

Sacramento County Civil Service Commission
February 19, 2016 ~ 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 Ron 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 Executive Officer Ms. Alice Dowdin Calvillo and it was noted that Chair Suter and Commissioners Bruce Nelson and Gordon Purdy were present and that Commissioners Michael Johnson and Patricia Macht were absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
 - A) *January 22, 2016 Regular Business Meeting*
- 6) Reports: The following status reports were prepared by the Department of Personnel Services and submitted for receipt and filing:
 - A) *Student Class Appointments*: report for January 2016
 - B) *Promotional Exams and Late Applications*: report for January 2016

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Nelson to adopt items listed under Consent Matters. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

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

Provisional Appointments: report for January 2016

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy to accept and file the Provisional Appointments report for January 2016. The motion was adopted unanimously (3 to 0).

- 8) Unfinished Business: NONE

- 9) New Business:

Approval of proposed additions to the Sacramento County Classification Plan establishing two new classifications: 1) Assistant Director, Animal Care and Regulation within the Animal Control Officer series; and 2) Chief of Shelter Medicine within the Veterinarian series.

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy to adopt the Executive Officer's recommendation to: 1) approve the proposed revisions (dated February 1, 2016) to the Classification Plan by establishing two new classifications: A) Assistant Director, Animal Care and Regulation within the Animal Control Officer series; and B) Chief of Shelter Medicine within the Veterinarian series, and 2) refer it 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:

Executive Officer Alice Dowdin Calvillo informed Commissioners that the March 4 meeting would have two appeal hearings – one for an employment disqualification for failure to pass a psychological evaluation as required by Government Code Section 1031(f), and one for an exam disqualification. She reported that the March 18 meeting was cancelled.

She told Commissioners that there would be one allocation appeal ready for hearing at the April 1 meeting in addition to a release from probation appeal hearing and consideration of the Commission's proposed budget for the 2016/17 fiscal year.

Executive Officer Dowdin Calvillo informed Commissioners that she and the Department of Personnel Services were able to administratively close one exam disqualification appeal this week. In addition, she rejected one release from probation appeal because it was untimely, and she accepted one new exam disqualification and one psychological evaluation disqualification appeal. She informed Commissioners that the following appeals are pending before the Commission: one exam disqualification, two psychological disqualifications, three releases from probation, and six allocation appeals.

Lastly, she reported that she is on schedule to submit a proposed draft budget for the Commission's 2016/17 fiscal year to the County CEO by February 29, 2016 as requested.

ADJOURNMENT

ACTION: With no further business pending before the Commission, Commissioner Nelson moved to adjourn the meeting, and Commissioner Purdy seconded the motion. It was adopted unanimously (3 to 0). Chair Suter then adjourned the meeting at 1:41pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King, Civil Service Specialist

Alice Dowdin Calvillo, Executive Officer

APPROVED:

Ronald Suter, Chair