

**Sacramento County Civil Service Commission Meeting  
November 20, 2020 ~ 1:30pm (Teleconference)**

ADOPTED  
ACTION MINUTES

*Executive Officer Alice Dowdin Calvillo read the following into the record: In compliance with directives of the County, State, and Centers for Disease Control and Prevention, this meeting was streamed live and closed to the public. Members of the public were encouraged to participate in the meeting by submitting written comments electronically.*

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Bruce Nelson at 1:33pm, on Friday, November 20, 2020.
- 2) Pledge of Allegiance: Skipped
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commission Chair Nelson and Commissioners Nick Bloise, Mike Johnson, Gordon Purdy, and Ron Suter were present. A quorum was declared.

Executive Officer Alice Dowdin Calvillo introduced the newest Commissioner, Mr. Nick Bloise, who was appointed by the Board of Supervisors on October 6, 2020 to fill the district 3 seat vacated by Commissioner Patricia Macht upon her retirement.

Executive Officer Dowdin Calvillo then announced action taken by the Commission in closed session on September 25, 2020 to adopt the proposed decision as its own and deny the appeal in case number 6241-19.

**PUBLIC COMMENT**

- 4) Public Comment: None

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes:

*September 25, 2020 Regular Business Meeting*

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

- A) *Student Class Appointments: reports for September and October 2020*
- B) *Promotional Exams & Late Applications: reports for September and October 2020*
- C) *Extended Eligible Lists: quarterly report for August, September and October 2020*

**ACTION:** Motion by Commissioner Johnson, seconded by Commissioner Suter, 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' Monthly Provisional Appointments Status Reports:

*Reports for August (continued from the September 25, 2020 meeting) September, and October 2020*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports for August, September and October 2020. The motion was adopted unanimously (5 to 0).

- 8) Revise the Sacramento County Classification Plan as recommended by the 2020 Probation Assistant class study to:

*Revise and retitle the Probation Assistant classification to Assistant Probation Officer and authorize the retitling of the classification as it appears in other classification specifications.*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to approve DPS' recommendations stemming from the 2020 Assistant Probation Officer class study to: 1) revise and retitle the Probation Assistant classification to Assistant Probation Officer with an amendment to retain the original language within the Criminal History and Background Checks section; 2) authorize DPS to revise the Probation Assistant classification title where it appears in other classification specifications; and 3) Refer this action to the Board of Supervisors for its approval. The motion was adopted 4 to 1 (Commissioner Nelson no).

- 9) Receive a report from the Department of Personnel Services on Continuous File Examinations as authorized by Civil Service Rule 5.2(c), and take action, if appropriate.

ACTION: After a lengthy discussion, motion by Commissioner Johnson, seconded by Commissioner Bloise, to request that DPS compile another report and briefing to include the following. It was also conveyed that Commissioners preferred to have this subsequent briefing at an in-person meeting, even if that meant waiting six to ten months.

- A) The step by step process used to fill a staff vacancy from the point when DPS is made aware of a department's desire to fill a staff vacancy to the hiring of a candidate.
- B) The definitions and objectives of each of the three types of exams authorized under Rule 5.2 and how each ensures merit based hiring by the County.
- C) The criteria/process DPS uses to determine which exam type (promotional, open or continuous) to administer pursuant to Civil Service Rule 5.2. Commissioners asked that DPS include actual examples/scenarios illustrating how its criteria is applied in real time.
- D) Trends within the past five to ten years in the recruitment of prospective employees and the manner in which DPS has had to adjust to attract and maintain a sufficient amount of employee candidates available for County hire. This should include a discussion as to

how continuous exams have assisted in this endeavor and why DPS finds them more effective than open or promotional only exams today vs. ten years ago.

## INFORMATIONAL MATTERS

### 10) Quarterly Status Report by the Department of Personnel Services on Classification Studies Previously Approved by the Civil Service Commission:

*Report for the Third Quarter*

### 11) Executive Officer's Report:

Executive Officer Dowdin Calvillo informed Commissioners that they will consider granting status to three incumbents into the newly approved Fleet Services series and consider recommendations to the County's Classification Plan stemming from the Voter Registration and Elections series class study at its next meeting on December 18, 2020.

She also said Commissioners are scheduled to consider recommendations to the County's Classification Plan stemming from the Construction Labor Compliance series class study at its January 22, 2021 meeting along with hearings for a failed drug test and exam disqualification appeals.

She told Commissioners that at their February 19, 2021 meeting, they will likely consider changes to the County's Classification Plan pursuant to the Solid Waste and Recycling series class study and may hear a release from probation appeal.

Executive Officer Dowdin Calvillo reported that she received one release from probation appeal this week and that currently, there are five release from probations; three failed drug tests; one allocation; one exam disqualification; and one failed psychological evaluation appeal pending before the Commission.

Lastly, Executive Officer Dowdin Calvillo shared with Commissioners that the County Health Officer established revised guidelines for on-site County employees in response to the recent surges in COVID-19 positivity rates.

Commissioners asked the Executive Officer about the possibility of using the Zoom platform for future meetings. The County Clerk's Office reported that the County currently supports just the BlueJeans platform, but that they were in discussions regarding the possible expansion into the Zoom realm.

## ADJOURNMENT

Seeing no further business before the Commission, motion by Commissioner Purdy, seconded by Commissioner Johnson to adjourn the meeting. Motion was adopted unanimously (5 to 0) and the meeting was adjourned at 4:54 pm.

*Adopted 18 Dec 2020*