

Sacramento County Civil Service Commission
October 18, 2019 Meeting

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Ron Suter at 1:33pm, on Friday, October 18, 2019 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Chair Suter led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Chair Suter and Commissioners Michael Johnson, Bruce Nelson, Patricia Macht, and Gordon Purdy were present. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None.

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes:
September 20, 2019 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
 - A) *Student Class Appointments: report for September 2019*
 - B) *Promotional Exams and Late Applications: report for September 2019*
 - C) *Extended Eligible Lists: quarterly report for July, August, September 2019*

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Nelson, to adopt Items 5 and 6 on Consent. The motion was adopted unanimously (5 to 0).

SEPARATE MATTERS

- 7) Accept the Department of Personnel Services' (DPS) Monthly Provisional Appointments Status Report:

Report for September 2019

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Macht, to accept the DPS Monthly Provisional Appointments Status report for September 2019. The motion was adopted unanimously (5 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2019 Retirement Investment Series class study to:

- *Revise, including revisions to the minimum qualifications (MQs), the Retirement Investment Officer and Retirement Investment Analyst Level I/II classifications; and*
- *Establish the proposed Senior Retirement Investment Officer classification.*

ACTION: Motion by Commissioner Macht, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendations to:

- Revise, including revisions to the minimum qualifications, the Retirement Investment Officer classification, as proposed;
- Establish the proposed Senior Retirement Investment Officer classification, as proposed; and
- Refer the aforementioned actions to the Board of Supervisors for its approval.

The motion was adopted unanimously (5-0).

ACTION: Motion by Commissioner Macht, seconded by Commissioner Johnson, to remand the Retirement Investment Analyst Level I/II classification specification back to the Department of Personnel Services without revision to determine whether or not it remains necessary to retain the two salary levels in this class and then to bring its findings/recommendations (including a listing of pros and cons for retaining or deleting the dual salary levels) back to the Commission for subsequent action.

The motion was adopted unanimously (5-0).

9) Revise the Sacramento County Classification Plan as recommended by the 2019 Sheriff's Community Services Officer series class study to:

- *Revise, including revisions to the minimum qualifications (MQs), the Sheriff's Community Services Officer II and the Sheriff's Community Services Officer I classifications.*

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

- Revise the Sheriff's Community Services Officer I classification, as proposed;
- Revise, including revisions to the minimum qualifications (MQs), the Sheriff's Community Services Officer II classification as proposed, with the following additional amendment to the MQs:

Graduation from high school or satisfactory completion of an acceptable General Education Development (GED) Test; AND

- 1) One year of full-time paid experience explaining rules and laws related to vehicle code and parking enforcement in the public sector; OR
- 2) Two years of full-time paid experience in a position working directly with the public, including interpreting/clarifying rules, regulations, policies, or procedures on a daily basis; and

➤ Refer the aforementioned actions to the Board of Supervisors for its approval.

The motion was adopted unanimously (5-0).

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to recess to closed session. The motion was adopted unanimously (5 to 0).

APPEAL HEARING

- 10) Release from Probation (Civil Service Rule 12.3): *This hearing was conducted in closed session per Government Code section 54957 (b).*

Appeal No. 6220-19

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to adopt Hearing Officer Carol Vendrillo's September 11, 2019 proposed decision issued in Appeal No 6220-19 as the Commission's and thereby denying the appeal and sustaining the release from probation. The motion was adopted unanimously (5 to 0).

ACTION: Without hearing objection, Chair Suter reconvened open session and reported the action taken in closed session.

- 11) Exam Disqualification (Civil Service Rule 5.7):

Appeal 6231-19

ACTION: Motion by Commissioner Macht, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendations to find that Appellant in the instant case did not demonstrate that DPS' decision to disqualify the Appellant from the Contract Services Manager I Exam was improper, discriminatory, or otherwise fraudulent. Further, although the Appellant meets the educational requirement and may possess some professional experience purchasing commodities, acquiring services, or writing service and/or construction contracts, it is not sufficient to meet the MQs for this class. Therefore, the Commission finds that the Appellant does not qualify for said exam and thus denies the instant appeal thereby sustaining DPS' decision to disqualify the Appellant from the Contract Services Manager I Exam.

The motion was adopted by a majority (3-0 with two abstentions: Commissioners Johnson and Nelson).

INFORMATIONAL MATTERS

(Non-action items)

12) Quarterly Status Report by the Department of Personnel Services:

Classification Studies Approved by the Commission during the third quarter of 2019

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

Executive Officer Alice Dowdin Calvillo reported that on March 30, 2019, the Western Region International Public Management Association for Human Resources presented DPS with the Agency Award for Excellence outstanding employee recruitment efforts performed by the Employment Services Division Countywide Recruitment Team. DPS was one of three recipients of this award and the only entity to receive it in California. The Commission commended DPS for a job well done. In addition, she reported that the California Department of Human Resources reviewed efforts by the Employment Services Division and deemed on September 23, 2019 that the department conforms with six federally mandated merit system principles.

Executive Officer Dowdin Calvillo announced that the November 1, 2019 meeting would be canceled and that the next meeting is scheduled for November 15, 2019 where Commissioners may hear an exam disqualification appeal.

She also reported that she continues to work with the Department of General Services on contracts for hearing officer and court reporter services.

With regards to appeals, she told Commissioners she received one appeal her action as the Commission's Agent to reject a failed drug appeal as well as one release from probation, and one exam disqualification appeal. Currently, there are three release from probation; one exam disqualification; one failed drug; one Executive Officer determination; one allocation; and one psychological disqualification appeal pending before the Commission.

ADJOURNMENT

Seeing no further business before the Commission, Chair Suter adjourned the meeting at 3:36 pm after it was moved by Commissioner Nelson and seconded by Commissioner Johnson with the motion adopted unanimously (5 to 0).

Adopted 15 Nov 2019

The Civil Service Commission's Mission Statement

To provide policy direction and oversight for the merit selection, promotion, retention, classification, and discipline of civil service employees pursuant to Article XVI of the Sacramento County Charter.

