

**Sacramento County Civil Service Commission
January 23, 2015 ~ 1:30pm**

**ADOPTED
ACTION MINUTES**

LOCATION: Sacramento County Board of Supervisors' Chambers¹
700 H Street, Sacramento, California 95814

PROCEDURAL MATTERS

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

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:

December 19, 2014 Regular Meeting

- 6) Reports: The following written status reports were prepared by the Department of Personnel Services for receipt and filing:

A) *Student Class Appointments*: report for December 2014

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

C) *Eligible Lists Extended*: quarterly report for October, November, December 2014

¹ The meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices, or other considerations should be made through the County Disability Compliance Office at (916) 874-7642 or (916) 874-7647 (TTY) no later than five working days prior to the meeting.

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

TIMED MATTERS

- 7) 1:35pm: Appeal Hearing – Failed Drug Test (Civil Service Rule 4.11)

Appeal No. 6040-14

ACTION: When the hearing concluded, Commissioner Suter moved to adopt the Executive Officer's recommendations to deny the appeal and uphold the action of the DPS Director to remove the Appellant's name from the Code Enforcement Officer 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 Purdy seconded the motion, and it was adopted unanimously (5 to 0).

- 8) 2pm: Appeal Hearing – Employment Disqualification for Failure to Pass a Psychological Exam as Required by Government Code Section 1031 (f) (Civil Service Rules 4.7 and 4.9)

Appeal No. 6002-14

ACTION: When the hearing concluded, motion by Commissioner Suter and seconded by Commissioner Johnson to adopt the Executive Officer's recommendations to: 1) find that the Appellant in the instant case could not be found to be free from any emotional or mental condition which might adversely affect the exercise of the powers of a peace officer; and 2) denied the instant appeal thus staying the disqualification from the Appellant's record making him ineligible at this time for hire in the Park Ranger classification. Motion adopted unanimously (5 to 0).

SEPARATE MATTERS

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

Provisional Appointments: report for December 2014

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Suter, to accept and file the report. The motion was adopted unanimously (5 to 0).

10) Unfinished Business: NONE

11) New Business:

Approval of proposed revisions (including changes to the minimum qualifications) to the Sacramento County Classification Plan to amend the following class specifications: Park Ranger Manager and Park Ranger Supervisor; and abolish the Park Ranger Manager Eligible List.

ACTION: After much discussion, Commissioner Suter moved to:

1) Approve DPS' proposed revisions (dated January 6, 2015) to the Classification Plan to amend the following class specifications within the Park Ranger series: Chief Park Ranger and Park Ranger Supervisor with the following amendments:

A) **Chief Park Ranger** (formerly proposed as Park Ranger Manager)

➤ Change the title from Park Ranger Manager to Chief Park Ranger

➤ Amend the minimum qualifications (MQs) to read as follows:

Successful completion of the State of California Peace Officers Standards and Training (POST) Supervisory Course;

And

Two years of full-time paid or volunteer experience supervising staff performing ranger activities in a public recreational park or historical area, law enforcement work, or investigative work.; ~~or ranger activities in a public recreational park or historical area.~~

Note: Completion of units from an accredited college or university in ~~in~~ law enforcement, park and recreation administration, forestry, public recreation, criminal justice, natural resource management or a closely related field pertinent to the management and protection of natural and cultural resources may be substituted for up to one year of the required experience on the basis of 3 semester (4 quarter) units equal one month of work experience.

Note: If a period of three years has elapsed since employment as a full-time peace officer in California, successful completion of the California Basic Course

Equivalency Examination administered by POST will be required before employment. The three year time period is computed from the last day of the last applicable full-time paid law enforcement employment and the date of appointment in this class.

B) Park Ranger Supervisor

- Change any reference to “Park Ranger Manager” to “Chief Park Ranger” throughout the class specification;
- Amend the minimum qualifications (MQs) to read as follows:

Possession of a valid State of California Peace Officers Standards and Training (POST) Basic Certificate;

And

Six years of full-time paid or volunteer experience performing ranger activities in a public recreational park or historical area, law enforcement work, or investigative work.; ~~or ranger activities in a public recreational park or historical area.~~

Note: Sacramento County Park Rangers hired prior to June 1, 2007 are exempt from possessing the POST Basic Certificate.

Note: Completion of units from an accredited college or university in ~~in~~ law enforcement, park and recreation administration, forestry, public recreation, criminal justice, natural resource management or a closely related field pertinent to the management and protection of natural and cultural resources may be substituted for up to two years of the required experience on the basis of 3 semester (4 quarter) units equal one month of work experience.

Note: If a period of three years has elapsed since employment as a full-time peace officer in California, successful completion of the California Basic Course Equivalency Examination administered by POST will be required before employment. The three year time period is computed from the last day of the last applicable full-time paid law enforcement employment and the date of appointment in this class.

and

- Add the following paragraph on page 4 of the class specification after “Compliance with California Government Code” and before “Physical Requirements”:

Completion of POST Supervisory Course

Within 12 months of appointment to this classification, the incumbent must successfully complete the State of California Peace Officers Standards and Training (POST) Supervisory Course.

- 2) Authorize referral of the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval.

Commissioner Johnson seconded the motion, and it was adopted 4 to 1 (Nelson, No). Commissioner Nelson voted ‘no’ on the motion because he opposed the proposed education substitution that would allow candidates in both classes to substitute three semester units in a specified subject area for one month of work experience, which equates to 36 semester units being equal to 12 months of work experience. Commissioner Nelson argued that 30 semester units should be the equivalent of 12 months of work experience instead as that equates to an equivalent of 15 units per semester using a traditional nine-month school year calendar.

INFORMATIONAL MATTERS

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

Upcoming Meetings

Executive Officer Alice Dowdin Calvillo stated that the February 6, 2015 meeting would be canceled and that there would be one request to the Commission to extend a provisional appointment on the February 20, 2015 meeting agenda.

She also reported that the DPS informational report outlining the TSA background/security check requirements for firefighters working at the Sacramento County airport will be scheduled for presentation at one of the Commission’s March meetings, per Commissioner Suter’s request. In addition, she stated that there may be a release from probation appeal ready for hearing by the Commission at its March 20, 2015 meeting.

2015-16 FY Budget

Executive Officer Dowdin Calvillo reported that the instructions for the development of the 2015/16 FY budget are expected to be released by the County Executive’s Office at the end of this month or at the beginning of February. She suggests increasing the Commission’s budget slightly to allow for the purchase of a few pieces

of badly needed office equipment. She said that she will likely have a proposed budget for Commission consideration/action at the March 20 meeting.

Status of Class Studies Report

At the Commission's last meeting, she noted that Commissioner Suter asked for a report on the status of class studies once they are approved by the Commission. Beginning in April, DPS will provide the Commission with a quarterly report on those studies that have been approved by the Commission and are scheduled for, or have already been, approved by the Board of Supervisors during the past three month period. They will also prepare a document outlining the various steps to Board of Supervisor approval depending in the kind of changes made to the classifications.

Appeals

Executive Officer Dowdin Calvillo reported that the Commission received one release from probation appeal this week, and that currently, there four release from probation, two allocation, one disciplinary, one medical appeal pending before the Commission.

ADJOURNMENT

ACTION:

Seeing no further business, Commissioner Johnson moved to adjourn the meeting. Commissioner Suter seconded the motion, and it was adopted unanimously (5 to 0). Chair Macht then adjourned the meeting at 3:38pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Patricia Macht
Chair