

Sacramento County Civil Service Commission
April 10, 2015 ~ 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 Chair Patricia Macht at 1:33 pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Chair Macht 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 Macht, and Commissioners Michael Johnson and Gordon Purdy were present, and that Commissioners Bruce Nelson and Ron Suter were absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:

March 20, 2015 Regular Meeting

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Purdy, to adopt item 5 on consent. The motion was adopted unanimously (3 to 0).

TIMED MATTERS

- 6) 1:35pm: Appeal Hearing – Release from Probation (Civil Service Rule 12.6)

Appeal No. 6001-14

ACTION:

Without objection, the Commission adjourned to closed session for the purposes of conducting this hearing. With no objection, Chair Macht moved to return to open session at the conclusion of the hearing.

Executive Officer Alice Dowdin Calvillo reported out of closed session that because the Commission was unable to reach the majority vote (not less than three votes) required by Civil Service Rule 14.16 on the disposition of the instant appeal, the hearing and subsequent Commission action was automatically continued to the Commission's next meeting – April 24, 2015.¹

- 7) 2pm: Appeal Hearing – Disqualification from an Exam for Failure to Meet the Minimum Qualifications (Civil Service Rule 5.7)

Appeal No. 6049-15

ACTION: At the conclusion of the public hearing, at which the Appellant was not present, Commissioner Purdy moved to adopt the Executive Officer's recommendation to deny the appeal on the basis that the Appellant did not meet her burden of proof. Commissioner Johnson seconded the motion, and it was adopted unanimously (3 to 0).

SEPARATE MATTERS

- 8) Unfinished Business: NONE
- 9) New Business: NONE

¹ Rule 14.16 MAJORITY VOTE REQUIRED states that: a) all actions of the Commission shall be taken by a concurring majority vote of not less than three members; and b) any matter which is not acted on as provided in subdivision a) shall automatically be continued and placed on the agenda for the next regular meeting.

INFORMATIONAL MATTERS

- 10) Reports: The following quarterly report was prepared by the Department of Personnel Services (DPS) per the Commission's request. This was an informational item only and no action was formerly taken.

Classification Plan revisions Approved by the Board of Supervisors: report for January, February and March 2015

- 11) Executive Officer's Report:

Executive Officer Dowdin Calvillo reported that there are now two major items scheduled for action at the Commission's next meeting of April 24, 2015 – the Information Technology Management Class Study and the continuation of today's release from probation appeal hearing. She said that one exam disqualification appeal hearing is slated for the May 8 meeting, and that the May 29 meeting should have two exam disqualification appeal hearings and one class study in addition to the meeting schedule for the 2015/16 fiscal year.

She told Commissioners that in the past two weeks, the Commission received three new exam disqualification appeals. Currently, there are four release from probation, three exam disqualification, two allocation, one psychological evaluation disqualification, and one disciplinary appeal pending before the Commission.

Executive Officer Dowdin Calvillo also reported that in the past two week period, the Commission received three class studies, including the IT Management study scheduled for your consideration at the April 24 meeting. The other two studies are the Water Treatment and Water Distribution Management Study and the BOS Clerks Study. She said that she expects to transmit her preliminary comments on these studies to DPS by next week. In addition, it was brought to her attention that the Crime/Intel Analyst Class Study is also forthcoming. This study recommends the establishment of three new classes within the Sheriff's Department.

ADJOURNMENT

ACTION:

With no further business pending before the Commission, Commissioner Johnson moved to adjourn the meeting. Commissioner Purdy seconded the motion, and it was adopted unanimously (3 to 0). Chair Macht then adjourned the meeting at 2:46pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Patricia Macht
Chair