

**Sacramento County Civil Service Commission
September 23, 2016 ~ 1:30pm**

**ADOPTED
ACTION MINUTES**

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Acting Chair Michael Johnson at 1:31PM in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Acting Chair Johnson led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Acting Commission Clerk, Greg Teron, and it was noted that Acting Chair Johnson and Commissioners Patricia Macht, Gordon Purdy, and Ron Suter were present. It was also noted that Chair Bruce Nelson was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
September 9, 2016 Regular Business Meeting
- 6) Reports: The following status reports were prepared by the Department of Personnel Services for receipt and filing:
 - A) *Student Class Appointments*: report for August 2016
 - B) *Promotional Exams and Late Applications*: report for August 2016

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy to adopt all items on consent. The motion was adopted unanimously (4 to 0).

APPEAL HEARING

7) Examination Disqualification (Civil Service Rule 5.7)

Appeal No. 6110-16 (continued from the September 9, 2016 Meeting)

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy to find that: 1) the Appellant did not demonstrate that DPS' decision to disqualify her from the HSS-MD Exam was improper, discriminatory, or otherwise fraudulent; and 2) although the Appellant has sufficient work experience to meet the MQs' work experience requirement, because she has not demonstrated that she also meets the educational requirement, she did not qualify for the HSS-MD Exam. Therefore, the Commission denies the appeal and allows DPS' decision to stand. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

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

Provisional Appointments: report for August 2016

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy to accept and file the Provisional Appointments report for August 2016. The motion was adopted unanimously (4 to 0).

9) Unfinished Business: NONE

10) New Business: NONE

INFORMATIONAL MATTERS

11) Executive Officer's Report: This was a verbal presentation to the Commission.

Executive Officer Dowdin Calvillo reported that the Communicable Disease Investigator class study and appeal hearing for one eligible list removal and one exam disqualification appeal will be on the agenda for the Commission's next meeting on October 7. She also informed Commissioners that the Airport Safety Management System Manager and the Therapist class studies as well as possibly one exam disqualification appeal hearing would be scheduled for the Commission's October 21 meeting.

She told Commissioners that she received one release from probation appeal this week which she rejected given that it was not filed timely. In addition, she closed one release from probation appeal after receiving the Appellant's request to withdraw her appeal and closed another release from probation appeal as the Appellant did not file the required Statement of Facts. Executive Officer Dowdin Calvillo informed Commissioners that there are seven releases from probation; four allocations; three exam disqualifications; one

disciplinary; one eligible list removal; and one psychological appeal currently pending before the Commission.

She reported that she received the Sheriff's Communications Dispatcher class study this week and submitted her preliminary comments on the Airport Safety Management System Manager class study as well. In addition, she submitted additional comments on the Park Ranger class study. She told Commissioners that she has two class studies pending her preliminary review – the Deputy Public Guardian/Conservator series study, with comments due next week, and the Sheriff's Communications Dispatcher, with comments are due in October.

Executive Officer Dowdin Calvillo also reported the following statistics for the 2015-16 fiscal year. The Commission resolved/closed a total of 49 appeals, as follows: 18 exam; 13 adverse action; 12 medical/psychological evaluation disqualification/failed drug tests; three eligible list removals; two allocations; and one placement in inactive status appeals.

In addition, the Commission established, modified, replaced or abolished 17 class specifications.

ADJOURNMENT

ACTION: With no further business pending before the Commission, Commissioner Suter moved to adjourn the meeting, and Commissioner Purdy seconded the motion. It was adopted unanimously (4 to 0). Acting Chair Johnson then adjourned the meeting at 1:55PM.

Adopted 7 Oct 2016