings. The motion was adopted unanimously (4 to 0).

- 11) Reports: The following report was prepared by the Department of Personnel Services and presented by staff.

A) *Provisional Appointments*: report for November 2014

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Nelson, to accept and file the report. The motion was adopted unanimously (4 to 0).

Commissioner Suter requested that a monthly report be placed on Commission Meeting Agendas under Consent Matters listing those class studies that were approved by the Commission at a previous meeting but are still pending final approval by the Board of Supervisors. Several Commissioners voiced agreement with this request. Executive Officer Alice Dowdin Calvillo said that she would work with DPS to establish this new report.

- 12) Unfinished Business: NONE

- 13) New Business: NONE

INFORMATIONAL MATTERS

14) Executive Officers Report: This was a verbal presentation to the Commission

Upcoming Commission Meetings

Executive Officer Dowdin Calvillo announced that the January 9, 2015 meeting would be canceled due to a lack of items to be heard and that January 23, 2015 would be the Commission’s only meeting that month. Packets will be sent out January 9, 2015.

Appeals

Executive Officer Dowdin Calvillo said that this week she accepted one failed drug test appeal and closed two exam evaluation appeals as well as one release from probation appeal after the Appellant in that case withdrew his appeal from further consideration by the Commission.

She further reported that there are currently three release from probation appeals, two allocation appeals, one failed drug test appeal, one medical disqualification appeal, and one psychological disqualification appeal pending before the Commission.

Office Closure

She stated that the Commission office would be closed half day on Wednesday and all day Thursday in observance of Christmas and on January 1, 2015 in observance of the New Year holiday.

ADJOURNMENT

ACTION:

Seeing no further business, Commissioner Nelson moved to adjourn the meeting. Commissioner Johnson seconded the motion, and it was adopted unanimously (4 to 0). Vice Chair Suter then adjourned the meeting at 3:08pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Patricia Macht
Chair