

Sacramento County Civil Service Commission  
December 1, 2017 Meeting

ADOPTED  
ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Michael Johnson at 1:32pm on Friday, December 1, 2017 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Chair Johnson led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum:  
Roll was called by Acting Clerk Carol Smith, and it was noted that Chair Johnson and Commissioners Patricia Macht, Bruce Nelson, Gordon Purdy and Ron Suter were present. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:

*November 17, 2017 Regular Business Meeting*

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter to adopt the November 17, 2017 regular business meeting minutes. The motion was adopted unanimously (4 to 0 – Macht was out of the room at the time the vote was recorded).

**SEPARATE MATTERS**

- 6) Grant status to individuals within the following classes as recommended by the Department of Personnel Services via the Information Technology Phase II Class Study (Continued from the November 17, 2017 meeting):

*IT Applications Analyst I/II; IT Applications Analyst III; IT Business Systems Analyst I/II; IT Infrastructure Analyst I/II; IT Infrastructure Analyst III; GIS Analyst III; and Supervising IT Analyst.*

ACTION: After much discussion and public comment, there was a motion by Commissioner Macht, seconded by Commissioner Purdy to:

- A) *Grant permanent status to the following 225 permanent status incumbents pursuant to Civil Service Rule (Rule) 2.6(b):*
- 62 incumbents from the IT Analyst I/II class to the IT Applications Analyst I/II class (see Attachment B of the Department of Personnel Services report dated November 20 as revised on November 30, 2017 (DPS Report));
  - 90 incumbents from IT Analyst I/II class to the IT Infrastructure Analyst I/II class (see Attachment D of the DPS report);
  - 18 incumbents from IT Analyst I/II class to the IT Business Systems Analyst I/II class (see Attachment C of the DPS report); and
  - 53 incumbents from the Senior IT Analyst, one incumbent in the Principal Business Systems Analyst, and one incumbent in the Senior GIS Analyst classes into the Supervising IT Analyst class (see Attachment F of the DPS Report).;
- B) *Grant probationary status to the following 24 probationary status incumbents pursuant to Rule 2.6(c):*
- 10 incumbents from the IT Analyst I/II class to the IT Applications Analyst I/II class (see Attachment B of the DPS report);
  - Eight (8) incumbents from IT Analyst I/II class to the IT Infrastructure Analyst I/II class (see Attachment D of the DPS report);
  - One (1) incumbent from IT Analyst I/II class to the IT Business Systems Analyst I/II class (see Attachment C of the DPS report);
  - Four (4) incumbents from the Senior IT Analyst, class into the Supervising IT Analyst class (see Attachment F of the DPS Report); and
- C) *Grant status to the following four (4) permanent and one (1) probationary incumbents pursuant to Rule 2.6 (c):*
- Mr. Jain Harish from IT Analyst II to IT Applications Analyst III – permanent status;
  - Mr. Guy Robinson from IT Analyst II to Applications Analyst III – probationary status;
  - Mr. Joseph Berliner from IT Analyst II to IT Infrastructure Analyst III – permanent status;
  - Mr. James Scott from IT Analyst II to IT Infrastructure Analyst III – permanent status; and
  - Mr. Jack Naves from GIS Analyst II to GIS Analyst III – permanent status.

The motion failed 2 to 3 (Johnson, Nelson and Suter voted no). Commissioners Johnson and

Suter stated that they could not support the motion because granting status to the five named incumbents circumvented the civil service hiring process based on merit.

