

**Sacramento County Civil Service Commission  
September 25, 2015**

**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 Ronald Suter at 1:30pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: 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 Chair Suter and Commissioners Patricia Macht and Gordon Purdy were present and that Commissioners Bruce Nelson and Michael Johnson were absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:  
  
*August 21, 2015*
- 6) Reports: The following status reports were prepared and submitted by the Department of Personnel Services for receipt and filing:
  - A) *Student Class Appointments*: report for August 2015
  - B) *Promotional Exams and Late Applications*: report for August 2015

ACTION: Motion by Commissioner Macht, seconded by Commissioner Purdy to adopt items 5 and 6 on consent. The motion was adopted unanimously (3 to 0).

## SEPARATE MATTERS

- 7) Reports: The following reports were prepared and presented by the Department of Personnel Services.

*Provisional Appointments: report for August 2015*

ACTION: Motion by Commissioner Macht, seconded by Commissioner Purdy, to accept and file the aforementioned report. The motion was adopted unanimously (3 to 0).

- 8) Unfinished Business: NONE

- 9) New Business:

- A) *Approval of proposed revisions (including changes to the minimum qualifications) to the Sacramento County Classification Plan to amend the following class specification: Chief, Code Enforcement.*

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Macht, to adopt the Executive Officer's recommendation to: 1) approve DPS' proposed revisions (dated September 8, 2015) to the Classification Plan to amend the Code Enforcement Chief class specification, including changes to the MQs; 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 (3 to 0).

- B) *Approval of proposed revisions (including changes to the minimum qualifications) to the Sacramento County Classification Plan to amend the following class specifications within the Child Support series: 1) Child Support Officer I/II; 2) Child Support Officer III; 3) Supervising Child Support Officer; 4) Child Support Program Planner; 5) Child Support Program Manager; 6) Assistant Director, Child Support Services.*

Mr. Cliff Roberts, a representative with the labor organization Sacramento County Alliance of Law Enforcement, who represents the first three classes within the Child Support series, requested, on behalf of his membership, that all classes within said series have a 12 month probationary period to ensure that employees can be properly evaluated on the job and to provide for consistency within the series.<sup>1</sup> As it stood, DPS and the Commission's Executive Officer were not recommending any changes to the existing probationary periods which were as follows: Child Support Officer I/II – 12 months; 2) Child Support Officer III – six months; 3) Supervising Child Support Officer – 12 months; 4) Child Support Program Planner six months; 5) Child Support Program Manager- six months; and Assistant Director, Child Support Services – 12 months.

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<sup>1</sup> It should be noted that the Sacramento County Management Association, the labor organization who represents the three remaining classes, was not present at the meeting.

**ACTION:** Motion by Commissioner Macht, seconded by Commissioner Purdy, to adopt the following motion to:

- 1) Approve DPS' proposed revisions (dated August 7, 2015) to the Classification Plan to amend the following class specifications within the Child Support series: A) Child Support Officer Level I/II; B) Child Support Officer III; C) Supervising Child Support Officer; D) Child Support Program Planner; E) Child Support Program Manager; and F) Assistant Director Child Support Services with the following amendments;
  - Increase the probationary periods for the Child Support Officer III, Child Support Program Planner, and the Child Support Manager classifications from six months to 12 months; 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 (3 to 0).

### **INFORMATIONAL MATTERS**

- 10) **Executive Officer's Report:** This was a verbal presentation to the Commission

Executive Officer Dowdin Calvillo reported the October 9 meeting would be cancelled as the single item formerly scheduled for action that day will not be ready in time. She told Commissioners that presently, there was one class study on the agenda for the October 23 meeting, the Business License Inspector class study, and that there would be a disciplinary appeal hearing scheduled for the November 6 meeting.

She reported that the Commission received one exam disqualification and three allocation appeals this week. Currently, there are five allocations, three releases from probation, one disciplinary and one exam disqualification appeals pending before the Commission.

Executive Officer Dowdin Calvillo also provided a summary of significant accomplishments for the 2014/15 fiscal year, including:

- The reappointment of Commissioners Macht and Nelson to the Commission by the Board of Supervisors;
- 17 Commission conducted public meetings;
- Resolution of 62 appeals – all but three which were accepted in 2014/15. The breakdown of appeals is as follows:
  - o Exam (evaluation, late, disqualification, and failure to appear at an exam): accepted and resolved 37 appeals
  - o Adverse Action: (released from probation and disciplinary action) accepted 12 appeals and resolved 14 (two were from the prior FY)
  - o Medical (including psychological disqualification and failed drug test): accepted 10 appeals and resolved 11 appeals (one was from the prior FY)

- Approval or modification of 22 job classifications
- Re-execution of five contracts for hearing officer services and one contract for court reporter services.

### **ADJOURNMENT**

ACTION: With no further business pending before the Commission, Commissioner Purdy moved to adjourn the meeting. Commissioner Macht seconded the motion, and it was adopted unanimously (3 to 0). Chair Suter then adjourned the meeting at 2:03pm.

Respectfully Submitted:

Approval Recommended:

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Jeanette King  
Civil Service Specialist

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Alice Dowdin Calvillo  
Executive Officer

APPROVED:

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Ronald Suter  
Chair