

Sacramento County Civil Service Commission  
January 19, 2018 Meeting

ADOPTED  
ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Vice Chair Patricia Macht at 1:30pm on Friday, January 19, 2018 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Vice Chair Macht 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 Vice Chair Macht and Commissioners Gordon Purdy and Ron Suter were present and Commissioners Michael Johnson and Bruce Nelson were absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes:

*January 5, 2018 Regular Business Meeting*

- 6) Receive and File Monthly Department of Personnel Services Reports:

- A) *Student Class Appointments*: report for December 2017
- B) *Promotional Exams and Late Applications*: report for December 2017
- C) *Eligible Lists Extended*: quarterly report for October, November, December 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to adopt all items on consent. The motion was adopted unanimously (3 to 0).

## SEPARATE MATTERS

- 7) Accept the Department of Personnel Services Monthly Provisional Appointments Status Report

*Report for December 2017*

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Suter, to accept the December 2007 Provisional Appointments Status Report. The motion was adopted unanimously (3 to 0).

- 8) Approve the following recommended changes to the Sacramento County Classification Plan resulting from the Airport Operations Officer class study:

*Revise (including changes to the minimum qualifications) the Airport Operations Officer class specification.*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy to: Approve DPS' proposed revisions (dated August 30, 2017) to the Classification Plan revising Airport Operations Officer classification, with the following additional amendment to the minimum qualifications:

**Pattern 1a:** Graduation from an accredited college or university with a Bachelor's Degree or higher in Aeronautics, Aerospace, Aviation, Business Administration, Public Administration or a closely related field.

And 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

- 9) Quarterly Status Report by Department of Personnel Services:

*Classification Studies Approved by the Commission during the fourth quarter*

Commissioners had no questions or comments regarding this report.

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

Executive Officer Dowdin Calvillo reported that the next Commission meeting would be on February 2, 2018 wherein Commissioners will hear one release from probation appeal and consider the Sanitation District Maintenance Mechanic series class study which was continued from the January 5, 2018 meeting. She informed Commissioners that at the February 16 meeting they would likely hear an exam disqualification appeal, and that the

March 2 meeting may be cancelled. She said that Commissioners will hear one release from probation appeal and consider the Commissions 2018/19 fiscal year budget at the March 16 meeting.

Dowdin Calvillo reported that she received four exam disqualification appeals over the past two weeks and closed two exam disqualification appeals after they were resolved administratively. She said that currently, there are five releases from probation and three exam disqualification appeals pending before the Commission.

She also reported that she provided preliminary comments on the Chief Deputy Clerk/Recorder series class study to DPS last week.

She announced that she would attend a County budget kick-off meeting on Monday and will begin developing a 2018/19 fiscal year budget for the Commission.

Lastly, Dowdin Calvillo reported that she is working with Commission Counsel to prepare requests for proposals to expand the Commission's hearing officer pool. Existing hearing officer contracts are effective until December 31, 2018.

### **ADJOURNMENT**

Seeing no further business before the Commission, Commissioner Purdy moved and Commissioner Suter seconded, to adjourn the meeting. With a 3 to 0 vote in support of the motion, Vice Chair Macht adjourned the meeting at 1:40 pm.

Adopted 2 Feb 2018