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht to adopt a motion to:

- A) *Grant permanent status to the following 225 permanent status incumbents pursuant to Civil Service Rule (Rule) 2.6(b):*
- 62 incumbents from the IT Analyst I/II class to the IT Applications Analyst I/II class (see Attachment B of the Department of Personnel Services report dated November 20 as revised on November 30, 2017 (DPS Report));
  - 90 incumbents from IT Analyst I/II class to the IT Infrastructure Analyst I/II class (see Attachment D of the DPS report);
  - 18 incumbents from IT Analyst I/II class to the IT Business Systems Analyst I/II class (see Attachment C of the DPS report); and
  - 53 incumbents from the Senior IT Analyst, one incumbent in the Principal Business Systems Analyst, and one incumbent in the Senior GIS Analyst classes into the Supervising IT Analyst class (see Attachment F of the DPS Report);
- B) *Grant probationary status to the following 24 probationary status incumbents pursuant to Rule 2.6(c):*
- 10 incumbents from the IT Analyst I/II class to the IT Applications Analyst I/II class (see Attachment B of the DPS report);
  - Eight (8) incumbents from IT Analyst I/II class to the IT Infrastructure Analyst I/II class (see Attachment D of the DPS report);
  - One (1) incumbent from IT Analyst I/II class to the IT Business Systems Analyst I/II class (see Attachment C of the DPS report);
  - Four (4) incumbents from the Senior IT Analyst, class into the Supervising IT Analyst class (see Attachment F of the DPS Report); and
- C) *Grant status to the following three (3) permanent and one (1) probationary incumbents pursuant to Rule 2.6 (c):*
- Mr. Jain Harish from IT Analyst II to IT Applications Analyst II – permanent status;
  - Mr. Guy Robinson from IT Analyst II to Applications Analyst II – probationary status;
  - Mr. Joseph Berliner from IT Analyst II to IT Infrastructure Analyst II – permanent status; and
  - Mr. James Scott from IT Analyst II to IT Infrastructure Analyst II – permanent status.

The motion was adopted unanimously (5 to 0).

7) Review and approval of recommended changes to the Sacramento County Classification Plan establishing the Deputy Director, Environmental Management class.

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter to:

- A) Adopt DPS' proposed revisions (dated November 13, 2017) to the Classification Plan establishing the Deputy Director, Environmental Management classification (inclusive of a 12 month probationary period) <sup>1</sup> with the following amendment to the minimum qualifications:

Three years of full-time paid management and supervisory experience in an environmental health agency managing environmental health regulation and enforcement programs; and

- B) 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 four to zero (4 – 0) with one abstention (Johnson). Commissioner Johnson did not voice a reason for his abstention.

#### **INFORMATIONAL MATTERS**

8) Executive Officer's Report: This was a verbal report to the Commission.

Executive Officer Dowdin reported that the December 15 meeting would be cancelled and that the next meeting for the Commission would be on January 5, 2018. At that meeting, she said that there will be two class studies scheduled for Commission review and consideration: the Sanitation District Real Time Process Control Systems and the Sanitation District Mechanic. She said that she may also schedule exam disqualification appeal hearing. At the Commission's January 19 meeting, she reported that the Airport Operations Officer class study has been scheduled, and that there may also be a release from probation appeal hearing.

Dowdin Calvillo informed Commissioners that she received one exam disqualification appeal this week and closed another as it was not within the Commission's jurisdiction. She said that currently, there are five releases from probation and three exam disqualification appeals pending before the Commission.

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<sup>1</sup> DPS was able to provide additional evidence at the meeting justifying a 12 month probationary period for this position based on the cyclical nature of the work to be performed by the incumbent. Initially, it was the Executive Officer's recommendation that the class be established with a six month probationary period because DPS had not demonstrated that the work was cyclical or that extensive training was required. After hearing the additional evidence presented at the meeting, the Executive Officer found that the work was cyclical and that a 12 month probationary period was justifiable under the Sacramento Charter. Therefore, she recommended that the Commission establish a 12 month probationary period for this new class.

## **ADJOURNMENT**

Seeing no further business before the Commission, Commissioner Nelson moved and Commissioner Macht seconded, to adjourn the meeting. With a 5 to 0 vote in support of the motion, Chair Johnson adjourned the meeting at 3:02 pm.

*Adopted 5 Jan 2018*